

IMPORTANT FINANCIAL AID AWARD INFORMATION FOR 2022-2023 AID YEAR

How to access your awards and/or to review changes to your financial aid awards: Starting July 1, 2022

- Sign into your myUCCS Portal (www.uccs.edu/portal) and click in the “quick links” section to “View Your Financial Aid”.
- Choose the **2023 Aid Year**.
- Be sure to click the Blue Award link for important information and/or instructions about each award, including requirements for receiving those funds.
- *Your financial aid is evenly split between the fall and spring semesters unless you are a spring only enrolled student, so keep that in mind when accepting your awards. To access a complete aid breakdown by term, click “Financial Aid” on the top navigation menu, then click “Access Student Self Services”. Once there, click the Financial Aid icon and then “View Financial Aid.”*
- *If you reduce your loan(s) the reduced amount is evenly split between fall 2021 and spring 2022. If you are only attending one semester, please email us so we can change the loan period on your loan.*
- You will receive an email anytime changes are made to your award(s) and you can view the updated information about your financial aid awards online.

How to accept a Federal Direct Student Loan: Starting July 1, 2022

- Sign into your myUCCS Portal at www.uccs.edu/portal to accept, reduce, or decline your loan.
- Remember that most financial aid awards are evenly split between the fall and spring semester, unless you are a spring only student. If you will be graduating in December, please email our office to change your amounts to fall only.
- *If you are a first-time borrower*, you must complete the Direct Loan Entrance Counseling and a Direct Loan Master Promissory Note (MPN) at www.studentaid.gov.

How to receive a Federal Parent PLUS or Federal Graduate PLUS loan:

- **Starting July 1, 2022:** The parent or graduate student may complete a Federal PLUS loan application **and** PLUS Master Promissory Note at www.studentaid.gov.
- When completing the Federal PLUS loan application at www.studentaid.gov, the borrower will list the loan amount they wish to borrow. The borrower will also indicate the loan period that you are requesting the funding. We recommend applying for the full academic year unless the student will only be enrolled for one semester.
- Within 3-5 business days after the loan has been approved by the U.S. Department of Education, the Federal PLUS loan status will be updated in your myUCCS Portal to show the loan in an accepted status with the approved loan amount.

How to accept your work study award:

- To accept or decline your work study award, please sign into your myUCCS Portal at www.uccs.edu/portal.
- To search for and apply for a job, please visit our online job posting board “SEAN” (Student Employment Assistance Network) at <http://www.uccs.edu/stuemp/>. Jobs are posted 1 month prior to the start of each semester and continue to be posted throughout the year.
- Earnings from your work study position **DO NOT** reduce your tuition. If you would like to use your earnings to pay towards your tuition, you will need to sign up for a payment plan with the UCCS Student Financial Services (Bursar) office using the banking account you have your earnings deposited in. Remember the auto-deduction will occur on a specific date and not always connected to employment pay dates.
- The amount listed on your financial aid award information is the amount you may earn up to each semester. The amount you earn each semester will depend on your hourly wage and the hours worked that semester.

How to accept UCCS scholarships / how scholarship renewals are made:

- In your myUCCS Portal, click “Apply for and Accept UCCS Scholarships”, then click “My Applications” on the upper left menu. Complete any items listed in the “Needs Attention” section. Scholarships will not be seen on your award letter until they have been accepted and processed. Eligibility criteria for renewable scholarships are evaluated and added to your financial aid awards during the summer after grades from the current academic year have been posted.

How to report your private scholarships:

- In your myUCCS Portal, click “Report Private Scholarships” and select the correct aid year. List the scholarship name, amount, and semester(s) you will receive it. **If you receive a scholarship that results in your total award package exceeding your estimated Cost of Attendance, your loans, work study and/or grants may be reduced.**

Need more detailed information about a specific financial aid process? Visit www.uccs.edu/finaid and click on the **Resources** tab to access our “How To” guides to get detailed, step by step directions on many of the processes involved with financial aid and other UCCS offices as well as our links to important consumer information.

Key Terms & Conditions

Disbursement of Financial Aid (release of financial aid monies)

Financial aid disbursements begin the week prior to the start of classes each semester. Make sure you have completed all items in your "To-Do list" in your myUCCS portal to ensure funds are disbursed in a timely manner. You must also enroll in a sufficient number of credit hours. Waitlisted courses **do not** count towards your enrollment. Financial aid is directly paid to your UCCS bill; any excess funds will be refunded to the student (or to the parent in the case of a Parent PLUS loan). Finally, you must always meet financial aid's Satisfactory Academic Progress (SAP) requirements (see below).

Changes to Financial Circumstances

The Financial Aid Office can re-evaluate your financial aid eligibility if you feel that your FAFSA does not properly reflect your financial and/or current family circumstances. You must submit a Special Circumstances Appeal Form and the supporting documents listed on the form to support your appeal. The appeal form is located in the Forms section of our website: www.uccs.edu/finaid/forms and can be submitted once you have received your notification of financial aid eligibility.

Cost of Attendance

The Financial Aid Office creates a Financial Aid Cost of Attendance (COA) reflecting the **average** cost for students to attend UCCS for an academic year. Your COA is comprised of components such as tuition, housing, transportation, personal expenses and books. You can view the details of your COA on your award letter as well as in the Financial Aid section of your portal. *If you have costs not reflected in your COA that you would like included, there are appeal forms in the Forms section of our website.*

Student Employment

UCCS Student Employment offers current students a unique opportunity to work at convenient, on-campus jobs in addition to some off-campus opportunities. Student employment is an excellent way to get connected with the campus, learn time management, gain work experience and earn money in the process. Work study awards are earned through bi-weekly payments from a job which you have been hired. Be advised that student employment earnings **do not** deduct from your bill at UCCS. To learn more about UCCS student employment opportunities, visit the UCCS Student Employment home page. You may initiate a job search by selecting the "SEAN- Find a Job" button in your myUCCS Portal which takes you to SEAN (Student Employment Assistance Network): <http://www.uccs.edu/stuemp/>.

Satisfactory Academic Progress (SAP)

Students receiving financial aid from UCCS are required to maintain satisfactory academic progress toward a degree. The Satisfactory Academic Progress (SAP) policy for financial aid is available at www.uccs.edu/finaid/policies/sap and includes minimum standards for required completion rate, maximum credit hours that are fundable, and minimum grade point average. Meeting satisfactory academic progress is needed to maintain financial aid eligibility.

Other Important Items to Review

Authorization to Pay Other Charges: To allow UCCS to apply your financial aid funds to charges you may be assessed in addition to your student tuition & fees (such as short term loans, parking permits, electronic textbooks, and other miscellaneous charges) **click "Student Financials (Bursar)" on the top navigation menu, then "Grant Title IV Permission."**

Direct Deposit: You are **strongly encouraged** to sign up for direct deposit in your student portal. Direct deposit is a quicker way to receive your refund as you will not have to wait for the check to be mailed to you. For instructions, please visit www.uccs.edu/finaid/resources and click "Set Up Direct Deposit."

Non-Directory Information Release: Your financial aid and other school record information are protected by the Family Educational Rights and Privacy Act (FERPA). Consequently, we cannot share your information with anyone else without your written consent. If you wish for us to discuss your information with others (i.e. parents or spouse) you must complete a Non-Directory Information Release (FERPA). Submit your FERPA Consent to Release through your myUCCS Portal, which is found by clicking "Records and Registration" on the top navigation menu.

College Opportunity Fund (COF): The state of Colorado has set aside funding for your tuition. If you are going to be an undergraduate student and paying Colorado resident tuition you should sign up for the College Opportunity Fund (<https://cof.college-assist.org/Apply>). Authorize the COF at UCCS by clicking "Student Financials (Bursar) on the top navigation menu, then click "Authorize COF." This will allow the UCCS to apply it to your student account. **Lifetime Authorization** allows you to only have to set this up once.

Tuition Payment Plans: If you have a remaining bill after your financial aid has paid, please refer to the Student Financial Services/Bursar's website (www.uccs.edu/bursar) for the payment due date and payment plan options.