

Financial Assistance Information

Contact Information:

Web site: www.uis.edu/cost-aid

Email: finaid@uis.edu

Phone: (217) 206-6724

Office Location: UHB 1015

It is the mission of the UIS Office of Financial Assistance to provide financial aid resources to students, administer aid programs with the highest integrity and provide first-class customer service.

The University of Illinois Springfield Office of Financial Assistance coordinates federal, state, institutional and private financial aid programs. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment and military/veteran benefits. Advisors are available Monday through Friday, 8:30 am to 5:00 pm.

The UIS Office of Financial Assistance primarily communicates with students via University e-mail. Please pay close attention to important notices sent to your UIS e-mail. Students can find detailed information on the website www.uis.edu/cost-aid.

Important Information for Students

The law (the Higher Education Act of 1965, as amended, and regulation 34 CFR 668) requires University of Illinois Springfield (UIS) to notify enrolled students and the parents of dependent enrolled students annually of the availability of the following information:

- your rights under the Family Education Rights and Privacy Act;
- your right to a deferment of repayment of your Federal Direct Loan for Peace Corps or volunteer service;
- financial aid available at UIS;
- information about UIS;
- the graduation rate of degree-seeking, full-time undergraduate students at UIS;
- an annual campus security report; and,
- a report on athletic program participation and financial support data.

This information may be found in the UIS Academic Catalog as well as the UIS Consumer Information webpage at www.uis.edu/consumer-info.

Student Eligibility Information

Undergraduate Students must meet the following conditions to be eligible for federal and State of Illinois financial aid:

- US Citizen or Eligible Non-Citizen with a social security number.
- High School Diploma or the equivalent, except those who transfer in at least 60 credits.
- Degree-seeking student or post-baccalaureate student seeking teacher licensure.
- Enrolled in at least 3 credit hours each semester, although many programs such as loans require 6 credits.

- Enrolled in courses applicable toward program requirements.
- Maintain satisfactory academic progress.
- Owe no refund on a federal grant nor be in default on a federal student loan.

Graduate students must meet the following conditions to be eligible for federal student financial aid:

- US Citizen or Eligible Non-Citizen with a social security number.
- A Bachelor's degree and proof of that degree must be on file with the Office of Admission.
- Fully Admitted as a degree – or certificate – seeking student in a financial aid-eligible program. Students conditionally admitted to a program are not eligible for financial aid until they are fully admitted.
- Enroll part-time (at least 5 credit hours) each semester*.
- Enrolled in courses applicable toward program requirements. Students enrolled in foundational or prerequisite courses are not eligible for financial aid unless they are enrolled in graduate-level courses at least half-time.
- Maintain satisfactory academic progress.
- Owe no refund on a federal grant nor be in default on a federal student loan.

*Certain Graduate Accelerated Programs may have a different definition of part-time student.

In addition, students must establish eligibility for financial aid by attending and/or participating academically in all courses for which they are registered each term. Students who do not establish eligibility each term in all courses by attending and participating may have their financial aid reduced or rescinded. Financial aid is based on established enrollment status such as half-time or full-time status. Financial aid will only pay for classes required to complete program requirements in your specified program of study as indicated in the UIS Catalog. Financial assistance funds cannot pay for audited classes.

Please note that most international students do not qualify for financial aid programs administered by the Office of Financial Assistance, with the exception of UIS scholarship and graduate assistantship/internship programs.

Application Information

Students are encouraged to apply as early as possible for all forms of assistance and it is recommended that they complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1 each year and list UIS as their school choice (school code: 009333). Deadlines may apply for certain aid programs.

Certain undocumented or ineligible students may apply for State of Illinois aid programs through the Illinois Alternative Application form located on the Illinois Student Assistance Commission (ISAC) website.

If you have experienced significant changes to your family's financial situation, you may request a Change in Financial Circumstances review. Please visit the UIS Financial Aid website in the Applying for Aid-Change in Financial Circumstances section for more details.

Students may be selected by Federal Student Aid to provide additional documentation to verify eligibility. This process is called Verification and students will be notified via email if they are selected and provided with information on how to complete the process in Self-Service.

Other required missing documents and forms may be requested. Be sure to satisfy all outstanding requirements timely to avoid delays in processing your financial aid offer and/or disbursing your financial aid.

Financial Aid Offer

The UIS Office of Financial Assistance will prepare a comprehensive financial aid offer notification to students who apply, based on eligibility as demonstrated by the FAFSA or the Alternative Application. Students will be notified by e-mail of the availability of the financial aid offer notification in Student Self Service. Students must have an active NetID and password to login and view their aid offer. Students who are not yet admitted to UIS will not be provided with an aid offer notification. Most forms of grant and scholarship assistance will be automatically selected. Students who wish to accept Federal Direct Loans will need to accept their loan offer and complete additional loan documents. It is important to read all Terms and Conditions of the aid offer upon acceptance.

Critical Dates Affecting Financial Aid

Students applying for need-based assistance should be aware of the following dates:

October 1 – FAFSA application and Illinois Alternative Application typically opens for the following year.

On or before December 1 – UIS Donor-funded Scholarship application available on the Office of Financial Assistance website.

April 15 – FAFSA and Illinois Alternative Application priority submission date.

February 15 – Deadline to apply for UIS Donor-funded Scholarships for the upcoming year.

November 15 – Last day to submit documentation to be considered for fall financial assistance.

April 15 – Last day to submit documentation to be considered for spring financial assistance.

June 15 – Last day to submit documentation to be considered for summer financial assistance.

Summer Semester Financial Aid

Financial aid eligibility for the summer semester is determined based on many factors. The Office of Financial Assistance will offer financial aid to eligible students based on registration for summer semester.

Financial aid for the summer semester is very limited. Direct Loans may be available if you have remaining annual loan eligibility and are enrolled at least half-time. Pell Grant may be available to certain eligible students. There is no State of IL MAP Grant available in the summer, nor are most forms of UIS institutional financial aid. Contact the Office of Financial Assistance to learn more.

Winter Intersession Financial Aid

The winter intersession courses are combined with spring semester courses for purposes of financial aid. When financial aid determines final eligibility for the spring semester, winter intersession enrollment is considered along with spring enrollment to determine aid eligibility. There is no separate winter intersession financial aid program.

Types of Financial Aid Programs

Federal Financial Aid

To receive assistance from federal aid programs including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal TEACH Grant, Federal Work Study and Federal Direct Student Loans. Students must meet all eligibility requirements set forth in the Higher Education Act of 1965 as amended. Most financial aid programs have annual and maximum lifetime limits. UIS processes FAFSA applications and offers eligible students federal financial aid through the electronic aid offer notification in Student Self-Service. For more information and details about aid programs, please visit the Office of Financial Assistance - Types of Aid website.

Parents of dependent undergraduate students and some graduate students may wish to apply for the Federal Direct PLUS Loan. Applicants must apply for this loan on the Federal Student Aid (FSA) website, <https://studentaid.gov/>, and must pass a credit check. Please visit the Office of Financial Assistance website and go to the Types of Aid- Loans section for more information.

State of Illinois Financial Aid

To receive assistance from State of Illinois aid programs including the State of Illinois MAP Grant, Illinois National Guard Grant, Illinois Veterans Grant, Minority Teachers of Illinois, Golden Apple and more. Students must meet eligibility requirements as established by the Illinois Student Assistance Commission (ISAC). Programs such as IL MAP grant only require a FAFSA or Illinois Alternative Application to apply, while others require specific applications through the ISAC Student portal. Most programs have annual and lifetime limits. Visit the ISAC website at www.isac.org for more information.

Institutional Programs:

Institutional Scholarships, Grants and Tuition Waivers

Each year, UIS provides a limited number of scholarships, tuition waivers and grants made on the basis of demonstrated financial need. Graduate students may apply for graduate assistantships and/or internships to qualify for tuition waivers. Visit the UIS Financial Assistance website for descriptions of all current programs, eligibility requirements and application information.

Student Employment

Part-time employment opportunities exist for students continuously enrolled in six or more credit hours. Students must apply and be hired for on-campus employment. Students will be paid for the hours worked as a pay check similar to any other part-time job.

- Employment opportunities are posted on the UIS CareerConnect website.
- All current UIS students are automatically registered for UIS CareerConnect.
- The student must access their profiles on CareerConnect, and upload a valid resume to begin their job search.

UIS Emergency Loan Fund

This fund provides short-term loans to students who meet the Satisfactory Academic Progress Policy requirements and who are also enrolled at least half time (a minimum of six credit hours). These short-term loans are offered on a very limited basis and must be paid back within the next billing cycle through University Bursar. Contact the Office of Financial Assistance if you are in need of this short-term loan.

UIS Donor-funded Scholarships

There are more than 300 privately supported institutional scholarships and awards available to all types of UIS students including international, online, graduate, part-time and so on. The annual application is available beginning in the fall each year and must be submitted by February 15 each year. Visit the Office of Financial Assistance website to learn more.

Military and Veteran Education Benefits

UIS programs are approved by the Illinois State Approving Agency (SAA). Please visit the UIS Military and Veterans website for detailed and updated information. The Office of Financial Assistance must process and certify students for military and veteran education benefits each semester (GI Bill®, Illinois National Guard, Illinois Veterans Grant and MIA/POW; among other programs). A Request for Military Education Benefits Form must be filed with the UIS Office of Financial Assistance each semester the student is requesting benefits to be processed. Additional paperwork may be required depending on the type of benefit. There is typically a delay of several weeks in payment of benefits. It is in the students' best interest to complete the application early. Contact the Office of Financial Assistance to find out more information about the documentation required for a specific benefit.

Students receiving military and veteran benefits must notify the office of any changes affecting the amount of disposition of benefits, including changes in academic programs. Students cannot audit courses. Certain State of Illinois military and veteran aid programs may be used concurrently with Federal Veterans Affairs (VA) education benefits.

Students may not receive military education benefits for courses not successfully completed. Students must meet satisfactory academic progress requirements to remain eligible for most benefits. A student who withdraws or leaves UIS should refer to the withdrawal section of this catalog.

For information concerning the UIS policy on military course credit, please refer to the "Undergraduate Education" section of this catalog.

UIS will not take any of the following actions toward a student using Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Veteran Readiness and Employment (Ch. 31) benefits while awaiting tuition and fee payments from the VA:

- Prevent student registration.
- Assess a late fee.
- Require that students secure alternative or additional funding.
- Deny student access to any resources such as access to classes, libraries, or other institutional facilities.

However, to qualify for these provisions, such students may be required to:

- Produce a VA Certificate of Eligibility by the first day of class.
- Provide written request to be certified.
- Submit any additional requested information needed to properly certify enrollment.

NOTE: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available on the official Department of VA website.

Military Tuition Assistance (TA)

Military Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marine Corps, Air Force and Coast Guard. If a student withdraws from the term, and their tuition and fees are prorated, UIS will return any unearned TA benefits on a prorated basis through at least the 60% portion of the period for which the funds were provided. The funds are returned to the military service branch when the student stops attending courses. Tuition credits are granted based on the date of the official withdrawal. Credit policies vary according to the duration of the course. The tables below represent the percentage of unearned TA funds that will be returned based upon the week in which the student drops, corresponding to our tuition and fee refund policy found on the UIS Records and Registration website.

Full Term Courses:

Weeks 1-2: 90% return

Week 3: 80% return

Weeks 4-5: 70% return

Weeks 6-7: 60% return

Week 8: 50% return

Weeks 9-10: 40% return (60% of the course is completed at 9.6 weeks)

Weeks 11-16: 0% return

Half Term Courses:

Week 1: 90% return

Week 2: 70% return

Week 3: 60% return

Week 4: 50% return

Week 5: 40% return (60% of the course is completed at 4.8 weeks)

Weeks 6-8: 0% return

Students who drop a course, or courses, but do not completely withdraw, will only have tuition pro-rated through the 10th day of the term for full term courses and 5th day for half term classes. Tuition Assistance will be returned accordingly through these dates, identified each semester on a document found under Other Resources on the UIS Registrar Course Schedules & Catalogs website.

Enrollment Changes and Financial Aid Eligibility

Financial Aid Adjustments and Reduction in Hours

Enrollment status for the semester is determined at the census date, or the end of the add/drop period, which is established each semester by the Office of Records and Registration in the published Academic Calendar. Student enrollment status at the end of the census day is what is used by the Office of Financial Assistance to determine eligibility for financial aid for the term. Financial aid is offered, and early disbursements are made based on certain

assumptions, including enrollment status. The definition of beginning attendance (includes participation in the case of an online course, for example) is based upon students' enrollment in the course work past the established census date. In addition, students whose enrollment status is determined based on first half and last half enrollment may not be eligible for financial aid until attendance begins in the last half course (example, 3 credits in a first half course and 3 credits in a last half course establishes half-time eligibility for aid).

Therefore, if a student's enrollment status changes between the time aid was offered and/or disbursed and the end of the census day, financial aid will be adjusted accordingly. This will often result in a balance owed back to the University on the student account. Tuition and fee adjustments are made based on the Records & Registration published policies each semester.

Reducing your credit hours has implications for both your aid eligibility for the current semester and future terms. Your aid eligibility is based on the number of credit hours for which you are enrolled after the add/drop period ends. For example, if your aid was distributed based on full-time enrollment (12 credits undergraduate; 9 credits graduate) and you drop to part-time during the add/drop period, your aid will be reduced.

Complete Withdrawal for Aid Recipients

Federal regulations state that financial aid is earned by attending and/or academically participating in registered course work. You have not earned 100% of your financial aid until you have successfully attended 60% of the term. If you fully withdraw from the university before this date, a portion of your financial aid has not been earned.

The unearned portion is equal to the percentage of the term remaining on the date of withdrawal. Your financial aid eligibility will be recalculated based on your actual period of attendance and you may be asked to repay a portion of the aid that had been distributed to you. Financial aid disbursed in excess of this calculated percentage must be returned to the appropriate federal aid program (e.g., Federal Direct Loans, Federal Pell Grants and so forth). If a financial aid refund has been issued to the student prior to their withdrawal, it is very likely that a balance due to the university will result on the student account. **This balance is the responsibility of the student to repay to UIS.**

For students who withdraw (i.e. drop all courses or stop attending or participation) from UIS during the semester for which federal financial assistance is received, the Office of Financial Assistance must review and complete a Return of Title IV calculation (as determined by the US Department of Education). This process will determine the amount of aid earned by the student, and if a return of any federal student aid is required. The following will be completed during this process.

- The percentage and amount of federal aid earned will be calculated.
- The amount of federal aid to be disbursed or returned will be determined.
- Unpaid institutional charges will be billed.
- The student may owe a repayment if the federal aid disbursed exceeds the percentage of aid the student earned.

Failure to Earn Credit

If you fail to earn credit for any of your classes (grades of F, W, I, DFR and NC), federal regulations require the Office of Financial Assistance to assume you stopped attending your classes. If you did stop attending class, you are treated as an unofficial withdrawal. This means that the last date of attendance as reported by your instructors or the midpoint of the term is used as your last date of attendance and your aid eligibility is reduced by up to 50%. This will result in you owing funds back to the university unless you can provide documentation of attendance past the 60% point of the term.

Policies

Read the Financial Aid Withdrawal, Return of Funds, UIS Student Guide to Financial Aid and Disbursement Process policies on the UIS Financial Assistance website in the Policies section.

Repeating Classes

Federal regulations specify rules for repeat course work. These regulations may impact students' financial aid eligibility for programs such as Pell Grant, SEOG Grant, Direct Loans and Federal Work-Study. The regulations prevent the UIS Office of Financial Assistance from paying for a course that a student has passed and repeated more than one time. In order for a repeated course to be counted towards your enrollment status for financial aid purposes, you may only repeat a previously passed course once (a total of two attempts). If you enroll in a previously repeated and passed course for the third time, this course will not count toward your enrollment for financial aid purposes. Please refer to the Office of Financial Assistance website for complete details. Financial aid will not pay for repeat classes for which a grade of incomplete (I) was previously assigned.

All repeated course work will count towards the total number of attempted credit hours when a student's completion rate and maximum time frames are calculated to determine satisfactory academic progress (refer to the Satisfactory Academic Progress Policy for additional information).

Conditional Admission for Graduate Programs

A student must be fully admitted into an eligible degree program and enrolled as a regular student in order to receive financial aid. A "regular student" is defined as one who is enrolled or accepted for enrollment for the purpose of obtaining a degree or certificate offered by the University of Illinois Springfield.

Graduate students are occasionally admitted to UIS conditionally to allow them to complete specified prerequisite courses before they are fully admitted to their programs. Conditionally admitted students are not eligible to receive financial assistance.

Satisfactory Academic Progress for Undergraduate and Graduate Students

In accordance with the Higher Education Act of 1965, as amended by Congress, the University of Illinois Springfield has established a minimum standards of Satisfactory Academic Progress (SAP) policy. ALL federal, state and institutional financial aid programs administered by UIS are covered by this policy. Please refer to the UIS Financial Aid Policies website to view the current SAP policy. If you have questions about the SAP policy, please contact Office of Financial Assistance.

Financial Aid Disbursement

The earliest financial aid can be disbursed to the student account is 10 days prior to the start of the semester. All aid will be credited to the student's account at the University and applied to any outstanding balance. If the amount of financial aid disbursed is greater than the student's account balance, University Bursar will issue a refund to the student. Should the student's enrollment status, eligibility or other factors change, aid may be adjusted, which may result in a balance due back to the University.

Students must pay their tuition, fees, housing and meal charges by the first due date of each semester as communicated by the University Bursar. Students may also choose to enroll in the optional payment plan for a fee each semester. Please visit the University Bursar website for more information and details on student accounts, refunds, due dates and payment plans.