

The University of Michigan – Flint
Office of Financial Aid (OFA)
(810) 762-3444

Responsibilities of the Office of Financial Aid (OFA):

- ▶ Distribute financial aid and scholarship application materials
- ▶ Distribute information regarding all aid programs and scholarships (federal, state, university and private funds)
- ▶ Award financial aid to eligible applicants (in the form of grants, work study, loans and scholarships)
- ▶ Complete verification of applicant information as required by federal law
- ▶ Disburse financial aid to students' accounts
- ▶ Complete revisions to award packages based on student requests, change in enrollment status, outside resources, etc.
- ▶ Satisfactory Academic Progress Monitoring (SAP)
- ▶ Emergency loans (enrolled students only)
- ▶ Book advances (financial aid recipients only)
- ▶ GRE fee waiver requests
- ▶ Title IV Refund Calculations
- ▶ Stewards of Title IV and State Aid Regulations – Making sure campus is in compliance
- ▶ On and off campus Financial Aid Awareness presentations

Office Hours: Hours of operation are from 8:00 a.m. – 5:30 p.m. Monday through Thursday and from 8:00 a.m. – 5:00 p.m. on Fridays.

Financial Aid and Scholarship Application Materials: The Free Application for Federal Student Aid (FAFSA) is available on-line. Students are urged to complete and submit the FAFSA electronically by visiting www.fafsa.ed.gov. Students submit their completed/signed FAFSA to the Federal Processor. UM-Flint Federal School code for filing is 002327. Preferred filing deadline is March 1st of each year for the following academic year. Awarding begins approximately mid-March for the following academic year.

Those wishing to apply for scholarships offered by the University may visit www.umflint.edu/finaid, and then click the applicable year Scholarship Application during the specified application enrollment period, mid-December through mid-February

Awarding of Financial Aid: Information from the FAFSA is electronically received by the OFA in batch files from the Federal Processor. These files are loaded into the current Banner software weekly. Within 72 hours of the receipt of FAFSA information, the OFA runs several computer processes to award students their financial aid. An Award Notification is sent to continuing students by email and a paper letter to new students, as the result of these processes. Award Notifications may be actual or estimated. This is determined by whether a student's file is selected for verification. Estimated Award Notifications include requests for the required documents (verification worksheet, tax returns, etc.).

Verification of FAFSA Information: By federal law schools are required to verify at least 30% of financial aid applicants each year. Students whose files have been selected for the verification process are notified on their Student Aid Report (SAR) from the U.S. Department of Education, and also by the OFA. Once students submit their required signed documents to the OFA, family and financial information is reviewed by our Financial Aid Officers for completeness and accuracy.

Disbursement of Financial Aid: An OFA staff member runs an electronic process daily which disburses financial aid to a student's account. Students who receive financial aid funds in excess of their outstanding balance can visit the Cashier's window at 261 UPAV with proper picture identification, and a stipend check will be issued to them. Electronic funds transfer is also now an option for students to select. Students interested should inquire with the Student Accounts/ Cashier's department.

Revisions to Award Packages:

Students who make changes to their schedules which affect the number of credit hours in which they are enrolled may need to have their award package revised. Forms are available on-line at our website or in the OFA for students to complete. Students may also request changes to their loans and some other types of aid.

Emergency Loans and Book Advances: Realizing that some UM-Flint students may experience unanticipated, short-term financial emergency situations that could prevent them from attending classes, we offer up to \$500 per semester in Emergency Loan money. Students make application in the OFA and supply the Emergency Loan Committee with adequate documentation. Recipients must demonstrate financial need. Making application for this loan does not guarantee approval. All Emergency Loan checks are made co-payable to the student and company to which the debt is owed.

At the beginning of each major semester we recognize that some financial aid applicants whose aid has yet to disburse to their account may be unable to purchase their textbooks without our assistance. In cases where possible, we offer students an advance of their financial aid.

Graduate Record Examinations (GRE) Fee Waiver: Federal Financial Aid recipients, who are college seniors wishing to take the GRE may make application for a waiver of the exam fee. Waivers are available in and certified by the OFA staff. Approved fee waiver certificates must accompany test registration forms sent by the student.

Further information about financial aid and scholarship programs, policies and regulations can be found on our web page at www.umflint.edu/finaid
 Revised 10/08/09

Lori Vedder, Director	762-3238	<i>Provides overall management and supervision to the department. Manages GEAR-Up, DC Grant programs, Satisfactory Academic Progress review. Sets spending levels, establishes yearly cost of attendance. Works with media, U-Relations and Government Relations Offices.</i>
Linda Grimshaw Assistant Director –Banner Technical Support and Award Packaging	762-3219	<i>Provides overall departmental technical support of Banner software. Runs batch awarding processes in Banner; prints actual and estimated award notifications; Perkins Promissory notes, tracking e-mails; runs reports as needed. Manages the TIP, Michigan Competitive Scholarship (MCS) and GRE Waivers. Verifies and revises awards.</i>
Mary Horgan Assistant Director –Customer Service	762-3241	<i>Manages the Federal & Michigan Work-Study programs; acts as contact person for departments and FWS student employees. Runs Satisfactory Academic Progress (SAP) reports. Acts as department liaison for imaging/scanning system; Verifies and revises awards.</i>
Louanne Snyder Assistant Director- Processing of Financial Aid and Scholarships	762-3279	<i>Manages campus-based programs such as the Michigan Nursing Scholarship; Michigan Adult Part-Time and Michigan Educational Opportunity Grant programs. Overall responsibility of University and private scholarships; prepares yearly information and reports for University scholarships. Maintains sponsored payments and revises awards as needed.</i>
Kelli Hoppe Financial Aid Officer Senior	762-3445	<i>Manages Federal Pell Grant program. Batches, sends and receives electronic ISIR's of student FAFSA information; loads ISIR's into Banner system; loads updates to Department of Education software as needed; Back up to Technical Support and Award Packaging; runs reports as needed. Maintains web page. Maintains sponsored payments. Verifies and revises awards.</i>
Susan DeGalan Financial Aid Officer Intermediate	766-6884	<i>Manages the alternative loan programs and Indian Tuition Waiver Program; Verifies and revises awards. Back up to front counter customer service area.</i>
Shawn Griffin Financial Aid Officer Intermediate	762-3222	<i>Manages the Federal Direct Loan Programs; prints Direct Loan promissory notes (including PLUS), sends electronic loan disbursement notices; satisfies promissory note requirements and makes adjustments to Direct Loans daily as requested by students; resolves federal loan borrowing issues; runs disbursement of aid daily. Completes face to face loan counseling with students. Verifies and revises awards.</i>
Sandra Stuart Financial Aid Officer Intermediate	762-3444	<i>Front-desk customer service lead officer; completes and mails FIA verification forms. Greets students; assists students with questions and forms; hands out as well as takes in all documents received at the front counter; answers phones; opens & distributes mail; keeps reception area stocked with applications & up-to-date information.</i>
Ruth Ann Kegebein Accountant Associate	766-6768	<i>Manages all accounting practices and reconciliation processes and issues. Primary business and administrative support to the office. Completes all work orders and service requests; orders supplies, paper, etc. Reconciles scholarships and P-Card accounts, payroll, and other aid programs in cooperation with other staff with management oversight of each respective program. Completes JE's, deposits, travel and spending pre-authorizations. Checks timesheets for accuracy & reconciles regularly. Prepares all SAP appeals & prints transcripts; sends correspondence to students who appeal SAP notifying them of decisions rendered;</i>
Brenda Hampton Financial Aid Officer Associate	424-5292	<i>Reviews, verifies and revises financial aid awards. Assists with front counter customer service.</i>
Shannon Sirpilla Financial Aid Officer Associate	762-0704	<i>Reviews, verifies and revises financial aid awards. Assists with document imaging processes and software.</i>

Revised 10/08/09