



2009-2010 Financial Aid Award Guide

**This guide
tells you**

- How to interpret your 2009-2010 Financial Aid Award Offer; accept your aid, and when you must return your Award Offer;
- How, when, and where you will receive your aid,
- How enrollment and grades affect financial aid,
- How to apply for loans and other loan issues, and
- Important financial aid policies and related dates, including aid disbursement and class withdrawal.

***Carefully read
this Award Guide and
enclosed Financial Aid
Program Chart***

How to Interpret Your Award Offer

Your University of Wisconsin Colleges 2009-2010 Financial Aid Award Offer includes the aid types for which you are eligible. The inclusion of an aid type in your award package is directly determined by your Expected Family Contribution and demonstrated Financial Need. Thus if you are eligible for an aid type (except for in some cases the PLUS parent loan), it is listed on your Award Offer.

Your Financial Need was calculated as follows:

ESTIMATED COST OF ATTENDANCE or COA
(tuition, fees, books and supplies, living expenses)

EXPECTED FAMILY CONTRIBUTION or EFC
(calculated by the federal processor based on your 2009-2010 Free Application for Federal Student Aid)

FINANCIAL NEED

** Thoroughly read your Award Offer and this Award Guide as they include important information and specific instructions that may require follow up on your part. Also, refer to the enclosed Financial Aid Programs Chart as to available aid types, eligibility, and application requirements. Be sure to retain the Award Guide and Chart for future reference.*

Do I need to return my Award Offer?

The answer to this question depends on the aid types you were awarded (refer below and next column for aid types in bold), whether you wish to accept them, and if you have outside aid to report.

Grants (both federal and state) already have been accepted for you on your Award Offer since grants do not have to be repaid.

Scholarships listed on your Award Offer have been accepted for you and do not have to be repaid. In most cases, these awards represent those awarded to you by your UW Colleges campus based on merit. The UW Colleges Student Financial Aid Office does not award any need-based scholarships.

When to Return Your Award Offer

Federal Work-Study (FWS) is money for educational expenses that you may earn through on-campus or community-based employment; it does not have to be repaid. *A FWS award is not a guarantee of employment*, but represents possible self-help eligibility.

If you are interested in FWS, you must accept the award on your Award Offer. Contact your campus Student Services Office to inquire about employment options and job availability.

If you choose to decline a Work-Study offer, you may be eligible for a revised mix of subsidized/unsubsidized Stafford Loan funds.

Student Loans (Federal Subsidized and Unsubsidized Stafford) and the parent **PLUS Loan** must be repaid with interest. To apply for a loan, it must be accepted on your Award Offer. Refer to the Loan section of this Guide for additional loan application information.

Loans must be accepted and your signed Award Offer received by the Student Financial Aid Office before the end of your enrollment and associated loan period. If received afterward, the loan cannot be processed.

Other Aid: If you have any outside sources of assistance including non-UW Colleges scholarships, tuition reimbursements and veterans' benefits, you are required to report such in the Other Aid section of your Award Offer. Students receiving DVR funding will have those award amounts reported directly by your DVR counselor.

In summary: If your Award Offer includes an offer of Work-Study, Stafford Loan or PLUS Loan and you wish to accept some or all of the amounts awarded, then acceptance of these aid types must be indicated on your returned Award Offer. You also must report outside aid. You do not have to return your Award Offer if you are interested only in grants and scholarships and you have no other aid to report.

Return your completed and signed Award Offer to your campus Student Services Office.

Note: Online-degree students please submit Award Offers directly to the UW Colleges Student Financial Aid Office at the address listed on your Award Offer.

To access your financial aid information, go to the UW Colleges web-based student records system, PRISM, at www.uwc.edu/prism/.

How and Where You Will Receive Your Financial Aid

How and when is my aid paid to me?

Financial aid will be credited directly toward your University of Wisconsin Colleges student account to cover approved institutional charges, including tuition and fees. Most federal and state grant and loan* programs along with UW Colleges scholarships will be applied to your account on the early morning following the 6th day of classes, the financial aid census date.

The financial aid census date deadlines for the 2009-10 academic year will be **6:00 PM** on:

**September 10 for the fall 2009 term, and
February 1 for the spring 2010 term.**

You need to finalize your class schedule by the dates above. Fluctuations in your credit load on days 7-10 of each term may result in changes to your financial aid eligibility and in your having to repay some aid.

You must be officially enrolled. Attending a class while waitlisted does not constitute official enrollment.

- * *The crediting of Subsidized and Unsubsidized Stafford and PLUS Loans will be contingent on completion of all loan application and eligibility requirements. Refer to the Loan section of this Guide for details.*

How will I receive aid checks?

If there are aid monies remaining after all applicable UW Colleges institutional charges are paid, the institution will produce and mail to you a check for the excess aid funds.

Consequently, it is important that you have your current address information updated with UW Colleges. Incorrect addresses will delay your receiving aid checks.

Work-Study earnings will be paid by direct deposit into your bank account two weeks from your submitting an employment timesheet. Contact your campus Business Office to obtain deposit forms.

Checks resulting from outside sources, (e.g. private scholarships, tribal Indian grants, third-party payments, etc.) will be available on receipt from the awarding agency.

How Enrollment & Grades Affect Financial Aid Eligibility

What if I attend part time?

The amounts for most aid types on your Award Offer are based on full-time enrollment (12 or more credits per semester). If you are enrolled less than full time, you may have some or all of your aid reduced or cancelled each semester. You must be enrolled for at least 6 credits per semester to be eligible for most awards. Your Student Services Office can determine actual aid amounts at less than 12 credits.

What if I drop credits, stop attending, or officially withdraw?

If you drop credits and are eligible for a tuition refund, some or all of the refund may be used to repay your financial aid.

If you stop attending all classes or otherwise unofficially withdraw, you may have to repay some of the aid you received.

Financial aid eligibility will be recalculated if you withdraw from all classes prior to completing 60% of the term (**before November 8, 2009 for fall 2009-before April 7, 2010 for spring 2010**). This could result in your owing repayment of aid, placing you at risk in meeting Satisfactory Academic Progress, and jeopardizing future aid eligibility if unpaid.

Consider options before withdrawing:

- 1) speak with instructors;
- 2) seek tutorial help;
- 3) reduce credit load to a manageable level; and
- 4) talk with an advisor or Student Services staff person.

Satisfactory Academic Progress (SAP)

Federal regulations require aid recipients to meet the institution's standards for SAP. To remain aid eligible at UW Colleges, you must:

- 1) maintain a minimum cumulative 2.0 Grade Point Average (GPA) after completing 48 credits (graduated GPA scale for 1-48 credits);
- 2) successfully complete 2/3 of credits attempted;
- 3) attempt a maximum of 30 non-degree/remedial credits;
- 4) attempt a maximum of 90 credits (including credits transferred to UW Colleges).

The complete SAP Policy may be found at www.uwc.edu and in the UW Colleges Catalog.

Loans: Applying & Other Issues

How do I apply for a Federal Stafford Loan?

Depending on your specific aid eligibility, your Award Offer may include one or both types of Federal Stafford Loans: Subsidized and Unsubsidized. You were considered for both Stafford types by the Student Financial Aid Office at the time of awarding.

In order to apply for a Stafford Loan, you must submit your completed Award Offer indicating Stafford Loan acceptance to the UW Colleges. Whether additional steps are required depends on your Stafford Loan borrowing history.

If you have never applied for a Stafford Loan before, you must complete a **Stafford Loan Master Promissory Note (MPN)**. According to federal regulations, first-time borrowers also are required to complete **loan entrance counseling**. Entrance counseling serves as a means to educate students to the rights and responsibilities associated with receiving aid monies that must be repaid.

To complete the MPN online go to the UW Colleges website at www.uwc.edu. Select Money Matters, Complete Online Master Promissory Note (for Stafford Loans) and follow the instructions. In order to submit your MPN electronically, be sure to have your Personal Identification Number (PIN) available (PIN is the same number used to electronically sign your FAFSA). The MPN must be completed and submitted to the loan servicer as per the instructions provided. Completing your MPN online is strongly encouraged, however a paper MPN will be provided if not completed online.

If you have applied for a Stafford Loan within the last several years and have an active Stafford Loan MPN on file with the UW Colleges loan servicer (Great Lakes Educational Loan Services), you are not required to complete another MPN. However, you may be required to complete loan entrance counseling (see next page for instructions).

To complete loan entrance counseling online go to the UW Colleges website at www.uwc.edu. Select Money Matters, Complete Online Stafford Loan Entrance Counseling. Read the information and follow the instructions.

If you have not previously completed loan counseling at the UW Colleges, you must do so before Stafford Loan funds may be disbursed to you. To avoid delays, you are encouraged to satisfy this requirement at least two weeks prior to the anticipated loan disbursement date. The Student Financial Aid Office will automatically be notified after you successfully finish the online counseling session.

What is the Federal PLUS Loan and how does my parent apply for a PLUS?

The Federal Parent Loan for Undergraduate Students (PLUS) allows a parent of a dependent student to borrow money up to the student's Cost of Attendance (COA) minus all other financial aid awarded.

To apply for a PLUS Loan, your parent must indicate acceptance on the Financial Aid Award Offer, including the amount requested and parent signature. If a PLUS Loan is not listed on the Award Offer, your parent may still apply by submitting a PLUS Parent Loan Worksheet (ZPLWKS). Worksheets are available online through the UW Colleges website at www.uwc.edu (see Money Matters, Financial Aid Forms) or from your campus Student Services Office.

PLUS applicants are subjected to a credit check as part of the application process. Therefore, after accepting the PLUS Loan, your parent needs to complete the pre-approval process (credit check) at www.uwc.edu; select Money Matters, PLUS Parent Loan Application. At this site the PLUS Online Master Promissory Note also will be addressed.

Note: Pre-approval is required each year a PLUS Loan is accepted.

If approved, your parent typically begins repayment of the PLUS Loan within 60 days after the funds are fully disbursed. If the parent's PLUS application is denied, you may be eligible for additional Unsubsidized Stafford monies.

Additional Considerations

What if I'm taking classes at UW Colleges and another school simultaneously?

If you enroll at UW Colleges and another institution for the same term, you may receive financial aid from only one of them. However, you may be able to receive aid based on your combined total credits at both schools. To achieve this, you must complete what is commonly called a financial aid consortium agreement. Check with your UW Colleges Student Services Office and the other school for consortium guidelines and the agreement form.

If you receive aid at two institutions for the same period of enrollment, you will be responsible for returning aid received at one of the schools. Therefore, ensure that your consortium agreement paperwork is processed before the term of dual enrollment.

Am I still eligible for aid at UW Colleges once I complete my AAS degree?

No. The University of Wisconsin Colleges is authorized by the US Department of Education to provide financial aid only to undergraduates seeking the Associate of Arts and Sciences (AAS) degree. Once you have met the AAS degree requirements (or if you already have a bachelor's or other advanced degree), you will no longer be eligible to receive aid at UW Colleges.

If you wish to continue taking classes at UW Colleges after completing the AAS degree, you need to plan ahead to receive aid from a 4-year campus, such as UW Milwaukee, UW Madison, UW Whitewater, etc. To receive aid from a 4-year school, you need to:

- apply and be accepted for admission in a degree-seeking program at the 4-year school;
- add the school to the list of those to receive your FAFSA results at www.fafsa.ed.gov or at 1-800-433-3243;
- contact the Financial Aid Office at the 4-year school to find out the consortium agreement criteria and request that the school initiates an agreement with the UW Colleges Student Financial Aid Office;
- enroll for a minimum of 1-6 credits at the 4-year school (make contact there for minimum credit requirement).



COLLEGES

The freshman/sophomore UW campuses

UW-BARABOO/SAUK COUNTY | UW-BARRON COUNTY | UW-FOND DU LAC
UW-FOX VALLEY | UW-MANITOWOC | UW-MARATHON COUNTY
UW-MARINETTE | UW-MARSHFIELD/WOOD COUNTY | UW-RICHLAND
UW-ROCK COUNTY | UW-SHEBOYGAN | UW-WASHINGTON COUNTY
UW-WAUKESHA | UW COLLEGES ONLINE