**FINANCE**

New Government ruling: must have prior Quarter balance at $200 or less in order to clear registration with financial aid. You cannot sign up for a loan with a balance on your LLU account and plan on paying the prior balance off with new money. By law, the School of Public Health, or the Student Financial Aid Office, cannot help to get the student signed off with a previous balance, on a pending loan.

If a new student is from another country, an appropriate international student deposit must be credited to the student’s LLU account, or the student must have a funding guarantee from a sponsor on file. The lack of a deposit or sponsorship will prevent financial clearance for registration.

Very Important!!! Financial Clearance is not the last item before completing Registration. Students **must see** **Congratulations, you are registered!** on their registration portals to verify registration has been completed. I would suggest students print and keep a copy of this screen for their records as proof that registration was completed. This is just in case there are questions at a later date. As you get closer to deadlines such as the $100 to $200 fee dates for late registration, you must give ample time (3-5 days) for verification of your status. If you wait until the due date, it may or may not get completed, depending on how many other requests are sent in, and how many other Finance Office items with deadlines need to be completed that day. In all cases it is the student’s responsibility to make sure ample time is allowed, and to pay any late charges incurred by not meeting the deadlines.

As the financial aid budget is put together, there are certain assumptions, such as the student will take the number of units during the year that was stated by them. In order to be eligible for federal aid you must be enrolled at least half time in eligible seeking units. If a class is dropped, this will affect the aid package and the student account, and money that the student has been awarded will be adjusted, if he/she drops below certain unit levels. When this happens Student Aid catches the lower units and, by law, must send money back to the lender. It is the student’s responsibility to notify the Student Financial Aid Office of any changes in units as soon as possible so new financial plans can be arranged, and both the student and Student Financial Aid Office is aware of the new terms.

After going through Financial Aid and/or Student Finance processes and you are still having problems, please write me an e mail well ahead of deadlines so we can start working out a solution. I need 3-5 business days to respond, so please plan ahead. If you email Claire Ficken with a clearance issue and do not get a response within 5 business days, please make sure to resend the request.

Hopefully, with the above information your time at Loma Linda University School of Public Health will be a richly rewarding experience.

Claire Ficken, CBA - *Coordinator – Finance*

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