

# **IMPORTANT!** *Please read this before completing your Information Worksheet.*

All students must complete and submit the **Graduate Information Worksheet** before they can receive financial aid funds. This worksheet provides us with the vital information needed to calculate your financial aid eligibility and budget.

## **When filling out your Information Worksheet:**

**Be as accurate as possible with your projected units.** We base your financial aid award using your projected unit load for the year. Your financial aid awards will only be as accurate as your Information Worksheet. *(Please indicate if you will be enrolling in a continuing dissertation class as it will change your budget: EDUC795, GNRS 798, HED795, PPSY795.)*

**Include all terms you are planning to attend for the year.** If you are unsure of what your unit plan will be for the upcoming year, speak with your academic advising staff or a representative of your academic department.

## **After you fill out your Information Worksheet:**

**Remember to register for all units and sessions in a term at the same time.**

- For example, if you are registering for Spring classes and you indicated on your Information Worksheet that you will be taking units in both Spring 1 and Spring 2, **register for both sessions at the same time.**

**You must be enrolled at least half-time per term to be eligible to receive Federal Direct Loan funds.**

Half-time status is based on your academic program:

- Credential or certain Certificate only: 6 units per term
- Master's Degree: 5 units per term (3 units in summer)
- M.A. in Clinical Psychology: 4 units per term (3 units in summer)
- M.S. in Nursing: 3 units per term
- Doctor of Ministry: 4 units per term
- Doctoral Degree: 3 units per term

**Notify your Student Account Counselor of any changes in your enrolled units or program.**

- If you will not be taking the same amount of units as you stated on your Information Worksheet, please notify your counselor immediately. Failure to enroll in all units within the term or failure to notify your Student Account Counselor of any changes may result in a delay, a revision of your financial aid, or an owing account balance.
- If you will be dually admitted or changing programs, speak to your Student Account Counselor about the financial aid implications of these changes and/or additions.

**Check your outstanding balance.**

- If you add classes after you have received your financial aid refund check for that term, you may be responsible to pay the balance. Please check your account online to ensure that you do not have an owing balance.



APU ID#: \_\_\_\_\_ Academic Program: DOCTOR OF EDUCATION IN ED LDRSHP

Name: \_\_\_\_\_  
*Last First Middle Initial.*

Cell Phone: \_\_\_\_\_ Non-APU e-mail: \_\_\_\_\_

- **Your financial aid is based on the information you provide on this form.**
- You must be enrolled at least half-time to be eligible for aid (refer to the attached instruction sheet for half-time requirements).
- Register for all units within each term (including all sessions) at the same time to avoid delays in your financial aid disbursement.
- Notify your counselor immediately if you change units or your academic program after submitting this form.
- The Federal Government requires that excess Title IV funds (Direct Loans) be refunded to you unless permission is given by you to hold your funds for future charges within the 2013-14 academic year. To give permission to hold funds, select the hold credit option in question #4. Any remaining credit balance will be refunded to you by the end of your 2013-14 enrollment periods.
- Make sure to verify/update your contact and address information by logging into your Student Center at home.apu.edu. All Grad SFS letters and refund checks will be mailed to your "Mailing" address. If no mailing address is provided, your "Home" address will be selected.
- Please scan and email this completed form to your assigned Student Account Counselor: WWW.APU.EDU/GRADUATECENTER/SFS/COUNSELORS  
You may also mail or fax it to the Graduate SFS Office: AZUSA PACIFIC UNIVERSITY • GRADUATE CENTER SFS • P.O. BOX 7000 • AZUSA, CA • 91702 • FAX: 626-815-4545 • PHONE: 626-815-4570

**1) LIST THE NUMBER OF ALL UNITS YOU ARE PLANNING TO ATTEND FOR THE 2013-14 YEAR.**

Fall 2013 Term		Spring 2014 Term		Summer 2014 Term	
Traditional	units	Traditional	units	Traditional	units
<b>Doctoral Students Only:</b>					
Check here if you will be enrolled in any dissertation classes for the 2013-14 year.					
List the term(s) you will be taking the course:					

- 2) Will you be paying rent/mortgage in the 2013/14 year?      Yes      No
- 3) Will you be enrolled in more than one academic program for the upcoming year?  
No    Yes (list your programs)
- 4) What would you like us to do with a credit balance?      Mail me a refund check      Hold credit on my student account
- 5) List all your other scholarships, grants, benefits from APU and/or outside sources:  
Amount: \$ \_\_\_\_\_
- 6) If applicable, list your spouse and/or dependent attending APU for 2013-14:  
Name: \_\_\_\_\_ APU ID#: \_\_\_\_\_
- 7) Have you attended, or will you attend, any other college in the last/next 12 months (not including APU)?  
No    Yes (list your colleges)      Start/End Dates: \_\_\_\_\_ - \_\_\_\_\_

**Statement of Permission and Loan Request:** I authorize Azusa Pacific University to apply all my financial aid funds (federal, state, institutional, and outside aid) to all institutional charges, direct and discretionary, as well as other educational expenses such as books, fees, parking, library fines, and minor prior year expenses on my student account. I understand that I have the right to request in writing (if applicable) my Cal Grant B subsistence funds be refunded to me, excluding it from paying the outstanding balance on my student account. I request Azusa Pacific University to certify my Master Promissory Note for a Federal Loan(s) for the enrollment period I have indicated. Once I am offered a loan, I will accept the amount of loan I want to borrow online in the university's Student Center.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Student Signature** (We do not accept electronic signatures.)      **Date**

**OFFICE USE ONLY:** Program Code: \_\_\_\_\_ Unit Cost: \$ \_\_\_\_\_     MA/Doct     Credential     Svc Ind/Hold

Offer Letter Sent Date: \_\_\_\_\_     No Offer Letter      IW-4/1/13