



**University of the Incarnate Word  
Office of Financial Assistance  
UIW Student Information Form**

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**Please read carefully. Your signature verifies you understand all of the policies outlined in this form.**  
(Black Ink Only)

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Last Name	First Name	MI	Student ID Number or last 4 digits of SSN
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**Application Requirements (check each box to acknowledge each requirement):**

- Each year, students must reapply for aid by completing a FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The UIW FAFSA school code is 003578.
- By federal regulation, students may only receive aid at one school during the same enrollment period.
- All financial aid disbursed at UIW will be used for educational purposes only**, within the defined cost of attendance for the period of enrollment.
- The Office of Financial Assistance (OFA) will send all electronic correspondence to your UIW e-mail account (Cardinal Mail). **It is your responsibility to check Cardinal Mail regularly for correspondence.**
- The OFA will send all paper correspondence to your Permanent Address, which must always be current.

**Enrollment Requirements (check each box to acknowledge each requirement):**

- Undergraduate main campus students must enroll **full-time in main campus coursework** to receive UIW Grants, UIW Scholarships (academic, performance, and endowed), State grants and/or Federal grants (other than Pell).
- Students are responsible for enrollment and financial obligations to the university, regardless of payment methods, attendance or performance in class. Your enrollment (as indicated by your registration) indicates your intent to receive credit and acceptance of all university charges for the semester and/or term. **Once registered, it is your responsibility to drop classes or withdraw if you plan not to attend.** In addition, after the published 100% Refund Period, you are responsible for all charges even if you drop or withdraw.
- Students accepted into the Graduate program are not eligible for undergraduate gift aid, including UIW academic scholarships and grants (federal, state, and institutional).
- Graduate students must be enrolled at least half-time in graduate level courses per semester to receive financial aid. If enrolled in a combination of graduate and undergraduate courses, **only graduate level courses count towards the half-time requirement.** Students taking undergraduate coursework required as pre-requisites for graduate school may receive federal loans under their undergraduate limits, provided undergraduate aggregate limits have not been exceeded, and half-time enrollment requirements are met.
- To be eligible for federal loans, you must be enrolled at least half-time (regardless of program or period of enrollment).** Students enrolled in terms of eight weeks or less will not receive disbursements for federal loans until they attend half-time hours for the overall semester. For example, undergraduate students taking 3 hours in Term 1 and 3 hours in Term 2 will not receive loan funds until Term 2 begins.

**Enrollment Definitions (Minimum Credit Hours per Semester Needed):**

	Undergraduate *	Graduate*	Professional	Ph.D.	Ph.D. (Dissertation)
Full-Time	12	9	12	6	3
Half-Time	6	4	6	3	1

**\*Includes Main Campus, ADCaP and/or On-line students.**

Graduate, ADCaP and Online student loans are certified in 8 week term periods. Students enrolled in these programs who will not enroll in the second Fall or Spring term may request that the OFA review their eligibility to accelerate their second disbursement (as long as minimum enrollment requirements are still met).

**Completion and Eligibility Requirements (check each box to acknowledge each requirement):**

- To be eligible for aid, you must **not be in default or owe a refund on any federal and/or state funds.**
- You must demonstrate Satisfactory Academic Progress (SAP) in order to maintain eligibility for financial aid.** Undergraduate students must maintain a 2.0 cumulative GPA and successfully complete 75% of all attempted coursework. Graduate students must maintain a 3.0 cumulative GPA and successfully complete 75% of all attempted coursework. Attempted coursework includes all coursework taken at UIW and transferred from another college.
- If you receive aid (including federal loans) and withdraw (or have registration cancelled) you may be subject to returning a portion of those funds to their source. **If you withdraw or drop courses prior to loan proceeds crediting your account, you may not be eligible for those funds.**
- Pell grant amounts are for the year, meaning any funds used in Summer will reduce Spring Pell funds.
- The amount of Federal Pell Grant funds you may receive over your lifetime is limited to be the equivalent of six years of Pell Grant funding.** Since the maximum amount of Pell Grant funding you can receive each year is equal to 100%, the six-year equivalent is 600%. For more information: <http://www.studentaid.ed.gov/pell-limit>.
- If you withdraw from all classes after being paid financial assistance, you may be responsible for a repayment of Federal or State funds based upon the regulations from the U.S. Department of Education.** You understand that you are awarded aid for the entire semester and funds are disbursed at the beginning of the enrollment period(s). If you cease enrollment prior to the end of the semester, you have not earned all aid awarded and a portion may be returned. You must contact the Office of Financial Assistance about the consequences **prior** to withdrawing.
- Renewal of State grants requires completion of 24 credit hours per academic year and a 2.5 cumulative GPA.
- Repeat Coursework: Students who are repeating a course that they have previously passed (D- or higher) may receive federal financial aid and count the course towards enrollment only one more time.** If the course is passed a second time (D- or higher), it will not be covered by federal aid or counted towards enrollment unless a higher grade is required by the student's specific degree plan and major.
- Dropping individual courses may affect your aid eligibility. **Please contact our office prior to dropping courses to verify how the change may impact your aid.**

**Outside Resources (check each box to acknowledge each requirement):**

- Financial Assistance may be adjusted if any reported FAFSA information changes, or if the student receives outside resources** (i.e. Resident Assistant, Graduate Assistant, discounts, outside scholarships, waivers, employer-paid tuition, etc.). **Students must notify our office of any outside resources not awarded through our office.**
- Outside scholarships will be noted on the award upon receipt of donor notification, however funds will not be counted and applied until the check is received.**
- Adjustments to awards due to participation in VA programs are done based on the certification from the UIW Office of Veteran's Affairs. **Students may have federal aid in addition to VA benefits, however State and Institutional aid may be adjusted depending on the VA benefit certification.**

**Bookstore credit and Insurance (check each box to acknowledge each requirement):**

- Students may request up to \$600 in bookstore credit for main campus undergraduate or graduate courses, if they will have an excess in guaranteed financial aid monies after their entire balance is paid in full.** You may purchase books at the University Bookstore by using your student ID card after requesting credit at the OFA.
- All full-time students are required by State law to have health insurance. The Business Office will automatically charge students for insurance. Students that are already covered by a health insurance policy may electronically waive the coverage. Waivers must be completed by the published deadline each year through the Business Office website.

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Student Signature

\_\_\_\_\_  
Date

*Please read carefully. Your signature verifies you understand all of the policies outlined in this form.*

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