

## **IV. FINANCE AND BILLING**

### **A. GRADUATE FINANCIAL ASSISTANCE**

A limited amount of financial aid in the form of graduate assistantships from the University and scholarships from the Maryland State Scholarship Administration (Maryland residents only) are available each year to selected graduate students. Students applying for aid must complete the Free Application for Federal Student Aid (FAFSA) and indicate Salisbury University (title IV code of 002091). Students may also apply online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) . For more information about financial assistance, contact the Financial Aid Office at 410-543-6165 or by e-mail: [finaid@salisbury.edu](mailto:finaid@salisbury.edu) .

#### **1. William D. Ford Direct Loan Program**

The Ford Direct Loan Program is available to students whose classification is a graduate master's degree seeking student and enrolled in at least six credit hours per semester.

#### **2. Return of Title IV Funds Policy**

The federal government's policy states that if a Title IV aid recipient (Direct Stafford Loan, Direct PLUS Loan, Carl Perkins loan, Pell Grant, SEOG) withdraws from the institution, either officially by withdrawing through the Registrar's Office or unofficially by dropping out, during a period of enrollment in which the recipient began attendance, the institution must calculate the percentage and amount of Title IV assistance the student did not earn and return those funds to the Title IV programs. Once 60 percent of the enrollment period has elapsed, 100 percent of the aid is determined to be earned and no calculation is required.

### **B. GRADUATE SCHOLARSHIPS**

The Office of Graduate Studies oversees the following two scholarship opportunities. For the opportunities, please visit <https://salisbury.academicworks.com/>.

#### **1. Rick Dudley Scholarship Fund for Graduate Students with Disabilities**

The first Salisbury University Foundation, Inc. scholarship for graduate students, the Rick Dudley Scholarship Fund for Graduate Students with Disabilities, provides assistance for disabled scholars. This scholarship program is a continuation of the Dudley family's abiding faith in the power of education to change lives. The Dudley Scholarship provides varying scholarship amounts to assist in a variety of situations. Full-time graduate students can receive \$5,000 per year for up to three years; part-time graduate students enrolled in four to six credit hours per semester can receive \$3,000 per year for up to four years; and part-time graduate students enrolled in three or fewer credit hours per semester can receive \$1,500 per year for up to four years. Applicants must meet the requirements of acceptance into a graduate program at Salisbury University and remain enrolled and in good standing in a graduate program.

## [Rick Dudley Scholarship Fund Application](#)

### **2. Good Neighbors Graduate Scholarship**

The Good Neighbors Graduate Scholarship allows eligible students to enroll in graduate programs at Salisbury University (and its satellite locations) and apply for support to cover a portion of the non-resident graduate tuition at Salisbury University. Recipients of the Good Neighbors Graduate Scholarship will receive a discount equal to 75% of the difference between the graduate program's resident and non-resident tuition rate per semester credit hour.

This discount is only valid for students currently residing in the following states:

Delaware	Pennsylvania
North Carolina	Virginia
New Jersey	Washington D.C.
New York	West Virginia

This discount does not apply to online courses. Participants are still responsible for mandatory fees. In the case of withdrawals, the Good Neighbor Scholarship will be prorated in accordance with the SU Refund Schedule.

## [Good Neighbors Application](#)

### **3. Learn Where You Work Grant**

To make professional development opportunities accessible to all teachers in Maryland Eastern Shore public schools, Salisbury University provides a grant to any teacher who is an out-of-state resident but is a full-time classroom teacher in a Maryland Eastern Shore public school. These grants reduce the cost of tuition to the in-state rate for any graduate course, provided the course is relevant to the teacher's professional duties.

## [Learn Where You Work Grant Application](#)

## **C. GRADUATE ASSISTANTSHIPS**

Graduate assistantships enhance student educational objectives by providing practicum-based experiences, including the development and application of teaching, conducting research and other skills, while advancing the mission of the University. Graduate assistantships also provide financial support in the form of stipends and tuition assistance to aid full-time or half-time degree-seeking students enrolled in post-baccalaureate degree programs.

Graduate assistants are eligible to receive a stipend and a guaranteed tuition waiver of up to 18

credits per fiscal year. To be eligible for the tuition waiver, students must enroll for a minimum of six credits in both the fall and spring terms. Tuition is waived only for graduate courses applicable toward degree requirements. No waiver may be used for undergraduate credits unless they are required for a degree program. Waivers cannot be applied to courses taken for audit. Any unused portion of the waiver expires at the end of the academic year and may not be carried over to the next year. Waivers do NOT cover university fees. Graduate Assistants are responsible for all academic fees and tuition beyond the waiver allotment.

A full-time assistantship generally requires a time commitment of 20 hours per week, and a half-time assistantship requires 10 hours per week. Hiring managers should discuss job duties, appointment length and anticipated time commitments with candidates prior to offering a position. This appointment is contingent upon admission, enrollment, maintenance of minimum credit requirements, and good standing in a graduate degree program at Salisbury University. Graduate Assistants must maintain a 3.0 cumulative GPA in order to retain your assistantship.

## **D. GRADUATE TUITION AND FEES**

Tuition and fees for each semester may be changed and new ones established at any time by action of the Board of Regents of the University System of Maryland. Please refer to the Cashier's Office Web site at: <http://www.salisbury.edu/cashiers/tuitionsched.html>, for information and a complete, updated listing of tuition, fees, and special course fees and other related expenses, as well as current prices. All fees, including those incurred by students for miscellaneous items such as lost library books and fines, parking fines, lost athletic equipment, telephone charges, disciplinary fines, and damage to University property, are also defined as "mandatory fees."

If you live in Maryland and would like to be considered for in-state tuition, please complete the online residency form on your GullNet homepage. For more information please contact the Tuition Residency Office at [tuitionresidency@salisbury.edu](mailto:tuitionresidency@salisbury.edu) or via phone at 410-543-6547. ***Students who previously completed a degree at Salisbury University must complete a new Residency form for any new degree program.***

*Please Note: The University reserves the right to make changes in tuition, fees and other charges at any time such changes are deemed necessary by the University and/or the University System of Maryland Board of Regents.*

## **E. STUDENT PERSONAL INFORMATION**

### **1. Change of Student Name/ Number**

Students wishing to change or correct their name, Social Security number may do so by visiting "Update My Records Forms": <https://www.salisbury.edu/administration/academic-affairs/registrar/resources/forms.aspx>.

## **2. Change of Address**

It is the students' responsibility to keep the University apprised of changes to their permanent, billing, and local addresses and phone numbers by updating their information as necessary through self-service on their GullNet accounts.

## **3. Social Security Number**

All students are asked to submit their Social Security number. International students are encouraged to file for a Social Security number, although they are not eligible for Social Security benefits. The Social Security number is used as a resource to identify the student for administrative and financial records.

Students' disclosure of their Social Security number is voluntary. A student's Social Security number is only released to agencies or individuals outside the University at the request of the student or in accordance with federal and state requirements in regard to financial aid awards, Internal Revenue Services for student employee salary reporting and state comptroller's debt collection procedures.