

INDIANA TECH

LETTER OF INTENT

Indiana Tech is committed to assisting you in obtaining your degree. We understand that as an adult you may have many obligations outside of school that could impact your enrollment. This could be a result of a medical emergency, illness in the family, hours being increased at work, or a variety of other reasons outside of your control.

The **Letter of Intent** form is used to show your intended enrollment in each semester. To satisfy federal regulations, all students must complete the **Letter of Intent** form each academic year.

Please refer to the following points below to ensure accurate and timely processing of aid:

- In order to ensure accurate processing of your financial aid, you should schedule and register all future classes within the semester. Students should contact the Warrior Information Network (888.832.4742) **prior** to dropping or withdrawing from a scheduled class.
- A signed **Letter of Intent** form must be completed and returned to the Financial Aid Office.
- Aid will be calculated based on the number of sessions you attend and the credit hours enrolled.
- Changes may only take place up to the third week of each session;
- **This form is for financial aid purposes only.** You must contact the Warrior Information Network to make all schedule adjustments;
- The **Letter of Intent** form must be completed prior to packaging of aid for each academic year. Failure to do so may require Indiana Tech to return Title IV (Federal) funds on your behalf. This could result in a balance with Indiana Tech or the Department of Education if previously disbursed funds have to be returned.

Standard Semester – Fall

Undergraduate Sessions 1, 2, 3, 4

Graduate Sessions 1, 2, 3, 4

Standard Semester – Spring

Undergraduate Sessions 5, 6, 7, 8

Graduate Sessions 5, 6, 7

Standard Semester - Summer

Undergraduate Session 9

Graduate Sessions 8

REFUND/CREDIT ACCOUNT MANAGEMENT

Students have two options regarding excess funds. Excess funds may remain on their account to apply to future charges; OR students can request excess funds be paid to them in the form of a refund. Excess funds to be held will only be the equivalent of the charges that are projected for the future enrollments in that semester. Any credit balance above and beyond those charges will be refunded for living expenses.

Students who request excess funds held on account will have those funds held until the end of the current semester in which they are enrolled. Upon completion of the current semester, any remaining funds will be returned directly to the student.

Students who do **NOT** wish to have excess funds held on their account will be issued a refund of the entire credit balance per Department of Education regulations.

Students must be aware if they choose to receive a refund prior to completion of the current semester, a balance will be incurred for future enrollments and charges within that semester. Students **WILL BE** responsible for any remaining balance. To determine how much needs to be held on account to cover future charges, please contact the Business Office at 260.422.5561, ext. 2354 or 800.937.2448, ext. 2354.

Please complete the reverse side of this form and return to the Financial Aid Office at Indiana Tech. Failure to do so WILL result in the delay of financial aid packaging and/or disbursement!

BOTH SECTIONS MUST BE COMPLETED AND SIGNED BY STUDENT!

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Please note the number of credits you plan to take in each session and place a zero "0" in any session you plan to skip.

CPS Undergraduate Students:

*Fall Semester: (1) ___ (2) ___ (3) ___ (4) ___ *Spring Semester: (5) ___ (6) ___ (7) ___ (8) ___

*Summer Semester : (9) ___

(*Note the number of credits you plan on taking each session. Most classes are 3 credits.)

CPS Graduate Students:

*Fall Semester: (1) ___ (2) ___ (3) ___ (4) ___ *Spring Semester: (5) ___ (6) ___ (7) ___

*Summer Semester: (8) ___

(*Note the number of credits you plan on taking each session. Most classes are 3 credits.)

By my signature below I understand that my financial aid will be packaged based on this indicated enrollment. Changes **MUST** be submitted to the Financial Aid Office.

Printed Name _____ ID # _____

Student Signature _____ Date _____

REFUND/CREDIT ACCOUNT MANAGEMENT

Please indicate your choice for Indiana Tech to hold excess funds on your account or issue refund created by Title IV (Federal) funds. You may indicate this by checking the appropriate line below.

Hold Excess: Please hold excess credit balance created by disbursement of Title IV (Federal Pell, Subsidized Loan, Unsubsidized Loan, SEOG) funds on my account. I agree to work directly with the Business Office to determine amount required to cover future enrollment. I have read and understand the implications involved with this action.

Refund Excess: Please refund any credit balance created by disbursement of Title IV (Federal) funds on my account. I understand that I will be responsible for future charges not covered by other sources.

Printed Name _____ ID # _____

Student Signature _____ Date _____

Office use only: Date Received _____ FA Initials _____

Comments: _____