



Financial Aid Counseling

- A. Information Available:** The Office of Admissions and Student Financial Planning at Stetson University College of Law provides information regarding the federal financial aid application process, types and amounts of federal financial aid available, institutional and outside scholarships, and other sources of aid. Financial aid information is available to both prospective and continuing students through the College of Law's website, printed materials, email, and also through in-person, telephone, Skype or videoconference counseling appointments.
- B. Financial Aid Award Letter and Email:** After a student's or prospective student's FAFSA has been completed, processed, and sent to the College of Law, the Office of Admissions and Student Financial Planning will send a financial aid award letter to the student or prospective student via personal email addresses. For a continuing student, the award letter will be sent via their Stetson email address. Financial aid emails include an award letter outlining the types and amounts of financial aid for which the student or prospective student has qualified, a link to access instructions for accepting, reducing or declining aid, instructions for completing the Terms and Conditions of Receiving Financial Aid on Banner Web, instructions for completing required Direct Loan Entrance Counseling, instructions for completing the applicable Direct Loan Master Promissory Note(s), and a Financial Aid Checklist. These instructions are found on the Admitted Students' Portal, Stetson Connect, under the Finances tab.
- C. Terms of Receiving Financial Aid:** The Terms and Conditions of Receiving Financial Aid (also referred to as Student Rights and Responsibilities) must be read and accepted annually. The Agreement explains how the College of Law will receive and credit financial aid to the student's account; it also explains how the student will receive a refund if a credit balance exists after aid is posted to his or her account. In addition, this form lists the student's rights and responsibilities in connection with receiving federal loans, tuition refunds, and the return of Title IV funds.
- D. Accepting, Reducing, or Declining Aid:** A student must affirmatively accept, reduce, or decline financial aid via Banner Web; the student must act within the time frame set forth in the initial award for the academic year. Instructions for accessing Banner Web will be included with the award email. Thereafter, students who wish to reduce or cancel accepted loans should contact the Office of Admissions and Student Financial Planning.

Cross References: *Eligibility to Receive Financial Aid, Refund of Tuition and Fees, and Title IV Return of Funds for Leave and Withdrawal.*