

# **2023-24**

## **Undergraduate Student Finances Handbook**



**Guide to Financial Aid & Billing Process**

**\*\* Required Reading \*\***

**For all Financial Aid Recipients**

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**UW-Milwaukee  
2023-24 Undergraduate Student  
Finances Handbook  
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### Introducing the Student Financial Service Center

The offices within Student Financial Services are proud to introduce you to our collaboration effort: The Student Financial Service Center (SFSC). The SFSC is a single office that will serve as students' and families' go-to place for answers to questions about Scholarships, Financial Aid, and Billing. Ways to contact us can be found at the end of this document.

### Finances Guide

Filing the Free Application for Federal Student Aid (FAFSA) is the first step needed to receive help with financing your college education. This document is provided to explain how the rest of the college financing process works. It is important to have an idea of how much your expenses will be and how you are going to pay them before classes begin. We hope you will read this document, which explains:

- **NEXT STEPS** needed to ensure your aid disburses on time,
- Estimated costs, billing and financial aid disbursement timelines, the importance of creating a budget, and using the UWM Cost Estimator tool,
- Some additional resources that may be available to you if you have a gap between your costs and what is available to you from financial aid and your personal resources.

#### [Panther Access to Web Services \(PAWS\)](#)

PAWS is your student portal. Check your PAWS Student Center weekly—even during the summer months. It has a lot of information. You can often find answers to questions without having to contact someone. Review all of the various links, but pay particular attention to:

**Finances Section:** View, accept, reduce, or decline aid offered to you in this section. Click on each item offered for more information about that type of aid. Once billing statements have been created each semester (about a month prior to the first day of classes), the link to "View Billing Statement" will be the best place to see your charges and your financial aid together in one place. Once aid has disbursed, the best place to view charges and payments is Account Activity.

**To Do List:** If we need additional information from you, you will usually see it here. It is important for you to resolve items listed here.

Need help navigating your PAWS account? Review our [PAWS Finances Tutorial](#).

## NEXT STEPS

Use this checklist as a guide to finish all the requirements necessary to fund your education:

- ✓ 1. File a FAFSA-Done if you have an aid offer.
2. Read your emails from us—year-round. We use the email address you provided on your admission application until you receive one from UWM. You are expected to monitor (or forward) your UWM email.
3. Review your PAWS TO DO List and complete these items in a timely manner.
4. Read this handbook for details on how to access the funds offered.
5. Review the [PAWS Finances Tutorial](#) for help understanding your billing statement.
6. Go to your PAWS Student Center to view, accept reduce, or decline your aid within 30 days or by June 1 prior to the fall semester, whichever is later. (Scholarships have earlier dates).
7. Complete several steps at [studentaid.gov](http://studentaid.gov):
  - a. Complete a [Direct Loan Master Promissory Notes \(MPNs\)](#), the loan application, and [Entrance Counseling](#), a tutorial and quiz, if borrowing a Direct Loan for the first time.
8. [Notify us](#) if you will receive other types of assistance not reflected on your aid offer.
9. Enroll in classes. [Notify us](#) if you **are not or will not be a fulltime** student (taking 12 or more credits).
10. Actual costs are not available until summer. In the meantime, use our [UWM Total Cost Estimator](#) to develop your individual budget **FOR THE YEAR** in order to determine if you have enough funding or if you need to apply for [additional loans](#).

## Your Financial Aid Offer & PAWS

### Financial Aid Offer

- We send you an email when your financial aid eligibility has been determined. That is when you gain access to Accept/Decline aid in PAWS.
- In addition to your original email notice of eligibility, there will also be an attachment for you to review estimated costs and estimated out of pocket costs.
- Aid eligibility is based on FAFSA results, financial need, any specific criteria required by the various programs, and [the estimated cost of attendance](#).
- Original aid offers assume full-time enrollment (twelve credits for undergraduates). If you will enroll for fewer credits, you must notify us each semester (or for both semesters if you know how many credits you will take in both), and your aid must be re-evaluated based on a change to your cost of attendance. You should allow two weeks for us to review your file based on a different enrollment level—sometimes longer if within a month of the start of classes.
- To be eligible for **MOST TYPES** of financial aid, you must be enrolled at UWM for at least six credits as an undergraduate or eligible non-degree student.

### Types of Aid

- Read the descriptions of the types of aid offered to you before accepting or declining.
- Aid may be tentative pending confirmation of fund availability. We use the best information available at the time your eligibility is determined.

- **We will cancel aid not accepted within 30 days or by June 1, whichever is later.** If you are unsure whether to accept Federal Work-Study, accept it now to have the funds reserved for you. We can reinstate Direct Loans and Pell Grants; **other funds may no longer be available once canceled.**
- Making revisions to your FAFSA, or receiving assistance from outside sources, may affect the amount, as well as the type(s) of assistance you are eligible to receive.

### **Enrollment**

- The aid offered reflects your eligibility for fall and/or spring semester. We ask that you [notify us](#) if any of the following pertain to you:
  - You have not been offered aid for a semester in which you plan to attend, and you believe you are eligible.
  - You are enrolling for only one semester, but have received an aid offer for two semesters. Undergraduate students who will graduate in fall must have any Direct Loan funds prorated. This means we will base the amount of Direct Loan ultimately offered on the number of credits you are taking.
  - Your career status will change during the academic year, (Example—undergraduate student for fall and graduate student for spring.)
  - You will not attend. Let us know if you plan to return and want to retain any aid. Otherwise, all undisbursed aid will be canceled 15 days after the beginning of the semester if you have not registered for classes or you are in an ineligible status.

### **College Financing Plan**

UWM, and many other colleges, provide a College Financing Plan. This standardized form was created to simplify the information that prospective students receive about costs and financial aid so that they can easily compare institutions and make informed decisions about where to attend school. Students who have been offered financial aid will see this as a link in the View Financial Aid page in their PAWS Student Center. You are encouraged to print and save this.

## **How Your Financial Aid Eligibility is Determined**

### **Eligibility Requirements**

**To be offered federal, state, or institutional funds administered by UWM's Financial Aid Office, you must:**

1. File a [FAFSA](#) each year.
2. Be admitted to UWM in a degree-granting program or as an eligible [non-degree student](#).
3. Have a high school diploma or a General Education Development (GED) certificate.
4. Be a U. S. citizen or an eligible non-citizen.
5. Have a valid Social Security Number.
6. Not be in default on a student loan. Review your federal loans in your dashboard after logging in at <https://studentaid.gov>.
7. Not owe an overpayment on any federal (Title IV) aid.
8. Meet the [Satisfactory Academic Progress \(SAP\) Standards](#) as defined by the Financial Aid Office.
9. Not be delinquent on court-ordered child support and/or maintenance (this applies only to State of Wisconsin-controlled grants).

10. Certify that you will use student aid only for educational purposes.
11. [Not be incarcerated](#). Students with criminal convictions have limited eligibility. Federal law requires students to inform the Financial Aid Office of their incarceration.

**In addition to the above requirements, to receive aid, you must:**

12. Be enrolled in a minimum of six credits as an undergraduate student (except for Pell Grant consideration). Most financial aid programs *require at least this enrollment level*, which is half-time. *Audit credits do not count*. A student offered a Federal Supplemental Opportunity Grant or Federal Work-study may be able to retain a prorated portion of those funds if enrolled in less than six credits.
13. Not be retaking courses you already passed. If retaking a class you already passed (e.g., to receive a better grade), the course may be repeated only once to be counted toward enrollment status for financial aid eligibility. If you continue to repeat this passed course, Title IV federal funds can no longer pay for it.
14. Not be receiving financial aid from another institution for the same enrollment period. Students can only receive aid from one institution at a time—even if enrolled at two schools. However, in some cases, we can consider your enrollment and costs at another institution when determining your financial aid eligibility at UWM. This generally only makes a difference if you enroll at UWM less-than full-time and are the recipient of Federal Pell Grant funds. For more information, review our [Consortium Agreement](#).
15. If another college has offered you aid for the same enrollment period, you will need to have that college cancel the pending aid before we will be able to disburse your aid. If you are a transfer student, we will take aid received for the same academic year into consideration when determining your remaining eligibility. If you received aid at another university for a summer term, please let our office know.
16. Establish and maintain eligibility for the programs for which you receive aid.

Students who have already satisfied all the requirements for their degree, but have not yet graduated, are not eligible for federal aid.

**Equation used in determining financial aid eligibility:**

$$\begin{array}{r} \text{Cost of Attendance (COA)} \\ - \text{Expected Family Contribution (EFC)} \\ \hline = \text{Financial Need} \end{array}$$

The following paragraphs explain where these figures come from. You can find the figures we used for you in the Finances section of your PAWS account. (Review [PAWS Finances Tutorial](#) for details.)

**Estimated Cost of Attendance (COA)/Financial Aid Budget**

The actual cost to attend UWM is different for each student, depending on variables such as degree program, housing and lifestyle choices, special course fees, and individual needs. **The Estimated Cost of Attendance (COA)** is a figure used by the Financial Aid Department in determining financial aid eligibility. This figure includes **estimates** of direct costs (university charges you will need to pay UWM) as well as indirect costs (educational and living expenses not paid to UWM). Because we use estimates, the figures will vary slightly from other published figures.

Budget categories included in the COA are tuition and fees, housing and food (including a housing allowance if you are living with a parent), books, miscellaneous, transportation, and loan fees. The amounts for these categories are:

**2023-24 Estimated Cost of Attendance  
9 Month Enrollment Period  
Amounts Assume Two-Semesters of Full-time Enrollment**

<i><b>Tuition Rates</b></i>	<i><b>Wisconsin Resident</b></i>	<i><b>MN Reciprocity</b></i>	<i><b>Midwest Student Exchange &amp; Illinois Resident</b></i>	<i><b>Non- Resident</b></i>
<b>Associate</b>	\$ 5,184	\$ 5,748	\$7,560	\$12,754
<b>Bachelor</b>	\$ 9,620	\$14,166	\$13,666	\$21,484

The figures below are estimates used for determining financial aid eligibility. Some of the amounts will be Direct Costs (owed UWM); some will be Indirect Costs (expenses you may or may not incur).

	<b>Living with Parent</b>	<b>Living On or Off Campus</b>
Housing Allowance	\$1,500	\$6,706
Food	\$4,274	\$4,274
Books, Course Materials, Supplies and Equipment	\$ 800	\$ 800
Transportation	\$1,600	\$1,600
Personal/Miscellaneous	\$2,000	\$2,000

<i><b>Estimate of Total Cost for a Number of Categories for an Academic Year</b></i>	<i><b>Wisconsin Resident</b></i>	<i><b>MN Reciprocity</b></i>	<i><b>Midwest Student Exchange &amp; Illinois Resident</b></i>	<i><b>Non- Resident</b></i>
<b>Associate Living with Parent</b>	\$15,422	\$15,986	\$17,798	\$22,992
<b>Associate Living Away from Parent</b>	\$20,628	\$21,192	\$23,004	\$28,198
<b>Bachelor Living with Parent</b>	\$ 19,858	\$24,404	\$23,904	\$31,722
<b>Bachelor Living Away from Parent</b>	\$25,064	\$29,610	\$29,110	\$36,928

As you create your own budget and plan for the school year, we encourage use of our online tool, the [UWM Total Cost Estimator](#). By using this tool, you may start thinking of things you could do, and choices you can make, to help you reduce your costs. While it might be nice to have a single room or apartment, sharing these costs with roommates may make more fiscal sense if you have to borrow loans in order to pay the bills. You should also save as much money as possible from summer employment.

If your expenses are quite a bit more than what we have used for estimates, you can submit the [Budget Adjustment Form](#) (the form for 2023-24 becomes available in February 2023) to our office for a possible adjustment. If approved, any additional eligibility is usually in the form of a private loan or Parent PLUS Loan.

## **Expected Family Contribution (EFC)**

**Expected Family Contribution (EFC)** is an eligibility index used by Financial Aid Offices for distributing funds and is calculated according to a formula established by law. The formula uses the information you supplied on your Free Application for Federal Student Aid (FAFSA). The EFC is on your Student Aid Report and in the Finances area of your PAWS Student Center.

**The EFC is not the amount you pay.** The financial aid offer is based on both your demonstrated financial need as well as the availability of funds. It is not unusual for some funds to be depleted early in the processing cycle. Your file was given maximum consideration for all funds available at the time your eligibility was determined. Most financial aid programs require that you have financial need to be eligible to participate. However, a few programs do not require financial need.

What you should do is take your budget figure and subtract the amount of financial aid you are eligible to receive. The result may be closer to what the family actually needs to contribute. In other words, your calculations will look like:

$$\begin{array}{l} \text{Your Direct Costs} \\ - \text{Financial Aid Offered/Accepted} \\ = \text{Amount You/Family will need to contribute toward Direct Costs} \\ \quad \text{using savings, work, private scholarships, and/or additional} \\ \quad \text{loans} \end{array}$$

## **Special Circumstances**

If you/your family have special circumstances that you believe should be taken into consideration—for example, a source of income is no longer being received or a significant change in income was experienced in 2022 or is expected for 2023—we may be able to make adjustments for you based on your actual 2022 income or expected 2023 income. You can contact an advisor in the Student Financial Service Center or review the [Special Circumstances form](#) (the form for 2023-24 becomes available in February 2023) and submit it with the documents indicated on the form. We will review it and let you know if any additional documentation is required. Students must have already submitted the 2023-24 FAFSA and been offered financial aid based on actual information before a special circumstance request will be considered.

## **Non-Degree Students**

Students classified as [Non-Degree Students](#) are generally not eligible for financial aid. Exceptions are those [enrolled in eligible certificate programs](#) or those taking prerequisite courses for admission to a UWM second degree, graduate degree, or certification program. In those cases, students must document eligibility on a [Non-degree Enrollment Verification form](#) and have the form submitted as early as possible. Non-degree students without a Bachelor's degree are not eligible for financial aid.

If it is determined you are eligible for financial aid as a non-degree student, you will only be offered a Federal Direct Loan.



## Types of Aid

Most financial aid programs have limits. Sometimes limits are based on the aggregate/total dollar amount (in the case of loans) and sometimes they are based on the number of semesters (grants) a student can receive certain aid types. These limits are not appealable. In addition to these limits, students must also adhere to the [Satisfactory Academic Progress \(SAP\) Policy](#) limits.

Financial aid applicants are evaluated for [Scholarships](#), [Grants](#), [Loans](#), and [Federal Work Study](#). We encourage you to visit these links for detailed information on the programs that you have been offered.

### Scholarships

A scholarship is gift aid. In most cases, scholarships do not have to be repaid if the enrollment period is completed. Scholarships are a valuable part of college financing and are typically given in recognition of a student's achievements. Students are strongly encouraged to visit the [Panther Scholarship Portal](#) to complete a general application in order to be considered for UWM scholarships.

### Grants

A grant does not have to be repaid. Eligibility is based on EFC, financial need, and additional requirements determined by the individual program. All require that a FAFSA be submitted and recipients meet general eligibility requirements unless indicated otherwise.

- ✓ Federal grants are funded through the Federal Government
- ✓ Wisconsin Grants are funded through the State of Wisconsin and require Wisconsin residency and attendance at a Wisconsin college.

Undergraduates with prior bachelor's degrees are not eligible for grant funds unless specifically indicated in the descriptions.

The various grant programs are listed below. Details on each of the programs can be found on the Grants webpage, <http://grants.uwm.edu>.

#### **Federal Grants:**

Federal Pell Grant  
Federal Supplemental Educational Opportunity Grant (FSEOG)  
Federal Teacher Education Assistance for College and Higher Education Grant (TEACH)  
Federal Iraq and Afghanistan Service Grant  
Federal Children of Fallen Heroes Scholarship  
Bureau of Indian Affairs Grant  
AmeriCorps Segal Education Award  
Gaining Early Awareness & Readiness for Undergraduate Programs Grant (GEAR UP)

#### **Wisconsin Grants:**

Wisconsin Grant  
Wisconsin Talent Incentive Program (TIP)  
Wisconsin Tuition Assistance Grant (TAG)  
Wisconsin Lawton Scholars Grant  
Wisconsin Indian Assistance Grant  
Division of Vocational Rehabilitation (DVR) Training Grant  
Wisconsin Hearing and Visually Impaired Student Grant  
Wisconsin Grant for Study Abroad  
Wisconsin Tuition Promise

**Institutional or Private Funding:**

Fund for Wisconsin Scholars Grant (FFWS)

UWM Panther Grant

**Federal Work Study**

Work Study allows a student to earn money for educational expenses while attending college. Financial need and enrollment in at least one credit are required in order to earn funds through this program. If we offered you work-study, you need to find a job that allows you to earn these funds. For more information regarding on-campus employment, please visit [Handshake](#). Most jobs do not require Federal Work Study eligibility.

If you know that you will not earn the funds offered to you, please decline the aid through your PAWS account. UWM has a limited amount of Federal Work Study funds available. Declining any work-study you do not plan on earning allows us to offer the opportunity to another student. If you have not earned any work-study funds within 30 days of the start of the semester, we will cancel your entire work-study offer.

**Loans**

Some loans have forgiveness provisions, but most require that principal and interest be repaid. A FAFSA must be submitted to be considered for most loans. While the Minority Teacher Loan and Private Alternative Loans do not require a FAFSA, students are encouraged to file a FAFSA first to take advantage of the best financial aid programs, both grants and loans, prior to borrowing a private educational loan.

While student loans can be a good way to help finance an education, it is important to understand your responsibilities as a student loan borrower. All student loans will require that you sign a promissory note (the actual loan application). Read the description of any loan offer before making a decision to accept and borrow the loan. Keep copies of all loan documents.

A minimum enrollment in at least six credits, except for some alternative loan programs, is required to participate in all loan programs. Aid offers are for one academic year and require that the student complete a FAFSA each year to be considered for continuing eligibility.

The various loan programs are below. Each is linked to additional details found on the [loans.uwm.edu](http://loans.uwm.edu) web page.

**[Federal Direct Loan – Subsidized](#)**

**[Federal Direct Loan – Unsubsidized](#)**

**[Federal Nursing Loan](#)**

**[Minority Teacher Loan](#)**

**[Nurse Faculty Loan](#)**

**[Federal Parent PLUS Loan](#)**

**[Private Alternative Loan](#)**

## Direct Loan Limits and Requirements

### **Federal Direct Subsidized and Unsubsidized Loan Limits**

All maximum loan amounts below are for a 12-month period. While the UWM academic year begins with the fall semester and continues through the end of summer, a transfer student who received aid for summer using the 2023-24 academic year, would need to consider those loan disbursements when determining remaining eligibility for the academic year.

Dependent freshmen	\$5,500 (\$3,500 subsidized)
Dependent sophomores	\$6,500 (\$4,500 subsidized)
Dependent juniors/seniors	\$7,500 (\$5,500 subsidized)
Independent freshmen	\$9,500 (\$3,500 subsidized)
Independent sophomores	\$10,500 (\$4,500 subsidized)
Independent juniors/seniors	\$12,500 (\$5,500 subsidized)

Lifetime aggregate limits including subsidized limits:

Dependent undergraduates	\$31,000 (maximum of \$23,000 in subsidized funds)
Independent undergraduates	\$57,500 (maximum of \$23,000 in subsidized funds)
Graduates	\$138,500 (maximum of \$65,500 in subsidized funds; includes undergraduate borrowing)

### **Entrance Counseling and Federal Direct Loan Master Promissory Note (MPN)**

**Entrance Counseling** is required if you have never borrowed a Federal Direct loan. This is a tutorial and a quiz. **The Direct Loan MPN** is a loan application needed to receive the Federal Direct loan funds. The MPN is good for 10 years, as long as you receive a disbursement within 12 months of electronically signing the MPN.

Entrance counseling and a Direct Loan Master Promissory Note (MPN) are a one-time requirement. If you are borrowing a Federal loan for the first time, complete these items in order to allow your loan to disburse. Complete both online at [studentaid.gov](https://studentaid.gov).

Log In first using your FSA ID Username at [studentaid.gov](https://studentaid.gov). Under the “**Loans and Grants**” heading:

1. **[Loan Entrance Counseling](#)**  
Select Start. Make sure you select the correct type of counseling (undergrad for anyone enrolled in a program not considered graduate or higher.) You will also need to complete the “Add School to Notify” section on the left side of the screen. Then--
2. **[Complete a Master Promissory Note](#)**  
You can select “Complete a Master Promissory Note under Next Steps on the final page of your counseling session or go back and select “Master Promissory Note (MPN).”

## Additional Financial Resources

The purpose of financial aid is to help bridge the difference between family resources and the amount needed to pay for the cost of attending college. In the case where the aid offered still leaves a gap and

you need additional help, the Parent PLUS or Private Alternative Loans are two loan programs to consider as possible options. Borrowers can receive up to the Cost of Attendance less financial aid already offered.

### **Federal Direct Parent Loan for Undergraduate Students (PLUS)**

This is a loan available to parents of dependent undergraduate students. Please select the link for more information and details listed on our website.

The Parent PLUS requires an application and a master promissory note (MPN). Both should be completed online. Complete the application at [Apply for a PLUS Loan for Parents](#). The borrower (PARENT in the case of the Parent PLUS) should Log in using their FSA ID. If the parent is borrowing this loan for a student for the first time at UWM, they should also complete a [PLUS Master Promissory Note \(MPN\) for Parents](#).

PLUS Loans require an approved credit check. **If a PLUS application is denied**, the borrower may choose to add an approved endorser to the application (an endorser is a person who agrees to repay the PLUS loan if the borrower does not). This option requires that the endorser complete an Endorser Addendum which includes a credit check and the borrower complete [PLUS Credit Counseling](#)

Two additional options are available when a **parent** is denied the Parent PLUS Loan:

- 1) The parent can appeal the denied decision with the Department of Education and complete [PLUS Credit Counseling](#), OR
- 2) The student becomes eligible for additional Direct Unsubsidized Loan funds. During the application process, the parent may indicate if the school should consider the student for the unsubsidized loan if the application is denied and we will use that information to offer the additional loan. The student can also email [finances@uwm.edu](mailto:finances@uwm.edu) asking that the Federal Unsubsidized loan be offered based on the denied Parent PLUS loan. The student then becomes eligible for Independent loan limits.

An origination fee of approximately 4% is retained from the gross loan proceeds. The actual fee is disclosed in the loan disclosure provided to the borrower. Once borrowed, the interest rate will be fixed. In early summer each year, the rate for new loans is announced. Please review the [Federal Student Aid website](#) for the most current information on interest rates and origination fees. The interest rates for loans disbursed in 2023-24 are announced in June 2022.

### **Private/Alternative Educational Loan Programs**

Offered by a financial institution, the student is typically the borrower and required to apply with a credit-worthy cosigner. Select this link to compare some of the more popular lender options and use our [online Private Alternative Loan application](#). It is up to the student/borrower to review the information, compare loans, and then decide which loan they wish to borrow. Because these loans historically had variable interest rates with no cap, students have always been strongly encouraged to consider all other options before borrowing a private loan. Many lenders now offer fixed interest rates. Students should research and compare all options.

Federal regulations require that students complete a Private Loan Self-Certification Form as part of the Private Loan application process. Your lender will supply this form. You will be required to fill in your [Cost of Attendance](#) and your Estimated Financial Assistance. If you have completed a FAFSA, you can find your Estimated Financial Assistance information under the "Financial Aid Summary" link in your PAWS Student Center. You should submit this form directly to your lender.

### **Military Education Benefits**

Students returning from active federal military service or who are in the National Guard or Reserves can qualify for educational benefits to help with academic expenses. Additionally, dependents and spouses of veterans may be eligible for the same types of benefits. Contact the Military Education Benefits Office

([MEBO](#)) for more details. Federal military education benefits do not affect a student's eligibility for federal financial aid. As such, students receiving military education benefits are also encouraged to file a FAFSA. Eligibility for the Wisconsin GI Bill may affect eligibility for other financial aid programs.

## Disbursement

Federal regulations allow disbursement to begin ten days before the first day of the semester. Once payment begins, we generally continue to disburse funds Monday, Wednesday, and Friday nights, except for holidays. You can confirm disbursement via the Account Activity link in your PAWS Student Center. Approximately a month before disbursement begins, we will send emails to students who may see a delay in their disbursement. If your funds have not disbursed by the due date, it is your responsibility to find out why in order to avoid finance charges. Monitor your UWM email and your PAWS To Do list for possible reasons.

About a month before classes begin, you will receive an email telling you to view your university bill via your PAWS account. Please read all information carefully and [review important information on the Student Financial Services website](#). Selecting "View Billing Statement" via your PAWS account will provide you with a real time "Statement of Account."

Your statement will show your total charges (assuming charges for the semester have been determined) less "Anticipated Aid." If you owe the university, you may pay the difference by the due date. If you need more time to pay, you should consider signing up for the [Payment Plan](#). Address all billing and excess cash/refund questions to the Student Financial Service Center, (414) 229-4541 or email [finances@uwm.edu](mailto:finances@uwm.edu).

- If you have been offered aid for the semester that is *more than what you owe* the university for the semester, the excess cash will be given to you so that you can use the funds for your other educational expenses. These funds are sent via [direct deposit \(ACH\)](#) or are mailed to your active mailing address in PAWS approximately 2-3 business days after the refund posts to PAWS. Please allow an additional 7-10 days for printing, processing, and mailing if you are not using direct deposit—or-
- If the amount of aid offered for the semester *does not cover the amount you owe* for the semester, you will need to make that payment to the Bursar Office. You can review billing information on the [Student Financial Services website](#). Select the Tuition Schedule for the appropriate semester.

For help determining whether you will receive an excess cash check or if you will have a balance due, use the [UWM Total Cost Estimator](#) tool on our website. You are encouraged to do this as early as possible—preferably prior to tuition bills being available on PAWS.

### **Causes for Delay in Disbursement**

To avoid delays in disbursement, make sure you have done all of the following, no later than August 1 for the fall semester and December 20 for the spring semester:

- **If you are not a full-time student** (taking twelve or more credits), [notified our office](#) as to the number of credits you plan on taking. If you are waiting to see if you can add a class, your aid should disburse within 3-5 days of your adding the class (assuming disbursement for the

semester has begun). Do not request that we adjust your financial aid based on part-time enrollment unless your intent is to remain part-time.

- **Confirmed you have been offered aid for the semester and have accepted any loan(s) that you are wanting to receive.**
- **Completed [entrance counseling](#) and the [DL Master Promissory Note](#) online** if you are borrowing through the Federal Direct Loan program for the first time.
- Canceled any aid offered to you by another school if you are transferring to UWM mid-year. A student may only receive aid from one institution at a time. If you are taking classes at two schools, you need to make sure only one of them is disbursing aid. If both do, eventually one will need to cancel the aid and you will end up owing funds to that university. If you are part-time at UWM and receive a Federal Pell Grant, you may wish to research the possibility of submitting a [consortium agreement](#).
- Still meeting all eligibility requirements as outlined on page 4.

### **Census Date**

If you receive a Federal Pell Grant and your aid disburses before classes begin, we will confirm your enrollment again on the first day of classes to make sure you began each of the classes. We will also review everyone's enrollment on the tenth day of classes each semester. This is the Census Date. This is the last day to add or drop classes without any notation on your transcript. It is also the last day to withdraw and receive a full tuition refund. **We will use the number of credits you are enrolled in at the end of the tenth day of classes as your attempted credits with regard to making [Satisfactory Academic Progress](#).**

Many programs require a specific enrollment level on the census date (some examples are: Federal Pell Grant, a Lawton Scholar Grant, and Funds for Wisconsin Scholars.) **We may need to revise or even cancel the aid based on the number of credits you are registered for on the census day if your enrollment changed.**

For example: You were registered for twelve credits on the first day of classes and received a \$2,000 Pell Grant. By the tenth day of classes, you had dropped two classes and were registered for six credits. Enrollment in six credits is considered half-time attendance, so half of your Pell Grant would be canceled and returned to the Department of Education.

### **Satisfactory Academic Progress (SAP)**

All students are required to be making satisfactory academic progress (SAP) toward a degree to be eligible for financial aid. SAP consists of two components of measurement: qualitative and quantitative. The qualitative measure is established by the performance standards of the school or college in which a student is enrolled. The quantitative measures refer to "Pace" and "Timeframe".

#### **Undergraduate Student Satisfactory Academic Progress**

- Students are required to be making satisfactory "Pace" toward a degree, by passing 2/3 or 66.67% of the classes in which they enroll.
- Students are required to finish their program within a maximum timeframe of 150%. Students' aid eligibility will be limited to 180 attempted credits for their first undergraduate degree; other degrees will be limited to 150% percent of credits required to complete the program.

## Thinking of Dropping a Class or Withdrawing Entirely?

### Dropping Classes

Withdrawing from classes may have serious consequences on your financial aid. Before considering dropping classes or withdrawing from the university, students should consider the following implications:

- What is the impact on financial aid for the current semester?
- What is the impact for future semesters?
- What are university policies for refunding tuition, housing, meal plan, or other charges?

There are differences between dropping a single class and dropping all of your classes. Before dropping any courses, we encourage you to review the:

[Registrar's Add/Drop Calendar](#)  
[Fees/Tuition Assessed for Drops or Withdrawal](#)  
[Considering Withdrawing?](#)

#### **If you drop *some* classes:**

**The Bursar Office** will determine whether the amount you were charged for tuition should be adjusted, based on the date of withdrawal.

**The Financial Aid Office** will determine if any aid disbursed to you has to be adjusted. Some financial aid programs are adjusted based on enrollment on the Census Date (10<sup>th</sup> day of the semester). While we generally do not have to adjust aid if you drop a course(s) after the Census Date, your attempted credits for SAP are based on your enrollment on the Census Date, so dropping later will affect your Pace. If you are receiving financial aid, you are strongly encouraged not to drop below half-time enrollment.

**The Registrar's Office** will determine whether the course shows up on your transcript with a 'W' or not at all.

#### **If you withdraw or drop all of your classes:**

**The Bursar Office** will determine whether the amount you were charged for tuition should be adjusted, based on the date of withdrawal. Find more details [here](#).

**The Financial Aid Office** is required to determine whether any financial aid funds need to be returned to the original funding sources. This is called a "**Return of Title IV**" calculation and is required in order to be in compliance with Federal regulations. Students do not earn 100% of their aid until after the 60% point of the term. Therefore, if they withdraw, or are dismissed from classes before that, they may have to return some of their aid. For example, at the 50% point in the semester, they have technically only earned 50% of their aid. Unearned funds must be returned to federal, state, and institutional financial aid programs, and in many cases, this will cause the student to owe a balance to the university. If the student needs to repay unearned aid for *non-institutional costs*, our office will contact the student.

The recalculation is rather complex and is based in part on calculating the percentage of aid a student earned. In addition to official withdrawals, if a student fails all of their classes in a semester and the documented evidence shows the student stopped participating prior to the 60% point of the semester, the student's aid eligibility will be recalculated.

If a semester has begun and you are considering withdrawing from classes, you should review additional details about this calculation found on [our website](#). You are also encouraged to speak to an advisor in the Student Financial Service Center before withdrawing to determine how it may affect your financial aid and your Satisfactory Academic Progress.

Students withdrawing from all classes due to medical reasons may want to consult with the Dean of Students Office regarding a possible [Tuition and Fee Appeal](#).

In addition to the possible return of financial aid funds, all students are required to maintain Satisfactory Academic Progress toward a degree. "Attempted Credits" for the Timeframe and Pace components of SAP are measured as of the tenth day of classes (the Census date). All courses in which the student was enrolled on the tenth day of classes will be counted as "attempted," no matter what circumstances prompted the withdrawal. If a withdrawal causes a student to fall below the required "Pace" or exceed the maximum Timeframe and become ineligible for aid, students may wish to meet with an advisor in the Student Financial Service Center to discuss the possibility of an appeal. Students are encouraged to review the [Satisfactory Academic Progress Policy](#).

## Student Rights and Responsibilities

As a financial aid recipient, you have rights as well as responsibilities. You can view the complete list [on our website](#).

### [The Family Educational Rights and Privacy Act \(FERPA\)](#)

This law restricts information university officials can and will provide over the phone and/or to a third party, including parents.

- ✓ If you want us to discuss your financial aid with someone else, you must complete the **Student Consent Release**.
- ✓ If you want to allow others the ability to view specific information in your PAWS account, you must complete **Designate Access**.

You can complete either of these online. After logging into your PAWS Student Center, scroll down to the Personal Information section and select **Student Information Release**. You then have two options. Select **Student Consent Release** to identify people you give permission for staff to discuss your information. Select **Designate Access** to create an account for someone else.

Even with a FERPA release, we cannot share some information. For example, we are not able to release tax information via phone. The Department of Education masks income information when the IRS Data Retrieval Tool is used. If you or another individual needs this information, you will need to obtain copies of your respective IRS tax return or IRS tax return transcript.

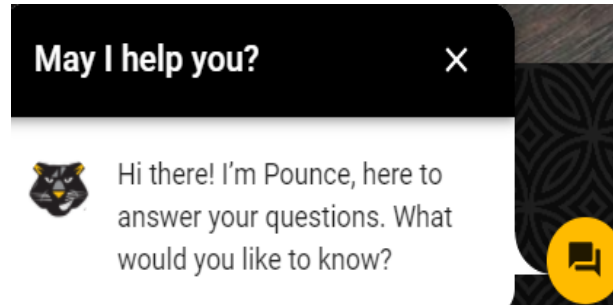
In some cases, we are not able to provide financial aid or FAFSA information to third parties, even with a FERPA release. In those situations, we will complete the information and return it to the student either in person or via mail to the student's permanent address as reported in PAWS.



## [Ways to Reach Us](#)

**We may have restricted phone and office hours. As such, email is often the best way to reach us for answers to many of your questions. Please check our website for current office hours before coming to the office in-person.**

### **24/7 Assistance:**



**Ask Pounce:** Many questions can be answered 24/7 by using “Ask Pounce”, an online tool available through our website. You can find Pounce in the bottom right corner of any page on the Onestop Website. Ask Pounce your questions about billing, financial aid, and scholarships.

**Email us:** [finances@uwm.edu](mailto:finances@uwm.edu). Please include relevant subject line and Campus ID number.

**Contact Us:** this link sends a preformatted form to our office email account.

For unusual or more complicated issues, you may need to make an appointment to meet with an advisor. You may [schedule your own appointment](#), or you can ask us for help making an appointment. When scheduling the appointment, you will be given the option of meeting via phone or TEAMS video chat. Beginning January 18, 2023, we will offer walk-in advising (no appointment necessary) on Wednesdays between 9 AM and 3:30 PM during weeks when classes are in-session.

You may also find answers to your questions in other sections of [our website](#).

If you have any questions or need additional help, please do not hesitate to contact us. We are here to help you.