



HOW IS MY FINANCIAL AID AFFECTED BY WITHDRAWING OR DROPPING COURSEWORK?

Students may find themselves in a situation where they need to withdraw from one or more classes, or withdraw entirely from the University of Northern Iowa. In these situations, federal regulations may require that the university return a portion or all of the federal student aid that has been disbursed to the student. The following guide is designed to assist with understanding the financial aid implications of dropping or completely withdrawing from coursework. If you are considering dropping one or more classes, or withdrawing from the university, it is important that you visit with a Financial Aid Counselor to discuss your situation. In addition, students are encouraged to consult other related departments on-campus (e.g. an academic advisor, Registrar's Office, Dept. of Residence, etc.) prior to making adjustments in coursework.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)

The following standards must be met on a yearly basis for continued financial aid eligibility: **(Pertains to both dropping and withdrawing)**

1) **Minimum GPA:** Undergraduate and 2nd BA students must maintain a minimum 2.0 UNI GPA. Graduate students must maintain a minimum 3.0 UNI GPA.

2) **Semester Hours Completed:** All students must complete 67% of all coursework attempted at UNI. Attempted hours are based on enrollment at the end of the first two weeks of class during a semester. Only grades of **A, B, C, D, X, Cr, or P** are counted as meeting the required hours. Failed classes, withdrawn classes, and incomplete grades do not count as completed credit hours and will negatively affect the SAP calculation.

3) **Maximum Time to Complete a Degree:** Students who have completed all course and hour requirements to earn a degree will no longer qualify for financial aid. Students completing a double major or minor in conjunction with their first degree will no longer qualify for financial aid once the requirements for the initial degree are met.

Undergraduate students are also required to complete a degree within 12 full-time equivalent semesters (18 three-quarter time semesters or 24 half-time semesters). Second BA and graduate students are required to complete a degree within 6 full-time equivalent semesters (9 three-quarter time semesters or 12 half-time semesters). Transfer credits are counted toward the maximum timeframe to complete the degree. Students cannot receive financial aid for more than one degree at a time.

Please refer to the **Financial Aid Satisfactory Academic Progress policy** for complete information concerning this process.

UNOFFICIAL WITHDRAWAL

At the end of each semester, the Office of Student Financial Aid reviews the status of students who received all F grades. Course instructors are contacted for assistance in identifying the last date of attendance. If a student stops attending all classes during a semester but fails to officially withdraw, the student will be considered "unofficially withdrawn" and is at risk of having portions of his/her financial aid returned based on the withdrawal percentages outlined above. Financial aid adjustments will be reflected on the University u-bill.

DROPPING CLASSES

The Office of Student Financial Aid monitors semester hours of enrollment for students who are receiving financial aid. **Students who drop courses during the first two weeks of classes (but are still enrolled) will have their grants reduced accordingly.** Students who drop courses after the first two weeks of the semester (but are still enrolled) will not have their grants aid adjusted. Financial Aid Satisfactory Progress standards must be met for continued financial aid eligibility.

COMPLETE WITHDRAWAL

When completely withdrawing from all classes, the last day of class attendance is used to determine the amount of financial aid that can be retained by the student. If the last date of attendance is prior to the 60 percent point in the semester students are required to return unearned federal student aid in a proportion equal to the time not in attendance. For example, if a student completes 30 percent of the semester, then 30 percent of the federal aid received may be retained and the other 70 percent of federal aid received must be returned in the following order:

- 1) federal loans
- 2) federal grants
- 3) state programs
- 4) UNI grants and scholarships
- 5) outside agencies

Students who have attended classes through 60 percent of the semester will be able to retain all of the federal student aid that has been disbursed. However, a student's eligibility for financial aid in future semesters may be affected based on the **Financial Aid Satisfactory Academic Progress policy**. Students should keep in mind that loans that were disbursed must still be repaid according to the terms of the promissory note.

Returning to UNI: Students that have completely withdrawn from Fall classes and are planning to return to UNI for the Spring semester of the same academic year should contact the Office of Student Financial Aid to ensure their financial aid award is available for Spring.

All students will need to have a FAFSA (Free Application for Federal Student Aid) on file for the correct academic year to qualify for financial aid. UNI's FAFSA school code is 001890.



OFFICE OF STUDENT FINANCIAL AID

105 Gilchrist Hall, Cedar Falls, Iowa 50614

Phone: 319-273-2700 Email: fin-aid@uni.edu

HOW FINANCIAL AID IS IMPACTED
(Pertains to both dropping and withdrawing)

Adjustments to financial aid may be made if a student adds or drops courses within the first two week of each semester. Financial aid will not be adjusted after the first two weeks of classes, unless the student withdraws from all classes for that semester.

Please refer to the following information regarding how other types of financial aid will be impacted based on withdrawing from classes or dropping coursework.

Loan Deferment and Repayment: Students who drop below half-time credit hours will be eligible for a 6 month grace period before entering into repayment. If the 6 month grace period has already been exhausted, repayment would begin immediately. When a student re-enrolls in at least half-time credit hours, the loans would be eligible for deferment.

Loan Exit Counseling: Students who drop below half-time credit hours are required to complete Loan Exit Counseling. Exit Counseling can be completed at www.studentloans.gov.

Grants: Grants are pro-rated based on enrollment through the first two weeks of the semester. Grants will not be adjusted following the first two weeks of the semester unless the student completely withdraws from all coursework (*see Complete Withdrawal section for more information*).

Scholarships: Most scholarships require a student to be enrolled in full-time coursework. If a student is not enrolled full-time they will be required to have their UNI department or off-campus donor validate that the student can continue to receive the scholarship. In some instances scholarship funds must be returned to the donor or department when enrollment requirements are not met.

Student Employment: Students must be enrolled in at least half-time coursework to be eligible to work on campus. Failure to meet enrollment requirements may result in the termination of campus employment. In special circumstances, exceptions can be granted at the discretion of the Student Employment Coordinator.

U-BILL ADJUSTMENTS
(Pertains to both dropping and withdrawing)

Students are notified of any changes, through their UNI email, to their federal aid resulting from withdrawal, and should monitor their u-bill after they have withdrawn. If a student completely withdraws from all classes and has a percentage of financial aid removed, a new u-bill charge for the type of financial aid will be added to their bill. The financial aid charges on the u-bill indicate that the financial aid has been returned to the appropriate resource. For example, if a loan has been charged back to the u-bill, this amount has been returned to the lender, thus reducing the overall indebtedness of the student.

U-bills should be paid based on the payment schedule for the university. Please note that u-bill charges from a prior academic year cannot be paid with future financial aid. If a student is unable to make the payment, they should contact the Office of Business Operations, Student Accounts at (319) 273-2164.

Final Adjustment Date (Census Date): Adjustments to financial aid may be made if a student adds or drops courses within the first two week of each semester. Financial aid will not be adjusted after the first two weeks of classes, unless the student withdraws from all classes for that semester. Students dropping coursework are also encouraged to review the Satisfactory Academic Progress policy if they are considering dropping classes or completely withdrawing from all coursework.



IMPORTANT CONTACTS WHEN ADJUSTING YOUR COURSELOAD

Department of Residence
010 Redeker Center
Cedar Falls, Iowa 50614
Phone: 319-273-2333
Email: residence@uni.edu

Office of Academic Advising
102 Gilchrist
Cedar Falls, Iowa 50614
Phone: 319-273-3406
Email: advising-services@uni.edu

Office of Business Operations
103 Gilchrist Hall
Cedar Falls, Iowa 50614
Phone: 319-273-2162
Fax: 319-273-3009

Office of the Registrar
115 Gilchrist Hall
Cedar Falls, Iowa 50614
Phone: 319-273-2241
Fax: 319-273-6792
Email: registrar@uni.edu

Office of Student Financial Aid
105 Gilchrist Hall
Cedar Falls, Iowa 50614
Phone: 319-273-2700
Fax: 319-273-6950
Email: fin-aid@uni.edu