

## **Important Things to Remember 2010-2011!**

### **Pertaining to your Financial Aid**

- You must stay enrolled in at least 6 credit hours to receive financial aid!
- Your payment must be received before the start of the semester!
- If you receive an invoice from the Business Office, please do not assume that you have financial aid on your account! Please contact the Business Office and Financial Aid Office immediately to find out why you were sent an invoice.
- Your FAFSA must be renewed annually! Please refer to the document online at [www.piedmont.edu](http://www.piedmont.edu) and click on the Business Office link, "Procedures for Obtaining Financial Aid". **Hint: It's time to renew your FAFSA for fall 2010, spring 2011, summer 2011! Remember to always renew around tax time!**

### **Drops and Withdrawals**

- There is a difference between a drop and a withdrawal!
- \*A drop means that you will not be charged for the class.
- \*A withdrawal means that you have incurred those tuition charges.
- Make sure to contact the Business Office and Financial Aid Office **before** you drop or withdrawal from a class! Please refer to our catalog for more information. Please be aware that in most cases of a withdrawal students will owe a balance. In the case that a student receives a refund from a drop or withdrawal, the student can expect a refund within two weeks of their financial aid being adjusted.

### **Book Vouchers**

- Specified dates are given for the book vouchers! Your invoice will have these dates at the bottom.
- Please buy your first and second session books during the dates given.
- Keep your book voucher receipt for your records.
- If you lose aid, you may owe for books purchased on your voucher.
- If your refund is given before all receipts are in the Business Office (from the Bookstore), you may owe for books purchased on your voucher.
- No one else may use your book voucher, nor sign for your book voucher receipt.
- A signature is required on your receipt.

### **Refund Checks**

- For those who have asked for additional funds, refunds can take up to two weeks after the aid has been posted to your account.
- We estimate that refunds will be sent out between around the 8<sup>th</sup> week of school. Keep in mind that this is just an estimate!
- We ask that you please refrain from calling to ask if your refund check has been sent; these calls can become time consuming and can actually hinder the refund process.
- If you feel your refund is incorrect, please call to speak with someone in the Business Office.
- Keep in mind that your book voucher and tuition charges are taken out of your refund check.