



**University of Dallas**

**Consumer Information  
Policy**

**Financial Assistance**

**POLICY AIC-F**

Responsible Executive:  
General Counsel  
Responsible Office:  
Office of General Counsel  
Issued: 7.1.21  
Revised: n/a

**1. PURPOSE**

This Policy guides the University of Dallas in providing information to prospective and current students, as well as the general public, regarding the programs and activities of the University. Specifically, this Policy contains guidance relating to information required under 34 C.F.R. § [668.42](#).

**2. FINANCIAL ASSISTANCE INFORMATION**

The University publishes and makes available to current and prospective students information relating to financial assistance, including, but not limited to, a description of all the Federal, State, local, private and University student financial assistance programs available to students who enroll at the University.

- 2.1. These programs include both need-based and non-need-based programs.
- 2.2. The University may describe its own financial assistance programs by listing them in general categories.
- 2.3. The University will describe the terms and conditions of the loans students receive under the Federal Family Education Loan Program, the William D. Ford Federal Direct Student Loan Program, and the Federal Perkins Loan Program.

**3. CONTENTS OF DESCRIPTIONS**

For each program referred to in Section 2 of this Policy, the information provided by the University will describe –

- 3.1. The procedures and forms by which students apply for assistance;
- 3.2. The student eligibility requirements;
- 3.3. The criteria for selecting recipients from the group of eligible applicants; and
- 3.4. The criteria for determining the amount of a student’s award.

**4. RIGHTS AND RESPONSIBILITIES OF STUDENT**

The University will describe the rights and responsibilities of students receiving financial assistance and, specifically, assistance under the title IV, HEA programs. This description will include specific information regarding:

- 4.1. Criteria for continued student eligibility under each program;
- 4.2. Standards which the student must maintain in order to be considered to be making satisfactory progress in his or her course of study for the purpose of receiving financial assistance; and
  - 4.2.1. Criteria by which the student who has failed to maintain satisfactory progress may re-establish his or her eligibility for financial assistance;
- 4.3. The method by which financial assistance disbursements will be made to the students and the frequency of those disbursements;
- 4.4. The terms of any loan received by a student as part of the student’s financial assistance package, a sample loan repayment schedule for sample loans and the necessity for repaying loans;
- 4.5. The general conditions and terms applicable to any employment provided to a student as part of the student’s financial assistance package; and
- 4.6. The exit counseling information the institution provides and collects as required by 34 C.F.R. § [674.42](#) for borrowers under the Federal Perkins Loan Program, by 34 C.F.R. § [685.304](#) for borrowers under the William D. Ford Federal Direct Loan Program, and by 34 C.F.R. § [682.604](#) for borrowers under the Federal Stafford Loan Program.

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## 5. DEFINITIONS

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- 5.1. **“Prospective student”** means an individual who has contacted the University requesting information concerning admission to the University.
- 5.2. **“University”** and **“the University”** mean the University of Dallas.

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## 6. RESPONSIBILITIES

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Responsible Party	List of Responsibilities
Office of General Counsel	1. Oversee the publication and making available of information pursuant to this policy.
Office of Financial Aid	<ol style="list-style-type: none"> <li>1. Maintain a list and description of all the Federal, State, local, private and University student financial assistance programs available to students who enroll at the University.</li> <li>2. Establish procedures and forms by which students may apply for financial assistance.</li> <li>3. Make available the information required for compliance with Sections 2 and 4 of this policy.</li> </ol>

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## 7. PROCEDURES

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Task	Procedure
Identifying/Establishing Eligibility Requirements	1. The Office of Financial Aid, in conjunction with the relevant colleges and/or departments, will identify and establish eligibility

requirements for receiving and continuing to receive the various categories of financial assistance.

Developing Procedures and Forms

1. The Office of Financial Aid will develop procedures and forms for students to apply for financial assistance.
2. The Office of Financial Aid will make the information regarding procedures and forms to request financial assistance available online and in appropriate publications, and/or will provide it to the appropriate office(s) for them to be made available.

Make Information Available

1. The Office of Institutional Effectiveness, in conjunction with the relevant offices and/or departments, will make available the information identified in Section 2 of this Policy through the University's consumer information web page.
2. The Office of General Counsel will monitor the information made available.

## 8. POLICY ENFORCEMENT

Enforcement

The Office of General Counsel or the Office of Financial Aid will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.

Reporting Violations

Report suspected violations of this Policy to the Office of General Counsel or the Office of Financial Aid.

## 9. RELATED DOCUMENTS

**Policy or Document**

**Web Address**

Policy AIC - Consumer Information Policy

<https://udallas.edu/about/university-policies/index.php>

Policy AIC-I - Consumer Information Policy - Institutional Information

<https://udallas.edu/about/university-policies/index.php>

## 10. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of General Counsel	(972) 721-5363	<a href="mailto:hlachenauer@udallas.edu">hlachenauer@udallas.edu</a>
Financial Assistance	Office of Financial Aid	(972) 721-5266	<a href="mailto:finaid@udallas.edu">finaid@udallas.edu</a>
Web Address for this Policy		<a href="https://udallas.edu/about/university-policies/index.php">https://udallas.edu/about/university-policies/index.php</a>	