



# FINANCIAL AID REQUIREMENTS FAQs

Overview of common financial aid requirements and Satisfactory Academic Progress standards

# ANNOUNCEMENTS



- Please do NOT put any sensitive information in the Chat or Q&A. Any questions that contain personal information should be sent directly to [sfs@temple.edu](mailto:sfs@temple.edu) with your 9 digit TU ID.
- This webinar will be recorded and available on our website, <https://sfs.temple.edu/about/sfs-webinars>, shortly after the presentation.
- Question and Answer session after the presentation - please type your question into the Q&A feature.

# AGENDA


Subtitle goes here (optional)


- Where to find financial aid requirements on TU Portal.
- Common Financial Aid Requirements
- Satisfactory Academic Progress Standards
- Satisfactory Academic Progress Appeals
- Question and Answer session

# TU PORTAL: COST AND AID TAB




TUPortal → Costs & Aid → SFS Channel → Need to Submit/Resubmit

 **Need to Submit / Resubmit**  
You have **4** requirement(s) that have not been submitted or have been deemed incomplete.

 **Satisfied**  
You have satisfied **2** requirement(s).


---


**FINANCIAL AID OFFER**

 [View your current financial aid offer](#)


---

**SELF SERVICE BANNER**

 [Financial Aid Package](#)

 [College Financing Plan](#)

---

 [Need Help?](#)

# TU PORTAL: COST AND AID TAB



AID YEAR: 2020-2021

AID YEAR: 2019-2020

## Need to Submit / Resubmit

To submit documents for a requirement you can either use the upload tool below or fax them to 215.204.5897

### REQUIREMENTS THAT NEED TO BE SUBMITTED



#### Selected for Federal Verification

**Instructions:**

Your FAFSA has been selected for a process called federal verification. Please complete all verification requirements as soon as possible. Note: the first time you access the requirements you will need to confirm your identify. Be sure to input your first name, last name, date of birth and social security number as it appears on your FAFSA application. If you have difficulty logging in to review the requirements please call SFS, 215-204-2244.



#### Grant permission to pay any and all University charges

**Instructions:**

Clicking this link will take you to Self Service Banner. Under the Additional Information section, please use the drop down box to select an answer and submit the information. The requirement will be updated within 24 hours.



#### Grant permission to pay previous balance up to \$200, if owed

**Instructions:**

Clicking this link will take you to Self Service Banner. Under the Additional Information section, please use the drop down box to select an answer and submit the information. The requirement will be updated within 24 hours.



#### Please accept your awards on Self Service

LEGEND



Upload



Website



Follow Instructions



Not Eligible Yet

# Financial Aid Requirements

Frequently Asked Questions

# Citizenship

What documents are generally submitted for a Citizenship requirement?

- Copy of student's birth certificate showing U.S. birthplace
- Copy of U.S. passport, current or expired, except limited passports(which are typically issued for short periods, such as a year, and which don't receive as much scrutiny as a regular passport when applying)
- Copy of U.S. passport card
- Certificate of Citizenship is issued by USCIS to individuals who derive U.S. citizenship through a parent.
- Certificate of Naturalization, issued by USCIS (or, prior to 1991, a federal or state court), or through administrative naturalization after December 1990 to those who are individually naturalized.
- Certification of Birth Abroad, form FS-545, DS-1350, or FS-240, "Reported of Birth Abroad including an embossed seal indicating "United States of America" and "State Department"
- If you hold other documentation you believe would deem you federal financial aid eligible, please contact SFS.

# US Citizenship and Immigration Services (USCIS)

What documents are generally submitted for a USCIS requirement?

\*List of who is considered an eligible non-citizen is on

<https://studentaid.gov/understand-aid/eligibility/requirements/non-us-citizens>  
<https://studentaid.gov/understand-aid/eligibility/requirements/non-us-citizens>

- Unexpired Permanent Resident Card or Resident Alien Card (Form I-551)
- Foreign passport including a Machine-Readable Immigrant Visa (MRIV). The MRIV must appear in the holder's unexpired passport and must be endorsed with an admission stamp and the statement "Upon endorsement serves as temporary I-551 evidencing permanent residence for 1 year"
- I-94 Arrival-Departure Record, must be stamped "Processed for I-551" with expiration date or "Temporary Form I-551 with appropriate information filled in.
- Form CBP I-94A, computer-generated form replaces, in many instances, but not all, the Form I-94 that was completed manually. The form must be annotated with designated field office with jurisdiction over the port of entry, the three-letter code located under the word "ADMITTED" indicating the port of entry and the stamp's unique four-digit number · United States Travel Document, containing the Reentry Permit, Form I-327, and the Refugee Travel Document (Form I-571)
- If you hold other documentation which you believe would deem you as federal financial aid eligible, please contact SFS.



# Citizenship/ USCIS

What is the Affidavit form?

- The Affidavit is a written statement confirmed by affirmation (electronic signature or wet hand-signature) to ensure that the documentation being submitted is legitimate.
- All sections of the Affidavit form are to match the documentation being provided.
  - This includes the document name/type, expiration date, and issuing authority.
- Submitted through the Temple Dashboard.
  - To access Temple Dashboard, click on the “Outstanding Requirement” link listed on the Cost and Aid tab of TU Portal.

# Citizenship/ USCIS

How long will it take for my  
Citizenship/Immigration documents  
to be reviewed?

- Generally, it will take Student Financial Services 2 to 3 weeks to review your documentation once submitted.
- During this period, they may need to ask for additional documentation, reject documentation submitted or ask clarity on the documentation submitted.
- Moreover, your citizenship/immigration documentation may need to be submitted to the Department of Homeland Security for additional review, which is called “Third Step or the SAVE” process.
  - This process is only conducted to determine a student’s aid eligibility. ***This additional check may take up to 30 days for completion.***

# Selective Service

What is the Selective Service requirement?

- Males (any person assigned the sex of male at birth) aged 18–25 are required to register with the Selective Service System (SSS).
- This requirement covers males residing in the United States who are U.S. citizens or noncitizens.
  - A male who is in the U.S. as a lawful nonimmigrant (with a valid Visa) isn't required to register as long as he maintains that status until the age of 26.
- If you are over the age of 26 and have not registered, our office is required to determine whether your failure to register was knowing and willful before awarding Federal Student Aid.
  - Student will need to submit the required documentation that pertains to your situation.
  - Example Documentation listed on [SFS Selective Service Non-Registration site](#).
- Please note: Submission of this documentation does not guarantee the receipt of Federal Student Aid. Our office will make a determination of your eligibility based on the information you provide.

# Federal Verification

For a more thorough explanation of Verification requirements, please review the SFS Verification webinar from 6/24/20.

Link to Verification Webinar  
Recording on [SFS Webinar Site](#).

# What Is It and How Do You Know?



- US Department of Education selects students randomly
- Three types
  - V1 - Tax Information
  - V4 - Identity and High School Completion
  - V5 - All of the Above
- Students are notified via:
  - Student Aid Report (SAR)
  - TUPortal (Costs & Aid - SFS Channel - Need to Submit/Resubmit)
  - Email alerts from Temple

# Documentation - Tax Information



- Dependent Verification Form
  - List all members of the Household supported more than 50% by the custodial parent(s)
  - Form must be signed by hand or through our electronic e-signature process
  - Report current marital status and 2018 tax status for parents
    - Independent students also report current marital and 2018 tax status
  - All subsequent requests come from the form
- Tax Data
  - Data Retrieval Tool (DRT) on FAFSA
  - 2018 IRS Tax Return Transcript ([www.irs.gov](http://www.irs.gov))
  - 2018 IRS Tax Form 1040 with all pages, schedules, and signatures
- W-2s may be requested

# Documentation - Identity and High School Graduation



- Statement of Educational Purpose
  - Downloaded from the Dashboard
  - Must be signed by Financial Aid Administrator or a notary
  - Email to [sfs@temple.edu](mailto:sfs@temple.edu) via TUSafeSend
- Identity
  - Email with Statement of Educational Purpose
  - Government-issued Photo ID
- High School Graduation
  - Diploma
  - Transcript

# How to Submit Your Documentation - Verification



## Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.



### Dependent Verification Form

Waive Task

You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you [Read More](#)

○ 2020-2021 Dependent Verification Web Form ⓘ

View Form

Waive Step ⓘ

Submit



# Common Issues & Troubleshooting - Verification



- Signatures must match
  - All e-sign, or all hand-sign
- Page Doesn't Load
  - Use Google Chrome and clear cache
- Can't find applicable tax and marital status combination
  - Scroll down - use Google Chrome in order to scroll
- Difficulty obtaining Tax Documents
  - Tax Transcript unavailable: Provide complete 1040 (with signature)
  - IRS Verification of Non-Filing can't be obtained from IRS
    - Submit a written statement explaining attempts to retrieve from IRS and confirming tax status for 2018

# Unusual Enrollment

What is this federal flag?

- The U.S. Department of Education works to identify potential fraud and abuse of the Federal Pell Grant Program. In order to identify instances where students enrolled only to receive credit balance payments, the Department of Education flags the records of students who have “unusual enrollment histories.”
- If a student record indicates an unusual enrollment pattern, SFS must review the student’s federal student aid history.

# Unusual Enrollment

What documentation may be required?

- If the student did not earn academic credit at one or more of the prior schools, the school will need to review records and collect additional information about the previous enrollments.
- SFS may request transcripts from previous institutions.
- The student may be asked for an explanation and documentation that demonstrates that he or she did not enroll only to receive a credit balance payment.
- If a student is required to submit a personal statement, they must also submit third party documentation supporting their personal statement.
- All documentation is uploaded through the Temple Dashboard.
- The school then makes a determination about whether to approve or deny eligibility for federal student aid.

# FAFSA Updates

Requirements that may require a student  
update the FAFSA

# High School Diploma Requirement

Question 26 of the FAFSA asks: What will your high school completion status be when you begin college in the 2020-21 school year?

- If a student misses, skips, or answers 'None of the above,' they will have a high school diploma requirement on TU Portal.
- Student must update their FAFSA with the correct answer.
  - Other answers include:
  - High School Diploma
  - GED or state certificate
  - Homeschooled
- If you feel you have a unique circumstance, please contact SFS.

# Graduate Error

Occurs if a student has conflicting application information with how they answered their FAFSA.

- Question 29 of the FAFSA asks: What will your college grade level be when you begin the 2020-21 school year?
- Question 30 of the FAFSA asks: What college degree or certificate will you be working on when you begin the 2020-21 school year?
- Question 47 of the FAFSA asks: At the beginning of the 2020-21 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc)?
- If a student indicates they are a graduate student through one of these questions, and they remain an undergraduate student, they must update their FAFSA and contact SFS.

# Previous Bachelor's Degree Requirement

- Question 28 of the FAFSA asks: Will you have your first bachelor's degree before you begin the 2020-21 school year?
- If a student answers 'yes' and Temple does not have record that the student received a previous bachelor's degree, the student will see a requirement to check their FAFSA.
- If a student has not received a first bachelor's degree, but answered 'Yes' to question 28, they must update their answer on the FAFSA, and re-submit the FAFSA.

# **Satisfactory Academic Progress Standards**



# SATISFACTORY ACADEMIC PROGRESS (SAP)



- Student Financial Services is required by federal regulation to monitor student progression toward completion of degree and certificate programs at both the undergraduate and graduate levels.
- This SAP Standard includes a quantitative (time-based) and qualitative (grade-based) measure of progress.
- Quantitative measure: A student must maintain a specific "earned credit" percentage rate of credits to remain eligible for financial aid.
- Qualitative measure: requires maintaining a GPA that meets the minimum standard necessary to maintain Academic Good Standing according to Temple University policy (refer to the Undergraduate Academic Warning, Probation and Dismissal Policy). Graduate students: Refer to your college for GPA requirements.
- Academic records are reviewed at the end of every semester to determine current academic progress and future student aid eligibility.
- [Undergraduate Academic Warning, Probation, Dismissal Policy](#)
- [Satisfactory Academic Progress Standard](#)

# CALCULATE YOUR SAP ELIGIBILITY



- In addition to maintaining a GPA that meets the University minimum requirement, students are expected to earn 67% of the classes in which they enroll.
- The progress of a student is measured by the following calculation after every semester:
  - Cumulative Earned Credits/Cumulative Attempted Credits = Earned Percentage
- Students must also have not exceeded the maximum time frame to complete their degree program (**not exceeding 150% of the program's published length of study**).
- Students not meeting the SAP earned completion percentage, or who have exceeded the maximum time frame to complete their degree are not eligible for federal student aid.
- Attempted credits: All transfer, remedial, English as a second language, and Temple registered credits.
  - Includes courses with W, WE, WS, WF, F, PI, AU, MG and NC.
- Earned credits: Credits earned toward degree.
- Repeated coursework: courses that are repeated to improve a grade are counted in attempted hours but only one passing grade is counted towards the earned credit rate.

# SUBMITTING A SATISFACTORY ACADEMIC PROGRESS APPEAL



- Students that have lost eligibility for financial aid may submit a written appeal in order to regain financial aid eligibility.
- The SAP Appeal Form will become available in the [Forms section](#) of this website.
- The deadline to appeal for the Fall 2020 semester is **August 17th** (for students enrolled in a summer 2020 term, it is **September 3rd, 2020**).
- Spring 2021 appeal priority deadline is **January 20, 2021**, with a final deadline of **January 28, 2021**.
- Please be aware students may not receive a decision before the add drop period of the semester. Students enrolled after the add/drop period are financially responsible for their courses.
- We encourage students who wish to appeal to meet with a member of the SAP committee to discuss the appeal process
- A SAP appeal must include:
  - Signed SAP appeal form
  - Personal statement of extenuating circumstances
  - Supporting Documentation
  - See SAP appeal form for detailed directions.
- If a student's appeal is approved, their advisor must submit an Academic Plan to SFS within 15 calendar days.
- Academic Plans are reviewed at the end of every semester. If a student fails their academic plan, they lose federal aid eligibility until they meet the SAP standards, and cannot re-appeal based on their original appeal.

# QUESTIONS?



## Contact SFS

- Email: [sfs@temple.edu](mailto:sfs@temple.edu)
- Please include your 9 digit TU ID on any email correspondence.
- We utilize a ticketing system when you contact us and will create a ticket at the time of your call or email. We will then have a professional staff member get back in touch.

## Schedule a Phone/Virtual Appointment:

- QLESS
  - Download the QLESS app.
  - Available on both iPhone and Android devices.
  - Enter through the link listed on <https://sfs.temple.edu/about/appointments>.
- Family Education Rights and Protection Act Waiver
  - In order to provide a waiver of FERPA rights to a specific person, students should follow instructions listed on <https://sfs.temple.edu/policies/family-educational-rights-and-privacy-act>.

