



LINCOLN UNIVERSITY

COLLEGE OF GRADUATE AND UNDERGRADUATE STUDIES

Awarding Procedures

- I. Part of the financial aid experience is to ensure students and parents (as applicable) are notified properly of financial aid awards and their rights and responsibilities related to those awards.
- II. Once a student has a valid and complete FAFSA on file with Lincoln University, the financial aid officer can then create an estimate of financial aid awards. This estimate will provide the student with the estimated maximum amount of loan money he/she is eligible to borrow for the aid year as well as display any grant money the student can receive.
- III. The estimated financial aid award letter must be reviewed, signed, and dated for the financial aid officer to originate any aid. If the student requests any changes to the loan money, the financial aid officer will create a new estimated financial aid award for the student/parent to review and sign.
- IV. After aid has disbursed, it is also the Financial Aid Officer's responsibility to email the student a loan disbursement letter which reviews the student/parent's right to cancel and options in doing so.