Ursinus COLLEGE | OFFICE OF STUDENT FINANCIAL SERVICES

Residency Status Change Policy

(Effective 8/1/2020)

Definitions

Commuter – Commuter (COMM) is the residency status assigned to students who are living at home with their parents. In some cases where a student is not responsible for rent, living apart from their parent(s), and not living in campus housing owned by Ursinus College, they may be classified with a COMM residency status.

On-Campus/Resident – On-campus/Resident (OC) is the residency status assigned to students who are living in campus housing owned by Ursinus College and are being charged room and board.

Off-Campus – Off-campus (OFF) is the residency status assigned to students who are living in a home that is not owned by Ursinus and are not living with their parent(s). Students must provide proof of financial responsibility in the form of a lease agreement in order to be assigned an OFF status.

COA – Cost of Attendance (COA) is the combination of both direct (billed) and indirect costs that are assigned to a student based on their residency status. OC and OFF have the same budget components and total cost COA amount while COMM has a different set of budget components and a lower COA amount.

SFS – The Office of Student Financial Services at Ursinus College
- ***SFS-FA*** – Financial Aid portion of the SFS office
- ***SFS-SA*** – Student Accounts portion of the SFS office

SIS – The student information system (SIS) is where a student's financial aid and residence life data is stored and maintained.

Overview

The purpose of this policy is to define the process that SFS follows to update student budgets and adjust financial aid as a result of changes in a student's residency status.

Residency Statuses

The three residency statuses outlined in the "Definition" section of this policy are the statuses used by SFS to determine student budgets and financial aid eligibility. SFS-FA staff determines the residency status used for a student based on the information provided by the student. SFS-FA staff will, at their discretion, make the final determination of the residency status of a student (for financial aid purposes) who does not clearly meet one residency status. Additional documents may be requested by SFS-FA to determine a student's residency status.

Change in Residency Status

Student Responsibility

Students must submit a Residency Change Request Form if they are requesting to change their residency. Once the form is submitted, Student Affairs will receive an email notification of the completed form. Student Affairs staff will review the request, if the change is approved, the SFS office will be notified. SFS will then review the student's record to determine if the requested change will result in any changes to financial aid eligibility, email the student to provide them with an overview of the changes in eligibility, and request confirmation of the

change in residency from the student. If the student confirms their change in residency, SFS-FA staff will update the student's cost of attendance and financial aid accordingly and provide the student with a revised award letter on the Grizzly Gateway. SFS-FA staff will also notify Residence Life of the confirmed change in residency by email so that Residence Life can update the student's residency status in the SIS. If the change in residency takes place after bills have been sent to students for the applicable term, SFS-SA staff will update the charges on the student's account after Residence Life has updated SIS with their new residency status/room assignment. A new bill will be available on the Grizzly Gateway only.

Change in COA

There are two COAs that are defined by SFS each year: one for students assigned OC and OFF and one for students assigned COMM. While students assigned OC and OFF will have all the same budget components, students assigned OFF will not be billed for room and board. Room and board allowances are included in the budget for students assigned OFF because they may incur similar costs in off-campus housing as they would be billed if assigned OC. These allowances provide a student assigned OFF to borrow funds to cover their housing costs through a Parent PLUS or private/alternative loan.

When SFS-FA staff evaluate a residency change request, the COA will be reviewed to determine if there are any changes necessary. If a student is changing residency status from OC to COMM or COMM to OC, their COA will be updated with the appropriate budget components. If a student is changing residency status from OC to OFF or OFF to OC, no changes will be made to their COA.

Change in Financial Aid Eligibility

Overview

All students requesting a change in residency will be evaluated for financial aid eligibility using the same methodology. Changes in residency may result in a reduction or removal of UC Fund or UC Achievement Award (both regular and one-time awards) as well as changes to Federal Direct Subsidized and Unsubsidized Loan, Federal Work Study, Parent PLUS Loan, and private loan eligibility. In rare cases where a student's financial aid exceeds their updated COA, SFS-FA may reduce other institutional aid to ensure financial aid does not exceed the COA in accordance with Federal Department of Education regulations.

Methodology

SFS-FA staff will determine the percentage of COA that was met with institutional financial aid based on the current financial aid package and COA. The new financial aid eligibility for students switching from OC to either COMM or OFF residency status will be determined by applying this percentage to the COMM COA because these students will not be billed by the college for room and board (applicable to all Residency Change Request Forms received on or after 8/1/2020). This methodology ensures that changes in financial aid are proportional to the direct costs that a student is billed for. If the student has UC Fund, the reduction from the proportional eligibility determination will be applied to the UC Fund. Federal Direct Student Loans, Federal Work Study, Federal Direct Parent PLUS Loans, and private/alternative loans may be adjusted as required by Federal Department of Education regulations. Merit scholarships will not be adjusted unless necessary to ensure that financial aid does not exceed COA.