**New Financial Aid Counselor**

My name is Jennifer Bell and I recently joined the Office of Student Financial Aid as a financial aid counselor. More specifically, I will be coordinating student employment and working with our multicultural student population as it relates to financial aid.

I came to UNI from Northern Arizona University where I worked as a Graduate Residence Hall Director. I look forward to working with UNI’s diverse student population and discovering all UNI has to offer as I get my feet wet working in financial aid. I am proud to be a new member of the UNI staff and look forward to meeting and working with all of you! You may contact me at 273-6856 or Jennifer.Bell@uni.edu.

**Associate Directors**

We are very proud to announce that Tim Bakula and Heather Soesbe have been promoted to Associate Directors in the Office of Student Financial Aid. Tim manages the customer service areas and activities of the office, student employment services, outreach and communication activities, academic progress, as well as counseling students and parents regarding financial aid options. Heather manages application and loan processing, implements and tests systems for incorporation of regulatory changes, performs data extraction and reporting and currently serves as the financial aid functional lead for the implementation of the new Student Information System.
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. G.P.A. and specific major) upon establishment of the scholarship, no matter what 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
  - Communicate via the Admissions Office with prospective students through letters, electronic communication, and publications.

- Update and submit information 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 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.
Guidelines for Administering Scholarships continued...

- 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* be sent to 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 removes scholarships when a student is not enrolled full-time and notifies the department and/or CSAT. The department should award the scholarship to an alternate recipient.

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.

New Student Employment Requirements

As we prepare to start a new academic year there are a few new requirements regarding on-campus student employment.

Student Employment Approval Forms (SEAF) are now online. Departments are required to use the SEAF to create new assignments, change existing assignments, and terminate assignments. **Students should not begin working until the department can see that the SEAF has been approved by the Student Employment Office.**

All student employment paperwork (I9, W4, CERRF, Direct Deposit Forms) should be completed within the hiring department and submitted to the Student Employment Office (105 Gilchrist, 0024) immediately following the student hire. **Federal regulations mandate that I-9 documentation be completed by the employee no later than their third day of employment. Failure to comply with Form I-9 requirements could result in civil monetary penalties.**

All student employees are now required to sign up for Direct Deposit upon their initial hire. New student employees will not be set up in MEMFIS until all required new hire paperwork is received and approved by Student Employment. Contact the Student Employment Office at 273-6394 or unistudent-jobs@uni.edu with any questions.
New Web Page Look!

Section for Faculty & Staff

Faculty and Staff

The links below have been designed to assist you when meeting with students. Explore these sites and use them as a tool for future reference.

Facts for Faculty Newsletter

Facts for Faculty Newsletter - Spring 2009

Standards of Satisfactory Academic Progress

In order to maintain eligibility for financial aid at UNI, students must adhere to the University of Northern Iowa Standards of Satisfactory Academic Progress. Please use the link provided when advising students regarding their academic progress.

Online Scholarship Directory

The UNI Online Scholarship Directory is a tool designed to allow students access to a variety of scholarships available throughout UNI. Individual departments may post and/or update their scholarships as well.

Student Employment

Visit here for Student Employment Handbook.

Students interested in seeking employment opportunities are encouraged to visit the Online Job Board. Both work-study and non-work-study positions are outlined within the site. Faculty and staff also have the ability to post positions within their departments by visiting MyUNIbase.

-Types of Financial Aid
-Financial Aid On MyUNIbase
-Cost of Attendance

Note: Please visit the Cost of Attendance web page for "Other Expenses We Recommend You Budget."
<table>
<thead>
<tr>
<th>Some Reasons Why Financial Aid Has Not Paid Out</th>
<th>Quick Facts 2008-2009 Year End Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Student:</td>
<td></td>
</tr>
<tr>
<td>● is not enrolled</td>
<td>• More than 13,000 applications for financial aid</td>
</tr>
<tr>
<td>● is enrolled less than full-time (full-time enrollment is required for scholarships)</td>
<td>● $124 million in aid awarded</td>
</tr>
<tr>
<td>● is not degree-seeking (unclassified or non-degree)</td>
<td>● 85% of all UNI students receive financial aid.</td>
</tr>
<tr>
<td>● has not accepted their financial aid award on MyUNIverse</td>
<td>● Average loan indebtedness upon graduation is $24,123.</td>
</tr>
<tr>
<td>● has not completed loan or TEACH grant entrance counseling</td>
<td>● 23% of undergraduate students received Pell grants.</td>
</tr>
<tr>
<td>● has not returned requested documents (e.g. tax forms, verification worksheet)</td>
<td>● More than 4,400 UNI student employees earned more than $11.2 million through work study, departmental employment and graduate assistantships.</td>
</tr>
<tr>
<td>● has not completed promissory note(s) for loan(s)</td>
<td>● Work study and departmental student employees worked an average of 13.6 hours per week, with an average wage of $7.90 per hour, earning an average of $1,610 per year.</td>
</tr>
<tr>
<td>● has not completed the Agreement to Serve for TEACH grant</td>
<td></td>
</tr>
<tr>
<td>● is suspended from financial aid</td>
<td></td>
</tr>
<tr>
<td>● did not apply for financial aid</td>
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</tbody>
</table>

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.

### Newsletter Archives
Visit [www.uni.edu/finaid/facultyandstaff.shtml](http://www.uni.edu/finaid/facultyandstaff.shtml) for prior Facts for Faculty Newsletters. The Spring 2009 edition contained:
- Academic Progress Requirements
- TEACH Grant Information
- Electronic Student Employment Approval Form (SEAF) Information
- SMART Grants for Math and Science Majors
- Staff Picture

### Important Dates
**September 1** — The 2010-2011 UNIversity Scholarship Application for Undergraduate Students will be available. The application deadline for most scholarships is Feb 15, 2010.

**September 4** — University Census Date—Financial aid adjusts when hours of enrollment change until the census date.

**October 27**—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.
Types of Aid Received in 2008-2009

- Loans: 64.9%
- Employment: 8.3%
- Grants & Scholarships: 26.0%
- Federal Work Study: 0.8%

$124 Million

Sources of Aid in 2008-2009

- Federal: 68.6%
- State: 1.9%
- Institutional: 18.3%
- Foundation: 2.4%
- Other Sources: 8.8%