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BAKER
UNIVERSITY

7301 College Blvd. Suite 120
Overland Park, KS 66210
Phone: 913-491-4432 Fax: 913-491-0470
Website: www.bakeru.edu
E-mail: spgsfinancialaid@bakeru.edu

If applying for financial aid while attending Baker University, you will need to know the following:

1. **Continuous Enrollment** - Financial Aid is contingent upon your continuous enrollment in consecutive classes.

Changes in your class schedule may result in canceling your loan or delaying the disbursement of your financial aid. Prior to any change to your schedule, you should contact the Office of Financial Aid at (913)491-4432.
2. **Breaks in Enrollment** – University does not have to consider you as withdrawn or put you on an approved Leave of Absence (LOA), if you will begin a module within 45 calendar days in the same payment period, and a written request is received prior to the last day of the current module. If the break is more than 45 days you will need to have an approved Leave of Absence on file prior to beginning the leave, unless extenuating circumstances exist.
3. **Loan Disbursements** – You will net at least 98% of the loan amount, for a Federal Direct Loan; a percentage will be deducted from your loan proceeds for origination. Two disbursements will be made: first disbursement will be made, if possible, during the first course; second disbursement after successful completion of half the credits for the loan period. Confirmation of attendance in current course must be verified prior to federal funds being disbursed.
4. **Credit Balance** - Financial aid credit balance refunds are available approximately two weeks after the Accounting Office receives your federal aid funds.
5. **Outside Resources** - If you receive outside scholarships or reimbursement from your company for educational purposes, Baker University must count these as estimated financial assistance when certifying eligibility for your student loan.
6. **Financial Aid Satisfactory Academic Progress** – Federal regulations require Institutions to monitor both hours earned and cumulative GPA. Academic Progress is reviewed by the Office of Financial Aid after each payment period.
7. **Renewing Financial Aid** – Renewal information is sent to your SPGS e-mail accounts. It is your responsibility to renew your financial aid when additional funds are needed. Please allow 4-6 weeks to complete the renewal process.
8. **Tuition Payment** - An application for a student loan will in no way defer or delay your payment schedule to the University. You remain personally responsible for payment of tuition and educational resource fees when due.
9. **Release of Grades** - Grades are released for paid courses only. Therefore, your grades will be held until your student loan or other payment has been applied to your account.
10. **Release of Information** – Information related to the student’s academic, financial aid, or accounting files will be released only to the student and only with proper identification. If you want other parties (including spouse) to have access to this information please complete the “FERPA Non-Disclosure of Directory Information” at www.bakeru.edu/registrar2.
11. **Loan Deferment** – Please visit the website of your current loan servicer(s) and print off a copy of their In-School Deferment Form. You will need to complete your section of the form and submit to our Academic Records Department via one of the following:
Mail: Attn: Academic Records Department, Baker University, P.O. Box 65, Baldwin City, KS 66006
Email: records@bakeru.edu
Fax: 785-594-4521

The Academic Records Department will complete the form once you have begun classes and will return it to your loan servicer(s).