The Office of Student Financial Aid (OSFA) is pleased to introduce the “Live Like a Student” campaign beginning in the Fall 2010 semester. “Live Like a Student” programming has been created to provide students with a broad knowledge base concerning their personal finances and to assist them in making responsible decisions regarding money. The “Live Like a Student” initiative is designed to educate students on the importance of financial goals and budgeting, promote living within their means, and foster a better understanding of how actions today will affect their financial future.

One of the primary services available to students is a free three-week (6 sessions total), noncredit financial literacy seminar entitled “Live Like a Student” that will be offered at a variety of times throughout the semester. Interested students may register at www.uni.edu/finaid. Attendees will explore the concepts of personal budgeting, credit and credit cards, student loans and identity protection. Seminars will be led by staff members from the Office of Student Financial Aid and graduate assistants. Three $500 scholarships will be available to student attendees. Please visit the above website to learn more.

In addition, the Office of Student Financial Aid will be offering a variety of group/organizational workshops for students. Each session can be designed to meet the specific needs of the group. One-on-one money management counseling appointments are also available to students at their convenience. Please contact Tim Bakula, Associate Director of Financial Aid at tim.bakula@uni.edu for more information on how to schedule group or individual sessions for students.
New Financial Aid Counselor

My name is Elizabeth Minard and I graduated from UNI in May 2009 with a bachelor's degree in Public Administration. This fall I will be starting the Post-Secondary Education Student Affairs Program. In my previous work experience with a collection agency, I contacted borrowers of defaulted student loans and helped them enter into a repayment program to help fix their credit, receive Title IV funding, and get their student loans back in good standing with the U.S. Department of Education. At UNI I will be the lead counselor in regards to private education loans.

Private education loan counseling helps students understand the difference between federal and private education loans. Default prevention and lowering student indebtedness is the goal behind requiring students to come for counseling before borrowing.

During our sessions students are presented with their past borrowed loan amounts, their current loan request, and a projection of where their loan balances will be after graduation. I have received great feedback from parents and students and look forward to continuing to help our students understand their responsibilities as borrowers.

TEACH Grant
Rated #6 in the Nation in Awarding Teach Grants!

The Federal TEACH Grant program provides grants of up to $4000 per year to students who intend to teach in a high-need field in a public or private elementary or secondary school that serves students from low-income families. In exchange for receiving the grant, students agree to serve as a full-time teacher in a high-need field and a low-income school for at least four academic years within eight calendar years of completing the program for which they received the grant. If they fail to meet this service obligation, all amounts of TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan which must be repaid to the U.S. Department of Education with interest accrued from the date(s) of disbursement.

Students must file the FAFSA to be considered for the grant, although the grant is not based on financial need. Students may qualify based on a cumulative GPA of 3.25 or an ACT or SAT test score above the 75th percentile.

You can find out more information about which majors/minors at the University of Northern Iowa qualify for this grant at: http://www.uni.edu/finaid/pdf/TEACH_Info_Sheet.pdf
Guidelines for Administering Scholarships

Scholarships and awards (i.e. gift assistance) must be administered in a fair, efficient and consistent manner without prejudice or conflict of interest. Any individual administering scholarships must adhere to the following guidelines:

- **Coordinate efforts** with your College Scholarship Administration Team (CSAT). This team oversees all scholarship processes within each college.

- **Determine selection criteria** (e.g. GPA and specific major) upon establishment of the scholarship regardless of the funding source (e.g. Foundation, Tuition Set-Aside, Departmental). It is helpful to keep the selection criteria to a minimum.

- **Publish the scholarship** in the Online Scholarship Directory so that all students are aware of its availability. Additional promotion of scholarships is encouraged for current and prospective students. Ideas might include:
  - Electronic communication (e-mails),
  - Written communication (letters, flyers, posters, table tents), and
  - Communication via the Admissions Office with prospective students through letters, electronic communication, and publications.

- **Update and submit information** (during spring semester) for UNI’s electronic scholarship application process called the **UNiversity Scholarship Application for Undergraduate Students (USA)**.
  - Students are required to complete the USA for scholarships that are not awarded upon admission. Completion of the scholarship application for renewals is not required; however, it is encouraged.
  - To award scholarships upon admission contact the Office of Student Financial Aid (OSFA),
  - Use established application deadline of February 15.

- **Identify potential recipients** using reports generated from the USA. Contact the OSFA to establish targeted reports.
  - Select recipients using the established criteria in an unbiased manner. Any scholarship applicant who is a relative or friend of any employee (professor, instructor, secretary, clerical, etc.) within the department/unit may constitute a conflict of interest. In such a case, the dean of the college must approve and sign off on the award. If the applicant is a relative or friend of the dean, the award must be approved and signed by the Provost’s Office. Contact your CSAT or Juanita Wright in the OSFA for guidance.
  - To leverage the limited scholarship funding, consideration should be given to the following:
    - Other scholarship awards, when stacked, result in total aid being over the cost of education.
    - Student has already received a full tuition scholarship.
Notify recipient by sending a Congratulations Letter. Sample letters are available at the OSFA. The Congratulations Letter should include:

- Acceptance form to be returned,
- Request for a Thank You Letter to be sent to the donor,
- Notification that the student must be degree-seeking and enrolled full-time, and
- Criteria and procedure for renewal (if appropriate).

**Important:** If the scholarship is funded through the Foundation, follow all Foundation procedures prior to notifying the recipient.

The OSFA notifies the department and/or CSAT for appropriate processing of scholarships when a student is not enrolled full time.

According to federal regulations, all gift assistance must be reported to the OSFA. The award becomes part of the student’s financial aid package and is split evenly between fall and spring semesters. The process for notifying the OSFA is electronic. Be sure to work with the CSAT for procedures. For recruitment purposes it is vital that scholarship information is submitted to the OSFA in a timely manner so that students receive a full picture of the financial aid available to them and scholarship certificates can be mailed to high schools of new student recipients. Scholarship recipient information should be submitted to the OSFA no later than March 1.

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**Financial Aid Academic Progress Requirements**

You may often advise a student about dropping a course or taking an incomplete. One important item to consider in your discussion is Financial Aid Academic Progress requirements. Federal regulations require students to demonstrate progress toward a degree each semester and to complete their degree within a specific time frame. It may be beneficial to review the following information when working with a student advisee:

1. Make satisfactory progress toward a degree during each semester as stated below:
   - If initially enrolled for 12+ hours—must complete a minimum of 9 hours
   - If initially enrolled for 6-11 hours—must complete a minimum of 6 hours
   - If initially enrolled for 1-5 hours—must complete all enrolled hours

   Grades of A, B, C, D, Cr, X, or P are counted as meeting the minimum completed credit hours. Failed classes, audited hours, incomplete grades, and withdrawn classes do not meet the requirements of academic progress.

2. Complete a degree within the time frame as stated below:
   - Students seeking their first B.A. have 12 full-time semesters, 18 three-quarter time semesters, or 160 credit hours to complete their degree.
   - 2nd B.A., Teaching Certification, 1st M.A., and 1st Doctoral students have 6 full-time semesters, 9 three-quarter-time semesters, 12 half-time semesters, or 60 credit hours to complete their degree.
   - 2nd B.A., 2nd M.A., or 2nd Doctorate after beginning a 1st M.A. must be funded by the student without financial aid. Exceptions may be allowed through the appeal process.

**Students who do not maintain academic progress for two semesters will forfeit their eligibility for financial aid.** Students have the opportunity to appeal through the Office of Student Financial Aid. During the appeal process a plan of study signed by a student’s advisor will need to accompany the appeal. This plan will demonstrate the sequence of courses the student will need to complete to receive a degree. Please contact Tim Bakula at 3-2722 if you have questions.
Seated (left to right): Jennifer Bell, financial aid counselor; Joyce Morrow, director; Tim Bakula, associate director; Renae Mulder, customer service specialist. 2nd Row (left to right): Juanita Wright, assistant director; Deb Bartels, assistant director; Andrea Krakfa, processing clerk; Heather Soesbe, associate director; Tammi Dean, processing clerk; Elizabeth Minard, financial aid counselor. Back Row (left to right): Evie Waack, financial aid specialist, April Schmiesing, department secretary; Denise Parks, scholarship processing clerk.

Important Dates

**September 3** — The 2011-2012 UNIversity Scholarship Application for Undergraduate Students will be available. The application deadline for most scholarships is February 15, 2011.

**September 3** — University Census Date—Financial aid adjusts when hours of enrollment change until the census date.

**October 26**—Students who withdraw are eligible to retain all financial aid received. Students withdrawing prior to this date must return any unearned aid in a proportion equal to time not in attendance.

**Tuesday Nights**—Financial aid credits the student’s university bill on Tuesday nights and the 10th of each month.

“Live Like A Student” sessions will be offered throughout September, October and November. Students can register at [www.uni.edu/finaid](http://www.uni.edu/finaid).
### Some Reasons Why Financial Aid Has Not Paid Out

The student:

- is not enrolled.
- is enrolled less than fulltime (full-time enrollment is required for scholarships).
- is not degree-seeking (unclassified or nondegree).
- has not accepted the financial aid award on MyUNIverse.
- has not completed loan or TEACH grant entrance counseling.
- has not returned requested documents (e.g. tax forms, verification worksheet).
- has not completed promissory note(s) for loan(s).
- has not completed the Agreement to Serve for TEACH grant.
- is suspended from financial aid.
- did not apply for financial aid.

These are some of the reasons financial aid may not have credited to a student’s university bill. Feel free to recommend the student contact our office for details on how to resolve.

### Quick Facts

**2009-2010 Year End Data**

- More than 14,000 applications for financial aid
- $128 million in aid awarded
- 87% of all UNI students receive financial aid.
- Average loan indebtedness upon graduation is $25,735
- 29% of undergraduate students received Pell grants
- More than 4,100 UNI student employees earned more than $11.4 million through work study, departmental employment and graduate assistantships.
- Work study and departmental student employees worked an average of 9 hours per week, with an average wage of $8.20 per hour, earning an average of $2,188 per year.

### Newsletter Archives

Visit [www.uni.edu/finaid/facultyandstaff.shtml](http://www.uni.edu/finaid/facultyandstaff.shtml) for prior Facts for Faculty Newsletters.

### New Student Information System Update

Implementation of the new Student Information System (SIS), PeopleSoft Campus Solutions, has been underway for about a year. The implementation of the financial aid module of that system began in October 2009. Since that time, setup has continued on financial aid processing, budgets, grants, scholarships, loans, student employment, financial aid academic progress, communications, checklists (i.e. to-do items), and comments. The 2011-2012 Online UNIversity Scholarship Application, which will be available in September for students to access, will be utilizing bio-demo information from PeopleSoft Campus Solutions to pre-populate the application. Financial aid, as a whole, will be going live in the new system in February 2011. For updates pertaining to implementation progress you can visit the SIS Project website at [www.uni.edu/sis](http://www.uni.edu/sis).