This guide tells you:

- How to interpret your 2014-2015 Financial Aid Award Offer and how to accept your aid,
- 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.

**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 Financial Aid Programs Chart as to available aid types, eligibility, and application requirements.**

### How to Interpret Your Award Offer and How to Accept/Review Your Aid

Your University of Wisconsin Colleges 2014-2015 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 (EFC) and demonstrated Financial Need.

Your Financial Need was calculated as follows:

\[
\text{FINANCIAL NEED} = \text{ESTIMATED COST OF ATTENDANCE or COA} - \text{EXPECTED FAMILY CONTRIBUTION or EFC}\
 \quad \quad \text{(calculated by the federal processor based on your 2014-2015 Free Application for Federal Student Aid or FAFSA)}
\]

**Do I need to return my Award Offer?**

You do **not** need to return your 2014-2015 Financial Aid Award Offer. Review your Award Offer and keep it for reference. Follow the instructions provided on the Award Offer and utilize all of the supporting documents referenced on it, including this Award Guide, the Financial Aid Programs Chart, PRISM Account Access Instructions, and Accepting Financial Aid. All of these documents may be found at [www.uwc.edu](http://www.uwc.edu) > Money Matters > Financial Aid.

**How do I accept or decline the aid that has been offered to me?**

To review your financial aid once awarded, you must access the aid package in **PRISM** (the University of Wisconsin Colleges’ online Student Information System) to indicate the intended action (Accept/Reduce Award Amount/Decline) as to the aid offered and also to report outside sources of assistance.

After logging in to **PRISM**, navigate to **Main Menu > Self Service > Student Center**. In the PRISM Student Center, click on **View Financial Aid** and then choose the 2014-2015 academic year. You may accept, reduce the award amount, and decline aid awards. Refer to **PRISM Account Access Instructions** if you have yet to establish your PRISM account and...
need help doing so and also refer to Accepting Financial Aid for assistance with navigating PRISM’s Self Service and “View Financial Aid” functionality.

**Grants** (both federal and state) already have been accepted for you since grants do not have to be repaid. Funds for certain grant programs, including SEOG and WHEG Grants, are limited. With limited funding for these aid programs if you lose aid eligibility at any point during the award year, funds for an awarded SEOG or WHEG Grant may not be available even if you regain aid eligibility at a later date. If you would like to Decline a grant award, please contact the Student Financial Aid Office.

**Scholarships** 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.

**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 in PRISM. Contact your campus Student Affairs Office to inquire about employment options and job availability. If you reduce the Work-Study amount or decline the award, your Direct Loan eligibility may change. Check with Student Affairs as to change, if any, in Direct Loan eligibility.

**Student Loans (Direct Subsidized and Unsubsidized Loans)** must be repaid with interest. To apply for a loan, it must be accepted in PRISM. Loans must be accepted in PRISM before the end of your enrollment and associated loan period. If accepted afterward, the loan cannot be processed. Refer to the Loan section of this Guide for additional loan application information.

A **Direct Parent PLUS Loan** must be repaid with interest by the parent. A Parent PLUS Loan cannot be accepted in PRISM Self Service as the parent is the borrower and thus a PLUS application requires the parent’s acceptance of the award, not the student’s. To accept and apply for the loan, the parent borrower must review the information available at [www.uwc.edu](http://www.uwc.edu), Money Matters > Financial Aid > Parent PLUS Loan Application under Fin Aid – Quick Links and submit the Parent PLUS Loan Request Form available there. On receiving a completed and signed Parent PLUS Loan Request Form, the Student Financial Aid Office will update the PLUS Loan award as accepted in PRISM on processing the request.

PLUS Loans must be reflected as accepted in PRISM and consequently all PLUS Loan application materials must be received by the Student Financial Aid Office in Madison before the end of your enrollment and associated loan period. If accepted afterward, the loan cannot be processed. Refer to the Loan section of this Guide for additional loan application information.

**Other Aid:** If you have any outside sources of assistance including non-UW Colleges or private scholarships, tuition reimbursements, DVR, non-federal veterans’ benefits, and AmeriCorps, you are required to report such to the Student Financial Aid Office. In PRISM, navigate to Main Menu > Self Service > Student Center and click on Report Other Financial Aid to provide outside aid information. Failure to report Other/Outside Aid may result in revisions to your aid package and thus you owing a balance on your UWC student account if aid already has disbursed.

To access your financial aid information, go to PRISM at [www.uwc.edu/prism/](http://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 the next business day following the 10th day of classes, the financial aid census date.

The financial aid census date deadlines for the 2014-15 academic year will be **11:59 PM** on: 
*September 15 for the fall 2014 term, and February 6 for the spring 2015 term.*

You need to finalize your class schedule and be officially enrolled in PRISM as your credit load as of the above census date deadline will determine your aid eligibility for the corresponding term. All enrollment errors and failed registration attempts in PRISM must be addressed and corrected by the student before each deadline; enrollment activity after the census date will not be considered. Additionally, attending a class while waitlisted does not constitute official enrollment.

*The crediting of Direct Subsidized/Unsubsidized and Parent 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 in PRISM. Incorrect addresses will delay your receiving aid checks.

If the credit balance on the student’s UW Colleges account results from disbursement of a Parent PLUS Loan, the parent borrower will be sent the change check for excess funds.

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 offered to you 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 Affairs Office can determine actual aid amounts at less than 12 credits. Also, refer to the Financial Aid Programs Chart for the credit-load requirement for each aid program.

**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, 2014 for fall 2014-before April 8, 2015 for spring 2015).* 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 academic advisor or Student Affairs staff person.
**What is 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 two-thirds of credits attempted;
3. attempt a maximum of 30 non-degree/remedial credits;
4. attempt a maximum of 90 credits for the Associate of Arts & Science (AAS) Degree and a maximum of 180 credits for the Bachelor of Applied Arts and Sciences (BAAS) Degree, including credits transferred to UW Colleges.

The complete SAP Policy may be found at [www.uwc.edu/financial-aid](http://www.uwc.edu/financial-aid) and in the UW Colleges Catalog at [www.uwc.edu/catalog/](http://www.uwc.edu/catalog/).

---

**Loans: Applying & Other Issues**

**How do I apply for a Direct Student Loan?**

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

In order to apply for a Direct Loan, you must accept the loan award in PRISM. This must be done **before the end of your enrollment** and associated loan period. If done afterward, the loan cannot be processed and thus no loan monies will be disbursed to your student account.

All students also must complete Direct Loan Entrance Counseling and a Direct Loan Master Promissory Note (MPN). When completing both Direct Loan Entrance Counseling and Direct Loan MPN, you must select the **“University of Wisconsin Colleges”** as your school from the list in the drop-down menu. After you have selected the University of Wisconsin Colleges, the following information will display:

- **School Name:** UNIVERSITY OF WISCONSIN COLLEGES
- **School Code/Branch:** G03897
- **School Address:**
  - 780 Regent Street
  - Suite 130
  - Madison, WI 537152635

This is the correct information for the University of Wisconsin Colleges, including the 13 freshman/sophomore UW campuses and UW Colleges Online. Using the school name of University of Wisconsin Colleges will ensure that the Student Financial Aid Office receives notice that you have fulfilled these Direct Loan application requirements.

You must complete both Entrance Counseling and MPN before Direct Loan funds may be disbursed to you. To avoid delays, you are encouraged to satisfy these requirements at least two weeks prior to the anticipated loan disbursement date. Be sure to have your Personal Identification Number (PIN) available (the PIN is the same number used to electronically sign your FAFSA) as you will need it for entrance counseling and the MPN.

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 loan Entrance Counseling online**, go to the UW Colleges website at [www.uwc.edu](http://www.uwc.edu), Money Matters > Financial Aid > **Direct Loan Entrance Counseling** under Fin Aid –Quick Links. Read the information and follow the instructions.
To complete the MPN online, go to the UW Colleges website at www.uwc.edu, Money Matters > Financial Aid > Direct Loan Master Promissory Note under Fin Aid – Quick Links and follow the instructions. The MPN must be completed and submitted as per the information provided. Completing your MPN online is strongly encouraged. You will need to contact the US Department of Education directly to request a paper MPN if you choose not to complete one online.

What is the Federal Direct 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 (as is defined through the FAFSA process) to borrow money up to the student’s Cost of Attendance (COA) minus all other financial aid awarded.

To apply for a PLUS Loan, the parent borrower needs to review the PLUS Loan information at www.uwc.edu, Money Matters > Financial Aid > Parent PLUS Loan Application under Fin Aid - Quick Links and complete the 2014-2015 Parent PLUS Loan Request Form (ZPLWKS) available on this webpage. If a PLUS Loan is not listed on the Award Offer, your parent may still apply by submitting the Parent PLUS Loan Request Form (ZPLWKS).

PLUS applicants are subjected to a credit check as part of the application process. If approved for credit, a parent needing to complete a Direct Loan Master Promissory Note (MPN) for Parent PLUS as part of the PLUS application process will be notified by the UW Colleges Student Financial Aid Office with instructions on how to do so. Note: Credit approval is required each year a PLUS Loan is accepted.

If the parent’s PLUS application is denied, you may be eligible for additional Direct Unsubsidized Loan monies if your parent chooses not to appeal the credit decision or not get an endorser for the loan. It is the student’s responsibility to initiate the request for an additional Direct Unsubsidized Loan award as a result of a Parent PLUS Loan denial. Check with your Student Affairs Office for more information.

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 Affairs 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 Science (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.

The only exception to this policy is your being admitted and enrolled as a degree-seeking student in the UW Colleges’ Bachelor of Applied Arts and Sciences (BAAS) degree. BAAS students are the only students eligible for aid at UW Colleges beyond the completion of an AAS degree.

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 four-year campus, such as UW Milwaukee, UW Madison, UW Whitewater, etc. To receive aid from a four-year school, you need to:
• apply and be accepted for admission in a degree-seeking program at the four-year school;
• add the school to the list of those to receive your FAFSA results at [URL] or at 1-800-433-3243;
• contact the Financial Aid Office at the four-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 four-year school (make contact there for minimum credit requirement).

<table>
<thead>
<tr>
<th>Important Dates for the 2014-2015 Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2014</strong></td>
</tr>
<tr>
<td>First day of classes</td>
</tr>
<tr>
<td>Financial Aid census date</td>
</tr>
<tr>
<td>Financial aid disbursement</td>
</tr>
<tr>
<td>Refund checks</td>
</tr>
<tr>
<td>Last day of the term</td>
</tr>
<tr>
<td><strong>Spring 2015</strong></td>
</tr>
<tr>
<td>First day of classes</td>
</tr>
<tr>
<td>Financial Aid census date</td>
</tr>
<tr>
<td>Financial aid disbursement</td>
</tr>
<tr>
<td>Refund checks</td>
</tr>
<tr>
<td>Last day of the term</td>
</tr>
</tbody>
</table>