

LEWIS UNIVERSITY

As you prepare for the academic year
the following steps must be completed:

1 Read and review the enclosed **Rights and Responsibilities** and **payment information**.

2 Complete the enclosed **Authorization Form**.

3 Fill out the **Master Promissory Note** and **Entrance Counseling** if the following two statements are true:

- a) You are a new student to the university or a returning student that did not borrow a Direct Loan in the previous academic year.
- b) You plan on borrowing the Federal Direct Student Loan.

To complete the **Master Promissory Note** and **Entrance Counseling**:

- Visit www.studentloans.gov
- Click "Sign In" to create your student loan account
- Enter your social security number, first two letters of your last name, date of birth, and federal (FAFSA) pin
- Click the "Entrance Counseling" link to complete the entrance
- Click on the "Master Promissory Note" link to complete your MPN
- Choose Lewis University as your school so that we can access this information.

satisfactory *academic progress* policy

The Lewis University Financial Aid Services Office is responsible for ensuring that all students who are receiving federal, state and institutional financial aid are meeting the Satisfactory Academic Progress Policy. In order to continue to receive financial aid, recipients must meet the standards outlined below. At Lewis University an academic year is defined as two semesters of 15 or more weeks (fall and spring). The progress of each student will be reviewed annually after the spring semester. Those students who are placed on 'Probation' in the spring will be reviewed again after the fall semester.

Grade Point Average

Requirement: Each financial aid recipient must be enrolled in an approved certificate or degree program and maintain the minimum grade point average as outlined below:

Undergraduate	0-33 hours	1.75 cum. GPA
	34-50 hours	1.90 cum. GPA
	51 + hours	2.00 cum. GPA

Maximum Time Frame

Students are expected to complete an undergraduate degree after attempting 192 credit hours. Students are expected to complete a graduate degree after attempting 59 hours. Students in the aviation certificate program are expected to complete the program after attempting 98 hours. This policy will consider all enrollments at Lewis University whether or not financial aid was received.

NOTE: If students reach the attempted credit hours maximum they will be placed on permanent Financial Aid Suspension.

Rate of Completion Requirement

Students must progress towards their educational goals at a minimum rate. The minimum rates are outlined below and apply to both undergraduate and graduate students.

Attempted Hours	Hours Earned
12 + hours	11+ hours
9 - 11 hours	7 + hours
6 - 8 hours	5 + hours
1 - 5 hours	3/4 hours

NOTE: Hours attempted are the total credit hours enrolled at the end of the add/drop period.

Review and Appeal Process

Students are reviewed according to the criteria at the end of spring semester every year. If students do not meet the above mentioned criteria they are placed on 'financial aid probation'. Students may continue to receive financial aid while on probation. At the end of the following fall semester those students on probation are reviewed. If students do not attain satisfactory academic progress at that time they are on 'financial aid suspension'.

No additional financial aid will be awarded until the student regains eligibility. The student will be allowed a written appeal. The written appeal must explain the mitigating circumstances that caused the student not to meet the policy, as well as an educational plan outlining how the student will meet the policy in the future. The student will have a time period in which to complete the appeal process. No appeals will be accepted after the deadline date.

If a student's appeal is approved the student will be allowed to continue on probation for the next semester and will be reviewed once again at the end of the probation period. Earned A,B,C,D and P grades are considered hours earned. Incompletes, withdrawals and N's are not considered hours earned. Audits, proficiency tests and non-credit courses are not included in attempted hours.



recipient's *rights & responsibilities*

Overview

The financial aid award letter is based on full-time enrollment and your living arrangements as indicated on your FAFSA. **If at any time you change your enrollment and/or living arrangements, you must notify Financial Aid Services.** A change in one of these could result in a change to your financial aid awards.

It is important to note that you must be enrolled at least half-time to receive Federal Direct Loans.

Federal Direct Loans cannot be requested after you graduate or drop below half-time enrollment. Your financial aid awards must be processed before the last day of the semester that you are enrolled.

Financial aid funds are disbursed to your University account on a semester by semester basis after the add/drop period. **Current semester Title IV financial aid cannot be used to pay for a prior semester.**

If your University account has a credit balance after all financial aid funds have been disbursed, you are eligible to receive those excess funds within 14 days from the date that balance occurs.

Enrollment Status

Full-time and half-time enrollment status will vary for undergraduate and graduate students. Full-time enrollment for undergraduate students is considered 12 credit hours with half-time status being 6 credit hours. Full-time status for graduate students is considered 9 credit hours with half-time being 3 credit hours.

Institutional and State Aid

Lewis University Institutional Aid is to be used by students pursuing their first undergraduate degree for direct costs only at the University. Direct costs are defined as tuition and room and board charged by the University.

To be eligible to receive institutional monies you must maintain full-time enrollment status, (except in your graduating semester) and not be enrolled in a contract/cohort program.

Renewal of a Lewis University Merit Scholarship is based on maintaining the cumulative GPA listed in the announcement letter received from the Admission Office.

If you are eligible for the State of Illinois Monetary Award Program Grant, it has been awarded based on an enrollment of 15 semester credit hours. If you register for less than the 15 credit hours, your award will be reduced.

December Graduates

If you are graduating mid-academic year (December) you must notify Financial Aid Services, as your financial aid eligibility could change.

Verification

Financial aid recipients that have been chosen for verification must complete all required paperwork before their last date of attendance or the end of the term in order to remain eligible. Failure to complete the paperwork could result in loss of eligibility for any financial aid.

Authorization

A Federal Funds authorization statement is required of all financial aid recipients. The Authorization Form includes authorization statements for Federal Funds, FERPA, and Title IV Credit Balances. This document must be completed before financial aid can be disbursed. You have the right to rescind or change this authorization at any time during your academic career at Lewis University.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. In accordance with this law, Financial Aid Services will not release or discuss any information regarding student account information to anyone other than the student without prior written consent (see Authorization Form).

Online Student Records

Financial Aid Services encourages students to review their information online. The Online Student Records page allows students to view their financial aid status, financial aid awarded amounts, and requested documents, as well as their billing and grades online.

Students can access Online Student Records by visiting www.lewisu.edu. Student Records online is located under the "Lewis Students" drop-down menu, select "Register/Online Records", then "Undergraduate/Graduate Students" or "Accelerated Program Students" if you are enrolled as an adult undergraduate student. We would encourage students to bookmark this page in their web browser for future use.

Official Correspondence

In accordance with Lewis University institutional policy, all official correspondence and notification's to students from the Office of Financial Aid Services will be made via written correspondence to official mailing address the university has on file and/or will be sent via email to the student's official Lewis University e-mail account.

Private Scholarships

You are responsible to report to Lewis University any other money you receive from sources outside of Lewis University (e.g. Rotary Scholarships, Employee Reimbursement, etc).

You are encouraged to apply for as many private scholarships as you are eligible to receive.

Federal Direct Loans — Subsidized And Unsubsidized

New Student Borrowers:

Any new student who wishes to borrow a student loan will be awarded the Federal Direct Loan for the academic year. For additional information regarding the Federal Direct Loan Program please visit www.studentloans.gov.

To ensure that your Federal Direct Loan funds are disbursed in a timely manner, please complete the following steps at www.studentloans.gov:

First – Complete entrance counseling

Second – Complete a Master Promissory Note (MPN)

Once these steps are completed, the Federal Direct Loan can be disbursed to your student account.

Returning Student Borrowers:

As a returning student that has already borrowed Federal Direct Loans, the process of obtaining Federal Direct Loan funds has not changed for you.

Federal Work Study

If your financial aid award letter includes Federal Work Study (FWS), this does not automatically assign you to a campus job. This is an estimate of earnings for the year if a student secures employment and works 15 hours each week for the 32 week academic year. The University's policy is to give priority for campus employment to FWS eligible students. Once FWS students who are interested in working are placed, then those students who are not FWS eligible will be considered for campus employment.

Students must complete a new Authorization Contract:

- Each academic year.
- For each department worked in.
- Whenever changing jobs between semesters.

New student employees must also complete payroll documents, and should refer to the Student Employment Manual for additional information. Job listings and other FWS related materials are available via students Blackboard account located under the Student tab: **Campus Student Employment.**

Title IV Return of Funds

All financial aid recipients who withdraw from Lewis University are subject to this policy. During the first 60% of the enrollment period, a student earns Title IV funds in direct proportion to the length of time he/she is enrolled. The percentage of aid earned is determined by 1) the date the student officially withdraws, 2) the total number of calendar days in the enrollment period and 3) the calendar days the student completed during the period of enrollment. For specific information concerning this policy refer to the Title IV Return of Funds policy located in Financial Aid Services or on our website at www.lewisu.edu/finaid.

Bookstore

You may purchase books online at www.lewisu.edu or www.efollett.com or at the campus bookstore, located in De La Salle Hall on the main campus in Romeoville.

A student can utilize their financial aid to purchase books using a voucher. Eligibility for a book voucher becomes available when the amount of financial aid exceeds the direct expense of tuition for the semester, creating a credit balance. During checkout, there will be an opportunity to provide your student identification number to charge the books to your student account.

Office Hours

Monday through Friday
8:30 a.m.—5:00 p.m. CST

We are located on the first floor of the Learning Resource Center (LRC) building.

quick links

Admissions

Apply online: www.lewisu.edu/apply

Learn more about our online programs and courses: www.lewisu.edu/academics/programs/onlineprograms.htm

Request information:
www.lewisu.edu/portals/contactus.htm

"Virtually" tour Main campus:
www.lewisu.edu/welcome/vtour

Bookstore

Purchase textbooks, course materials, and Lewis gear: www.lewisu.edu/bookstore

Business Office

Enroll in semester monthly payment plans by calling 1-800-635-0120 or online at: tuitionpay.salliemae.com

Enroll in Online Billing and view refund status: www.lewisu.edu/monthlystatement

Make payments to your student accounts by credit card (2.65% convenience fee) or checking / savings transfer (free) at: www.lewisu.edu/offices/business/bursar

Financial Aid Services

Complete an application for Financial Aid: www.fafsa.gov/

Request a PIN to sign your FAFSA: www.pin.ed.gov/

Check loan disbursement dates: www.elmresources.com/web/guest/borrowerspublic

Print Financial Aid forms: www.lewisu.edu/finaid/forms

For additional financial aid info visit: www.lewisu.edu/finaid

Library

Search online databases: www.lewisu.edu/academics/library/online_resources.htm

Search library catalogs: www.lewisu.edu/academics/library/librarycatalogs.htm

Registrar

Register online: www.lewisu.edu/academics/online/records.htm

Order official transcripts: www.lewisu.edu/admissions/ordertranscripts.htm

Access your grade report: www.lewisu.edu/academics/online/records.htm

Apply for graduation: www.lewisu.edu/admissions/graduation

General

Access Blackboard: www.lewisu.edu/bb

how to determine *out-of-pocket expenses*

The out-of-pocket cost (remaining balance) is the amount that you will make financial arrangements for each semester. If you have out-of-pocket costs you may set up a payment plan with the Business Office at <https://tuitionpay.salliemae.com>

To determine your out-of-pocket costs: Subtract your TOTAL AID amount from your BILLING TOTAL.

For example: Billing Total amount = \$25,000, Total Aid amount = \$20,000; \$25,000 - \$20,000 = \$5,000 in out-of-pocket expenses (remaining balance).

BILLING COSTS

SCHOOL ESTIMATE (PER YEAR)

Charges	Undergraduate	Graduate	Accelerated
Tuition	\$	\$	\$
Books	\$	\$	\$
Parking Permit	\$	\$ N/A	\$ N/A
On Campus Costs	For those students who intend to live on campus		
Room	\$	\$	\$
Board	\$	\$	\$
Aviation Costs	Aviation Flight Management and Aviation Maintenance majors only		
Flight (Flight Management)	\$	\$ N/A	\$ N/A
Tools (Aviation Maintenance)	\$	\$ N/A	\$ N/A
Billing Total	\$	\$	\$

FINANCIAL AID

Aid Type	Amount Awarded
Grants	
PELL	\$
MAP	\$
IIA	\$
SEOG	\$
Lewis	\$
Loans	
Subsidized	\$
Unsubsidized	\$
PLUS	\$
Other	\$
Scholarships	
Academic	\$
Alumni	\$
Athletic	\$
Other	\$
Total Aid	\$





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