

AWARD LETTER

The University is pleased to report that your application for Student Financial Aid has been processed. You now have some important decisions to make regarding the acceptance of aid and some steps to complete before aid will be credited to your student account. Please read the enclosed information carefully as it should answer many of your questions.

We considered you for all the financial aid programs available to you based on the information you submitted and the availability of funds. If your financial aid award is for the academic year, your funds will be credited to your account each term.

While tuition and room & board expenses will represent the major portion of the total **Cost of Attendance (COA)**, please note that expenses for books, supplies, transportation, and personal items are also included in your COA. Your **Estimated Family Contribution (EFC)** was determined by a formula used by the Federal Student Aid Programs, which is used nationwide in all post-secondary institutions. The Total **Need** is the difference between the Total COA and the Estimated Family Contribution.

Follow the steps listed below if you have received a paper Award Letter. (If you received an email award notification, please refer to our website for instructions.)

- Carefully check your name and ID number to make sure they are correct.
- You may accept or decline any aid that you wish. Accept or decline each of the funds for each term listed. See enclosed Instruction Sheet.
- List any additional financial assistance you will be receiving on the reverse side of the Award Letter.
- Indicate the number of credits you plan to take each term and your expected date of college graduation.
- Complete and sign the Award Letter and return it to the Financial Aid Office **within 21 days** of the date mailed.
- Make a copy of the Award Letter for your records.
- If your financial aid award is for the academic year and you are only attending one term, your eligibility may have to be re-evaluated.
- Your spring aid will be cancelled if you do not attend the fall term at least half time. You must notify us in writing if you want to be re-evaluated for spring only.

ELIGIBILITY REQUIREMENTS

In order to receive your proposed financial aid, you must:

- Be enrolled at least half time, with the exception of the Pell Grant.
- Meet the Satisfactory Academic Progress Standards as defined by the Financial Aid Office.
- Not be receiving federal or state financial aid from another institution.
- Have registered with the Selective Service (males only.)
- Not be in default on a student loan.
- Not owe or be in repayment of any federal (Title IV) aid.
- Not be convicted of any offense involving the possession or sale of a controlled substance.

ENROLLMENT

The University's refund policy is outlined in detail in the University of Wisconsin-Whitewater Timetable of Classes. **It is your responsibility to know the policy.** In addition, the University bases financial aid on the number of credits you are officially registered for on the 10th day of classes. Enrollment records will be reviewed on the 10th day of classes. Your financial aid will be revised if your credit load **on that day does not match the enrollment at which your financial aid was awarded. It is your responsibility to verify that you are registered for all classes which you are attending.**

After the 10th day, financial aid is awarded based on the number of credits you are registered for at that time

Students with a 3-credit internship may be eligible for financial aid. The Registrar's Office may report these students as full-time enrollees for loan deferment purposes.

Audit credits or incomplete make-ups do not count for financial aid purposes. If you drop below half time or complete less than half-time credits, you may no longer be eligible for any aid which has not yet been disbursed. However, some students may be eligible for a Pell Grant when enrolled less than half time. Students thinking of dropping below half time should check with the Financial Aid Office.

Six credits are considered half time for undergraduate students; 12 credits are full time. Four and a half credits are considered half time for graduate students, while 9 credits are full time.

STATUS CHANGES

Federal regulations require that we take into consideration **all** resources. Your financial aid eligibility **may** change if any of the following changes occur:

- An agency or employer is paying your fees.
- You are receiving a scholarship, assistantship, remission, Division of Vocational Rehabilitation assistance, veteran's benefits, etc.
- You were originally considered a non-resident for tuition purposes and have now been granted residency status or Minnesota reciprocity.

Your financial aid award may have to be revised. Failure to notify us could jeopardize future aid eligibility and may result in repayment of funds.

RECEIVING YOUR FUNDS

Scholarships

Many University scholarships are paid through a general ledger transfer of funds directly crediting your student account.

Most non-University scholarship checks will be sent directly to University Cashiers. Some agencies send checks directly to the student. You should contact your awarding office or agency for any questions you may have concerning how, where, and when to obtain your check. If a check requires your endorsement, the funds will not be automatically applied to your student account. You must go to University Cashiers to endorse the check and pay any outstanding balance you may have on your account.

Loans

Your aid package is likely to include a loan. If it does, please consider carefully the amount of loan you wish to accept. You can accept less than is listed, or you can decline the loan entirely if you can finance your education without it.

Remember, loans must be paid back.

AID TYPES

If you are unsure whether or not to accept a Perkins Loan, you should accept it now and have the funds temporarily reserved for you. If you decide not to take the loan, notify us so we can offer it to another student. This is not the case with the William D. Ford Federal Direct Loans (subsidized and unsubsidized) and PLUS Loans which are available throughout the year.

William D. Ford Federal Direct Loan

Your funds will be directly credited to your account once all required steps are completed. Please visit the following link for more information. <http://www.uww.edu/financialaid/about/loans.html>

Federal Perkins Loan

If you choose to accept the proposed Federal Perkins Loan, information will be sent to you from Loan Services after we receive your signed Award Letter or you have accepted the loan on WINS.

Your funds will be directly credited to your account after you sign the master promissory note agreeing to repay the loan, but no earlier than ten days prior to the beginning of the term.

PLUS Loan (Parent Loan for Undergraduate Students)

You will not be able to accept the PLUS Loan online. Your parent must submit the PLUS Loan Request Form if interested in borrowing through the PLUS Loan program.

Federal Supplemental Educational Opportunity Grant, Lawton Undergraduate Minority Retention Grant, Federal Pell Grant, Wisconsin Higher Education Grant, Academic Competitiveness Grant, National SMART Grant, Non-Resident Grant and/or Talent Incentive Program Grant.

Your university account will be directly credited after you have accepted the financial aid offer, but not earlier than 10 days before the start of the term. **Loans will disburse once you have completed any required entrance counseling and/or master promissory notes, but not earlier than 10 days prior to the start of the term.** Any aid applied to your account that is in excess of your institutional charges will be mailed to you as a separate check to your **mail** address. You may also sign up for e-refunding through Student Financial Services to have your refund electronically deposited into your bank account. Students may access WINS to verify their account balances.

WORK-STUDY

If **Federal Work-Study** is part of your financial aid award, you will be eligible to earn up to the amount listed on your Award Letter. Work-study funds are directly deposited into the student's savings or checking account based on the number of hours worked, **they are not automatically applied towards the student's bill.**

Students who earn their entire award before the end of the term may be eligible for additional funds. Students are encouraged to make an appointment with a Financial Aid Administrator when you have exhausted your funds.

- A Job Fair is held in the fall. This gives you the opportunity to meet with on and off-campus employers to secure a position.
- Student employment positions are listed on the web. Look for *Student Jobline* at www.uww.edu/financialaid/
- If you are unable to attend the Job Fair and need assistance in locating a job, contact our office as jobs are available throughout the year.
- If you are not on the work-study payroll **by October 1, 2009, you will have your work-study canceled unless written notification has been received** by the Financial Aid Office indicating your intent to work at a later date.
- If you accept work-study but later decide not to use it, please let us know so that we can offer it to another student.

Work-Study earnings are considered taxable income and treated just like any other employment when completing tax returns. However, work-study earnings are not considered as income when you re-apply for financial aid next year and are not subject to FICA (social security) withholdings.

All work-study students:

- Must be enrolled at least half time to work on campus
- Are paid via direct deposit to their savings or checking accounts.
- Must complete an I-9 form and provide proof of eligibility to work (if a form is not already on file.)

FAMILY FINANCIAL CHANGES

If your family's financial situation changes during the year due to unforeseen circumstances, you should make an appointment to see a financial aid administrator who will determine whether or not your situation warrants special consideration for additional aid.

FINANCIAL AID FACTS

- All financial aid must first be used to pay your financial obligation to the University (with the exception of Work-Study earnings.) Any remaining funds will be made available to you.
- Financial aid must be revised if and when we become aware that the proposed aid was based on inconsistent data or that additional resources were made available to you.
- As a matter of policy, the University will not divulge the amount of financial aid arranged for you since it is based upon confidential financial data submitted by you and your family.
- The Financial Aid Office will not provide written verification of your award to your landlord. You should make a copy of your Award Letter for such a purpose, or print a copy from WINS.
- Students completing a term with all F's could have their financial aid for that term reduced by as much as 50% if the F's were due to non-attendance (unofficial withdrawal.)
- Financial aid is given on an annual basis. **YOU MUST REAPPLY EACH YEAR.** The priority date for work-study and certain grant and loan programs is **March 15** for the following year.

REMINDER

Students on financial aid are subject to the same payment deadlines which apply to all other students. Students must apply early to insure that funds are available in time to meet the terms of their installment credit agreement with the University.

Please feel free to contact the Financial Aid Office with your questions or concerns regarding financial aid. Our staff is available whenever you feel that financial counseling may be helpful. We are located in Hyer Hall 130. Our office hours are 8 a.m. to 4 p.m. Monday through Friday.

FINANCIAL AID OFFICE Division of Student Affairs

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The University of Wisconsin-Whitewater is committed to equal opportunity in its educational programs, activities and employment policies for all persons regardless of race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, political affiliation, marital status, Vietnam-era veteran status, parental status and pregnancy.

2009-2010

Financial Aid Award Letter Information



University of Wisconsin—Whitewater

Financial Aid Office