In an effort to keep you informed regarding updates and changes on student financial aid, we will periodically send a financial aid newsletter to all students. Please take the time to read the information below, as it includes several very significant changes to your student financial aid for the Fall 2014. We will continue to send newsletters as important information becomes available.

**Satisfactory Academic Progress (SAP)**

**DON'T GET ZAPPED BY SAP!**

Please Review the SAP policy on the Financial Aid website to view the requirements for eligibility for financial aid.

http://www.xula.edu/financialaid/basics.php#satisfactory

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**Important Dates**

- Sept. 17 – Constitutional Day
- Oct. 3rd - Last Day to Remove an “I”
- Oct. 13-14 - Contingency Day
- Oct. 21st - Mid-Semester Evaluation Due
- Oct. 31st - Last Day to Petition a “W” in a Course (Drop a Course)
- Oct. 31st - Halloween

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**Estimated Awards**

If you received an Estimated Award at Registration the deadlines to provide requested information is Tuesday, September 30, 2014.

**Note:** If required documentation is not received by the above date, the Fiscal Office will be notified and the estimated award will be **VOIDED**. You will be responsible for your entire balance.

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**F.A.Q.** (Frequently Asked Questions?)

**QA: Am I due a refund?**

You may receive a refund if your financial aid is more than what you owe to the university, and the following occur:

- An accepted award letter must be submitted (Banner Web).
- We must verify your enrollment
  - Must be enrolled at least half-time (except for Pell)
  - Federal Loans (Direct Sub, Unsub, Grad Plus Loans) 6 or more hours.
- Must be enrolled full-time for health professional loans
  - A Master Promissory Note (MPN) must be completed and signed ([www.studentloans.gov](http://www.studentloans.gov)).
- First-Time Loan borrowers must complete the Entrance Counseling ([Direct Sub, Unsub, Grad Plus Loan at www.studentloans.gov](http://www.studentloans.gov)).

View your billing statement to verify all funds have been posted to your student account.

**QA: If I am awarded College Work-Study; how will I be notified?**

If you have completed a request for College Work-Study, and funds are available, you will be notified via your XULA e-mail.

**QA: What information must be submitted to begin working?**

- Complete all new hire paperwork in the Human Resources department (new Work-Study students only).
- Sign a Work-Study contract, and supervisor pick up computerized timesheets in the Financial Aid Office.
(F.A.Q) Frequently Ask Questions Cont...

QA: When will I be paid?
- All Work-Study students are paid once a month on the 15th of the following month after you have worked.
- Earned Work-Study funds are deposited to your personal account. You must complete a direct deposit form in the Human Resource Office before this can be done.

QA: When are Timesheets due?
- Timesheets are due on the 3rd of the following month that you have worked. If timesheets are received on the 4th and beyond, your funds will not be paid until the next pay cycle.

Note: If the 3rd falls on a weekend or on a holiday, timesheets are due on the next business day.

QA: Why is my Financial Aid not posted?
- You must have a valid award.
- Your award is valid once you have accepted or declined your offer.
- You must swipe your I.D. card in each class you attend.
- You must be enrolled at least half-time (except for Pell).
- You must be full-time for Health Professional Loans and Loans for Disadvantaged Students.
- You must complete the Entrance Counseling Online at www.studentloans.gov.
- Freshmen MUST have final High School Transcript.

Get to Know Your Financial Aid Counselors

<table>
<thead>
<tr>
<th>Counselors</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-D</td>
<td>Kecia Poplus</td>
<td>(504) 520-5168</td>
</tr>
<tr>
<td>E-K; X,Y,Z</td>
<td>Selena Vance</td>
<td>(504) 520-5206</td>
</tr>
<tr>
<td>L-RH</td>
<td>Shantrella Baptiste</td>
<td>(504) 520-7278</td>
</tr>
<tr>
<td>RI-W</td>
<td>Denise Spellman</td>
<td>(504) 520-5209</td>
</tr>
<tr>
<td>FWS</td>
<td>Diana Nguyen</td>
<td>(504) 520-5210</td>
</tr>
<tr>
<td>P1-P4</td>
<td>Sandy Livings-Veals</td>
<td>(504) 520-5211</td>
</tr>
</tbody>
</table>

Pharmacy

Director
Emily London-Jones | (504) 520-7835 | ejones@xula.edu

Office Hours
8:30am - 4:30pm

Counseling Hours
Monday & Wednesday...8:30am - 12:15pm
Tuesday & Thursday ...12:30pm - 4:00pm
Late Day: Tuesdays Beginning on September 16, 2014
12:30pm - 6:00pm
(First three months of each semester)

Xavier University of Louisiana
Office of Student Financial Aid
Xavier South, Room 360
1 Drexel Drive
New Orleans, LA 70125

T.E.A.M Together Each Achieves More

Reminder
- Check your XULA E-mail to find out if you have been selected for a process called Verification.
- If you have not filed your FAFSA please do so at www.fafsa.ed.gov.
- If you have not signed up for a PIN, log onto www.pin.ed.gov.