

1600 E.Washington Blvd.  
Fort Wayne, IN 46803  
1-800-937-2448 ext.2334  
Fax (260) 422-1578

March 31, 2014

ID: 12345678

General D. Student  
123 Somewhere Place  
Fort Wayne, IN 46802

Dear General,

We are excited to offer you the financial aid awards listed below to assist you in your educational goals. Our belief is that you will receive an unparalleled education at Indiana Tech. The purpose of this communication is to help you fully interpret your award letter, future costs, and possible options to help remove financial barriers you may experience. Please pay special attention to any outstanding documents we must receive in order to determine your aid and submit them as soon as possible.

The tuition cost for full-time attendance at Indiana Tech during the 2014-15 academic school year is \$24,450. Please refer to the enclosed Cost Sheet for additional charges, such as housing and program fees. Listed below is your estimated financial aid package. Financial aid packages are typically based on full-time enrollment leading to adjustments if you should happen to take less than 12 credit hours per semester. You can always view your awards and financial aid information online at [my.indianatech.edu](http://my.indianatech.edu).

Source:	Fall	Spring	Total
Achievement Award	3,000	3,000	6,000
Pell Grant	2,865	2,865	5,730
Federal SEOG	250	250	500
Indiana Tech Grant Assistance	3,257	3,258	6,515
Federal Direct Subsidized Loan	1,750	1,750	3,500
Federal Direct Unsub Stafford Loan	1,000	1,000	2,000
	-----	-----	-----
Total Awards:	12,122	12,123	24,245

Your financial aid offer cannot be finalized until we have received and processed the following documents. This may lead to a revision in aid if corrections have to be made.

Direct Loan Entrance Counseling (Not Received)  
Federal Direct Sub/Unsub Prom Note (Not Received)  
F.A. Policy Agreement (Not Received)

### **Information about your awards**

We will assume you wish to accept all of the awards offered unless you inform us otherwise. If you would like to decrease or decline any of the loans, you may use the Student Loan Request Form, found online on your [my.indianatech](http://my.indianatech.edu) account or stop into our office for any assistance you may require.

Student must have a valid Master Promissory Note and Entrance Counseling on file for us to be able to process student loans. Please visit [www.studentloans.gov](http://www.studentloans.gov) to complete these processes online.

## **Important Considerations**

If you are receiving aid other than that which appears on this letter (outside scholarships, tuition reimbursement, etc.), please let us know the type and amount of the award. You may notify our office by phone, email, or submit a copy of your scholarship notification to us. ***It is a federal requirement that you notify our office of any additional aid you will be receiving.*** Please keep in mind that additional aid could affect your current financial aid awards.

Please review the Financial Aid Policy on your My.IndianaTech account. On the Students Tab, there is a financial aid link in the Bookmarks section that will provide you your financial aid information.

Please take the time to visit the following links to learn about your rights and responsibilities as a financial aid recipient:

### **Verification Process:**

<http://www.indianatech.edu/ProspectiveStudents/dayadmissions/financial/Pages/verification.aspx>

### **Tuition and Fees:**

<http://www.indianatech.edu/ProspectiveStudents/day-admissions/financial/Pages/costs.aspx>

### **Direct Loan Information :**

<http://www.indianatech.edu/ProspectiveStudents/day-admissions/financial/Pages/directloans.aspx>

### **Academic Progress:**

<http://www.indianatech.edu/ProspectiveStudents/day-admissions/financial/Pages/academic-progress.aspx>

### **Return of Title IV Funds:**

<http://www.indianatech.edu/ProspectiveStudents/day-admissions/financial/Pages/return-of-funds.aspx>

Our office is here to serve you in interpreting your aid, remaining costs, and options you have to bridge the gap, whenever possible. Please ask questions as soon as possible in order to take advantage of the best options available and give you the time needed to solidify those options before classes begin. We are happy you have placed your faith in Indiana Tech and we truly believe that your education experience here will be second to none. We also understand that the financial side can be daunting, so please notify us if you feel unsure of anything. Good luck and we look forward to serving you soon.

Sincerely,

Indiana Tech's Financial Aid Office