



# Student Financial Guide

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 (630) 617-3015 *phone* (630) 617-3487 *fax*  
[www.elmhurst.edu/finaid](http://www.elmhurst.edu/finaid) [sfs@elmhurst.edu](mailto:sfs@elmhurst.edu)

## Office of Student Financial Services Office Hours

## WHO TO CALL

**Student Financial Services** (630) 617-3015  
 Award Notice, Loan Notes, Types or Sources of Aid,  
 Campus Employment, Tuition Payments, Account  
 Balances, Refunds, Service Charges, Meal Cards

**Campus Housing** (630) 617-3150  
 Living on Campus, Meal Plans, Application Deadlines

**Registration and Records** (630) 617-3250  
 Course Schedules, Class Registration, Transcript  
 Requests

## SCHOLARSHIP WEB RESOURCES

Online scholarship services are a valuable research tool for financial aid. This is a list of general scholarship search sites:

[www.isac.org](http://www.isac.org) [www.collegeboard.org](http://www.collegeboard.org)  
[www.fastweb.com](http://www.fastweb.com) [www.hispanicfund.org](http://www.hispanicfund.org)

### Other Valuable Web and Phone Resources:

**FAFSA on the Web and FAFSA Renewal:**  
[www.fafsa.gov](http://www.fafsa.gov) (800) 433-3243

**U.S. Department of Education:**  
[www.studentaid.ed.gov](http://www.studentaid.ed.gov) (800) 433-3243

**Direct Loan Servicer:**  
[www.studentloans.gov](http://www.studentloans.gov) (800) 557-7394

**Ombudsman Customer Service:**  
[www.studentaid.ed.gov](http://www.studentaid.ed.gov) (877) 557-2575

**State of Illinois Monetary Award Program:**  
[www.isac.org](http://www.isac.org) (800) 899-4722

**Elmhurst College Office of Student  
 Financial Services:**  
[www.elmhurst.edu/finaid](http://www.elmhurst.edu/finaid) (630) 617-3015

**Student Loan History:**  
[www.nsls.ed.gov](http://www.nsls.ed.gov) (800) 433-3243

## CALENDAR/DEADLINES

Apply for Financial Aid: After October 1  
 Award packages sent: Rolling basis after 1/1  
*You must reapply (file the FAFSA) for financial aid  
 consideration each year of enrollment*

**Illinois Monetary Award**  
 Priority Deadline: December 1

**Summer Financial Aid Application**  
 Deadline: June 16

## PURPOSE

The purpose of this Student Financial Guide is to inform students of the predominant federal, state and institutional policies, rules and procedures governing financial aid. It is not a comprehensive description of all federal or Illinois financial aid regulations. To review all applicable federal regulations, readers are directed to: [www.studentaid.ed.gov](http://www.studentaid.ed.gov). To view Illinois' regulations pertinent to financial aid visit: [www.isac.org](http://www.isac.org).

## AWARD NOTICE

The Office of Student Financial Services has determined what grants, scholarships, loans and work-study you are eligible to receive.

You may accept or decline any of the financial aid offered without affecting any other part of the awarded financial aid package; however, awards that are declined will not be replaced with other aid sources.

Your financial aid award notice is designed to give you a complete summary of your financial assistance. Scholarships and grants listed on your award notice may be contingent on the maintenance of specific grade point or other academic or performance benchmarks. Please be aware that your award notice may be revised if you do not achieve specific scholarship or grant criteria.

The financial aid described in your award notice is based on the information contained on the FAFSA, your costs of residing on campus or commuting, your academic level and the rules governing the various financial aid programs. A change in any of these variables may cause your aid to change and if it does, we will send you a new award notice.

1. When you accept a grant or scholarship, the Office of Student Financial Services posts it to your account electronically.
2. When you accept Federal Work-Study you will need to secure a job on campus. The earnings from your campus job are not applied to your account; you are paid every two weeks based on the hours you have worked.
4. When you accept a subsidized or unsubsidized loan, a master promissory note must be on file. The loan is then posted to your student account.
5. If you, in consultation with your parents, decide to borrow a parent loan, one of your parents must complete a PLUS Loan application online at [www.studentloans.gov](http://www.studentloans.gov). After your parent receives a credit approval of the loan from the U.S. Department of Education, they must complete a master promissory note, after which your account will be credited.
6. If you choose to apply for an alternative loan, you may contact the lender directly for an application or apply on line. If the loan is approved, the funds will be transmitted to your student account electronically.

## VERIFICATION

Approximately 35% of all students who file the FAFSA are selected for verification by the federal government. The selection is primarily random and is designed as a quality control check for the accuracy of the data families submit on the FAFSA form. If your file is selected, the College is required to obtain from you the documentation necessary to verify the information submitted on the FAFSA. The College is also required to make any corrections to FAFSA data that does not coincide with supporting documentation. Typical things requested for verification may include U.S. income tax IRS transcripts, the number of family members being supported and the number of family members in college. Failure to provide this information in a timely manner may affect your financial aid award.

The information in this publication is subject to change without notice. We make every effort to accurately represent federal, state and institutional policies and programs at the time of printing.

## ELIGIBILITY PARAMETERS

All students interested in receiving need-based financial aid must file the FAFSA each year. It is recommended that you file online at [www.fafsa.gov](http://www.fafsa.gov) after October 1. *Late filers (after December 1) run the risk of not receiving funds that they are otherwise eligible to receive simply because they completed the process late. Financial aid resources, especially grants and scholarships, are limited.*

- A student must be attending full time (12 hours per term) in order to be eligible for an Elmhurst College Grant and other scholarships awarded through Elmhurst College. A student must be at least half-time (6 hours per term) for other types of federal and state financial aid.
- Students who have already earned a bachelor's degree are not eligible to receive grant assistance from federal or state sources.
- Select second-degree or graduate students may be eligible for limited Elmhurst College scholarships.
- A student's financial aid can and will be withdrawn in the event that inaccurate or misleading information is discovered on any material supplied by the student, student's parent(s) and/or student's spouse.
- A federal or state drug conviction can disqualify a student from Federal Student Aid funds. Convictions only count against a student for aid eligibility purposes if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid – they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge.
- Financial aid offered for a particular term is applicable only for that term and cannot carry backward to cover the costs of a previous term. The total of all financial aid received (including all loans) may not exceed the cost of attendance for an enrollment period. Cost of attendance includes tuition, room and board or commuting expenses, books and personal expenses.

### *Satisfactory Academic Progress*

Federal and state regulations require that colleges establish and monitor the satisfactory academic progress of students enrolled in a program of study, which leads to a degree or certificate. In a financial aid context, failure to make satisfactory academic progress in the courses taken at Elmhurst College can result in a loss of eligibility for federal, state, and institutional aid. Satisfactory progress is monitored in three ways:

1. **Cumulative grade-point average** – students must maintain a cumulative grade-point average of at least 2.0.
2. **Total number of credits attempted versus completed** – students must complete (earn) 67% of the course credits for which they register. *Withdrawal from a course or an unresolved incomplete constitutes failure to complete (earn credit) the course. Repeated withdrawals, therefore, can lead to a loss of financial aid eligibility for a student whose GPA is 2.0 or above.*
3. **Total earned academic credits** – students cannot have earned more than 150% of the academic credit necessary for graduation. This rule includes transfer credit. To ensure that a student is making sufficient academic progress, students must complete their undergraduate program in six years if he/she is full time. The maximum length is extended if a student is half time.

Continued eligibility for financial aid is evaluated at the end of each term. The first semester that a student does not meet satisfactory progress in his/her cumulative academic record at Elmhurst according to the standards noted above, the student will receive a warning notice. If the student fails to meet the standard after the second term, he/she will be put on a financial aid suspension. A student may appeal the suspension by appealing to the Financial Aid Appeals Committee in writing for reinstatement. If the appeal is approved due to extraordinary circumstances, the student's financial aid is placed on probation for one more semester. An academic plan may be developed for the student to successfully progress towards their degree completion. If all standards of the academic plan are met, the probationary period may be extended for three semesters.

## CONDITIONS OF FINANCIAL AID

### *Change In Student Status*

- If a student withdraws from one or more courses, financial aid may be adjusted based on federal, state and institutional policies.
- Financial aid awarded on the basis of campus residence will be reduced if the student commutes from home or lives off campus.

### *Federal and State Funds*

- State of Illinois residents are encouraged to file the FAFSA by December 1 to receive consideration for an Illinois Monetary Award Program grant. The MAP Grant awards are listed on financial aid notifications and are based on anticipated enrollment plans. Payment for each term, however, is made based on official registered credits and is subject to change with the verification of enrollment at the end of the second week of classes each term.
- Elmhurst College is not responsible for programs sponsored by the state or federal government, in particular in relation to available funds. Elmhurst cannot make up for lost grants resulting from late application or program changes out of the College's direct control.
- Federal and state funds cannot be used to help pay for courses taken on an Audit basis.

### *Elmhurst College Funds*

Elmhurst College Grants and Scholarships are applicable only to tuition, fees and room and board costs. College Grant assistance may change if a student receives financial assistance (scholarships) from an outside source in excess of \$4,000. It is the student's responsibility to check with the Office of Student Financial Services to determine the impact of the outside award on other aid sources.

### *Merit-Based Scholarship*

Scholarship decisions are made at the time of admission, based on the credentials and supporting materials a student submits when they apply. In order to maintain these scholarships, certain criteria must be met. Students who fall below the academic standard for renewal have the right to appeal the decision for future terms.

### *Scholarship GPA Requirements*

|                                      |                               |
|--------------------------------------|-------------------------------|
| Presidential/Transfer Excellence/PTK | 3.00                          |
| Dean's/Transfer Achievement          | 2.75                          |
| Founders/Transfer Recognition        | 2.50                          |
| Trustee/Heritage                     | 2.00                          |
| Music                                | Based on academic scholarship |

## CORRECTIONS

If you make a mistake on the FAFSA, please contact the Office of Student Financial Services detailing the changes. We can make most changes for you electronically.

## SPECIAL CIRCUMSTANCES

If you feel that you or your family's financial circumstances are unusual or have changed within the last year, you may want to complete a Special Circumstanced form and write a letter detailing the conditions or changes. This information should be sent to the Office of Student Financial Services.

### ACCELERATED ADULT PROGRAMS

Students enrolled in Accelerated Adult Programs follow the same application procedures and are eligible for the same financial aid programs as traditional students.

### GRADUATES

In general, graduate students are only eligible for Federal Student Loans. Graduate students who are enrolled in at least 6 credit hours are eligible to borrow up to \$20,500 annually. Some graduate students may be awarded a Graduate Fellowship, which is merit based or an Elmhurst Graduate Award, which is based on financial need and academic merit.

### PART-TIME STUDENTS

Students who are enrolled at least half time (6 hours) are eligible for financial aid. Students who take between 6 and 11 semester hours are charged per hour and therefore have lower tuition charges than a full-time student. For this reason, part-time students have lower eligibility for financial aid as well.

### INTERNATIONAL STUDENTS

International students are considered for academic scholarships at the point of admission to the College. Ordinarily, no subsequent scholarship consideration is given. International students are not eligible for need-based financial aid. All scholarships offered to international students are renewable.

### STUDY ABROAD

Additional financial aid consideration may be given to students taking international/study abroad courses. Contact the Office of International Education in the Center for Professional Excellence at (630) 617-3341 for additional information.

### VETERANS

The Office of Student Financial Services administers veteran's benefits at Elmhurst. If you believe that you are eligible to receive veteran's benefits, please contact the Office of Student Financial Services at (630) 617-3079.

### FINANCIAL AID RECIPIENTS' RESPONSIBILITIES

- Acknowledge that by registering for courses at Elmhurst College, you accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of registering and/or receiving services from the college.
- Understand that misrepresentation of information on financial aid forms is a violation of law and may be considered a criminal offense that could result in indictment under the U.S. Criminal Code.
- Be aware of the school's withdrawal and refund procedures.

### FAILURE TO RESPOND IN A TIMELY MANNER

Failure to submit requested documents by July 1 may result in a reduction or loss of specific types of financial aid, in addition to late fees or service charges.

Any delay in submitting all required documents will cause a delay in awarding and/or finalizing financial aid, which may result in you being responsible for paying all or part of your bill until verification is completed.

### SUMMER AID

Any student interested in receiving financial aid for summer enrollment must be at least half time (6 or more hours) to be eligible for federal student loans. Loans from private sources, however, are available for enrollments of less than six hours. Grants and scholarships are not available for the periods of enrollment during the summer. Students planning to enroll in a summer course can receive only loan assistance toward summer costs.

Because federal loans have ANNUAL loan limits the amount available for the Summer Term is the balance of the previous year's eligibility. Also, summer loans must be prorated such that the amount of the summer loan is the same percent of annual loan eligibility as the summer course is a percent of an annual full-time course load. All students interested in receiving a loan for enrollment during a Summer Term must complete a Summer Loan Application and complete a FAFSA for the previous year. *The Elmhurst College Summer Loan Application* is available in the Office of Student Financial Services in March, as well as on the financial aid web site at [www.elmhurst.edu/finaid](http://www.elmhurst.edu/finaid). All summer applications are due on June 16.

### ATTENDING ANOTHER INSTITUTION

If a student plans to take courses concurrently at Elmhurst and another institution, the courses taken at the other institution must first be approved by the Office of Advising to assure that they will be applicable to a degree program at Elmhurst. Financial aid can be used ONLY for courses that are part of a degree program. Students who attend another college and who plan to apply that course credit to their degree program at Elmhurst, must complete certain procedures. Please visit the Office of Student Financial Services for more information.

### TUITION REIMBURSEMENT

If you are eligible to receive full or partial tuition reimbursement from your employer or the employer of another family member, the annual face value of the reimbursement must be taken into account in determining your financial aid. Certain financial aid programs like the Illinois Monetary Award, for example, specify that their grant, in combination with tuition reimbursement, cannot exceed the cost of tuition. A letter confirming your tuition reimbursement benefits must be on file with the Office of Student Financial Services each term in order to defer your payments.

- Read, understand, accept responsibility for all self-reported statements and retain a copy of all forms requiring a signature.
- Return all additional documentation, verification, corrections and/or new information requested by the Office of Student Financial Services before the deadlines.
- Complete entrance counseling if you intend to borrow federal student loans. The counseling will review the terms and conditions of the loans.

### TAXES AND FINANCIAL AID AWARDS

Under current U.S. income tax law, financial aid used for tuition, fees, room, board, books and supplies are not taxable. Loans are not income and are therefore not taxable. Please note that tax laws are subject to change. The Office of Student Financial Services does not offer income tax counseling of any kind. Questions on income tax liability, filing status, reporting income, and tax treaties should be addressed to the United States Internal Revenue Service.

Under current U.S. law, Federal Work-Study awards are not subject to Social Security Tax (F.I.C.A.) withholding during periods of enrollment.

## TUITION BILLS/PAYMENT PLANS

### *Creating Your Account*

All admitted and pre-registered students have a student account. All types of aid, with the exception of earnings from a campus job, are posted to a student's account. If a combination of grant(s), scholarship(s), and loan(s) exceed tuition and fees, a refund of the difference is processed (see Refunds below). TouchNet Connect is Elmhurst's online bill-payment system which allows students to make payments, view billing statements, sign up for payment plans and assign an authorized user (parent).

### *College Payment Plans*

The College offers payment plans that give you the opportunity to pay tuition and fees over the semester if you prefer not to pay in full at the beginning of each term. Students can enroll online for one of the payment plans as well as assign an authorized user on the account. The initial payment for the fall term is due on August 15 and initial payment for the spring term is January 15. A \$90 late fee is charged for payments not received on time.

Accounts not enrolled in a payment plan and not paid in full will be charged a 1% service fee each month. Payments returned due to insufficient funds will be assessed a \$30 NSF fee.

### *How to Access TouchNet Connect*

#### *For Students*

1. Using your eNumber and password, log into the My Elmhurst Campus Portal ([my.elmhurst.edu](http://my.elmhurst.edu))
2. Click on the BlueNet Services link
3. Click on New/Current Students
4. Under My Student Financial Account, click TouchNet Connect

#### *For Parents*

1. Ask your student to log into TouchNet and authorize you as an account user
2. Once you have been authorized, you may log directly into TouchNet

#### *Payment Options*

1. **Auto-Pay Plan:** Set up five automatic monthly payments from your checking or savings account. No cost to enroll and no monthly service fees
2. **Non-Auto Pay Plan:** Make five monthly payments by check, an online bank transfer or by using a credit card\* (a user fee of 2.75% with a minimum fee of \$3.00 is charged by the third-party processor on all credit card transactions)

*\*The Office of Student Financial Services cannot accept credit card payments over the phone or in person.*

## WITHDRAWALS / REFUNDS

### *Official Withdrawal*

Students wishing to withdraw from Elmhurst College must formally notify the Office of Advising of their intent to withdraw. It is the student's responsibility to also notify all other offices, including the Office of Student Financial Services, and complete any necessary steps required by that office.

### *Unofficial Withdrawal*

A student who has earned all F grades for a term, but has not officially withdrawn from classes, is considered to have unofficially withdrawn if an instructor cannot confirm active enrollment. For students who have unofficially withdrawn, the midpoint of the term will be used as the withdrawal date, and financial aid will be adjusted according to U.S. Department of Education regulations.

### *Leave of Absence*

In the context of financial aid, a leave of absence is no different from a withdrawal. If the leave is taken during the fall term, aid that has been offered for the spring will remain unchanged unless some other variables change upon the student's return.

*Students who have taken out loans must have exit counseling whether they withdraw from the college or take a leave of absence.*

### *Credit Balances/Refunds*

Refunds created by federal funds (Title IV) in excess of the amount of allowable charges are automatically refunded to the student no later than 14 days from the first day of class in a term or posting of the FSA funds if the credit balance occurs after the first day of class in a term.

Refunds created by funds other than Title IV are generated within 10 business days of a student's request after the final drop date for a term when a student account reflects a credit balance.

Refunds from Parent PLUS loans are automatically refunded to the parent borrowing the loan on behalf of the student, unless otherwise directed, in writing, by the parent.

### *Deposit Refunds*

Tuition deposits are not refundable.

Housing and travel deposit refunds will be issued to the student unless there is an unpaid balance on the account. The refund will pay down the open account first.

### *Refund Exceptions*

Students/parents may elect, in writing, to have their excess Federal funds held rather than being automatically refunded.

## TUITION ADJUSTMENTS

When a student withdraws from the College or drops a course, charges will be computed according to the length of the course and number of calendar days into a term the drop/withdrawn takes place. The effective date of withdrawal from individual courses is the date the request for a withdrawal is presented to the Office of Registration and Records.

### *State of Illinois Financial Aid*

After the second week of classes, 100% of an Illinois Monetary Award, up to the adjusted tuition costs, is applied to the student's tuition.

### *Federal Financial Aid*

During the first 60% of a period of enrollment, a student "earns" Title IV (federal financial aid) funds in direct proportion to the length of time he or she remains enrolled. The percentage of earned aid is determined by dividing the number of days the student remained enrolled by the number of days in the term.

Unearned Title IV funds other than FWS must be returned. Unearned aid is the amount of Title IV aid that exceeds the amount of Title IV aid earned. Institutional costs play no role in determining the amount of federal funds to which a student is entitled. Students may change their enrollment status before the first week of classes without penalty. Title IV aid is adjusted beginning the first day of each term. *This policy is subject to the Higher Education Amendments of 1998, Public Law 105-244. Contact the Office of Student Financial Services for details of this policy.*

### *Elmhurst College Funds*

The amount of College funds are adjusted at the same percentage rate as the tuition and fees withdrawal scheduled used by the Office of Student Financial Services. Scholarships received from private sources are returned to those programs per their individual restrictions.

## SEMESTER Tuition Refunds/Withdrawal Charges:

|             |   |
|-------------|---|
| \$20 charge | Per course prior to or during the first week of a term* |
| 85% refund  | Second week of the term                                 |
| 70% refund  | Third week of the term                                  |
| 50% refund  | Fourth week of the term                                 |
| 30% refund  | Fifth week of the term                                  |
| \$0 refund  | Sixth week of the term                                  |

## 8-WEEK PROGRAM Tuition Refunds/Withdrawal Charges:

**(Contact SFS for additional refund/withdrawal schedules)**

|             |                      |
|-------------|----------------------|
| \$20 charge | Per course Days 1-4* |
| 85% refund  | Days 5-7             |
| 70% refund  | Days 8-11            |
| 50% refund  | Days 12-14           |
| 30% refund  | Days 15-18           |
| \$0 refund  | Days 19 and beyond   |

\*Last day Academic Technology Fee is refunded

## ABOUT LOAN ASSISTANCE

Unlike grants and scholarships, loans must be repaid. Except in rare instances, student loans do not require repayment of principal portion (the face value of the loan) until after you leave college. Student loans also have a “grace period” after you leave college to give you time to find a job. The grace period is usually six to nine months.

The expression “Direct Loan” simply means that the College does not go through banks or state guarantee agencies for the processing of loans. Federal Direct Loans are of two types: subsidized and unsubsidized.

**Subsidized** loans are based on need and the principal and interest on the loan are deferred until six months after leaving school or dropping below half time.

**Unsubsidized** loans are not based on need. Almost anyone can borrow an unsubsidized loan but will have to pay the interest (or let it accrue and capitalize) during enrollment.

The government deducts origination fees off the face value of all Direct Loans. Interest rates on Direct Loans are fixed. The annual interest rate on subsidized and unsubsidized loans is 3.76% for 2016–2017. Interest rates are fixed and may change on July 1.

The amount you are allowed to borrow per year is based on your academic year:

|            | Dependent Student |              | Independent Student          |
|------------|-------------------|--------------|------------------------------|
|            | Subsidized        | Unsubsidized | additional unsubsidized loan |
| Freshmen   | \$3,500           | \$2,000      | \$4,000                      |
| Sophomores | \$4,500           | \$2,000      | \$4,000                      |
| Juniors    | \$5,500           | \$2,000      | \$5,000                      |
| Seniors    | \$5,500           | \$2,000      | \$5,000                      |

### Parent Loan (PLUS)

The Parent Loan for Undergraduate Students is part of the Direct Loan Program. Either parent may borrow on their student’s behalf. The loan is limited to the cost of education minus any aid the student is eligible to receive.

The Federal Processor conducts a check of credit worthiness before the loan can be approved. In the event that a parent is denied the PLUS, then the dependent student may borrow an unsubsidized loan at the independent student limit for the student’s academic level for that academic year.

Repayment of principal and interest begins 60 days after the full amount borrowed for a school year has been disbursed. The parent borrower may request a deferment until six months after the student leaves school or drops below half-time status.

The interest rate on Direct PLUS Loans is fixed at 6.31% for 2016–2017.

### Alternative or Private Loans

Alternative, or private, loans are offered by private lenders to assist with educational and living expenses not covered by other financial aid. These loans are generally more expensive than the federal student loans and should not be considered until after you have exhausted all federal loan options. All of these loans must be considered part of your financial aid package. Alternative loans are credit-based, often require cosigners, and cannot be consolidated with your federal student loans. Elmhurst College has open relationships with many lenders and service agencies. We do not state any preference of any lender over another and hence do not have a “preferred lender list.” Taking advantage of established relationships with lending institutions and the Internet are two good places to start. Remember—the choice is yours so borrow wisely! We will honor your request for whatever reason you choose to make it. Keep in mind—these are loans—they must be repaid.

## EMPLOYMENT

### Working on Campus

Elmhurst College makes available a number of on-campus employment opportunities for its students through its work programs. There are two types of student employment on campus:

**Federal Work-Study (FWS)** is a need-based, federally funded financial aid program. Payment of these earnings is made directly to the student to help cover college expenses. A student who accepts FWS must work on campus during the academic year to receive the FWS award dollars.

**Elmhurst College Funded Employment** is a non-need based employment program often referred to as “Regular” student employment.

### Finding a Job

To find a job on campus:

- Search for jobs online at [www.elmhurst.edu/finaid](http://www.elmhurst.edu/finaid), under Student Job Opportunities.

College supervisors do their own hiring. If a student wants to work on campus, it is their responsibility to find a job.

## HOW MUCH WILL I PAY?

Please use the following worksheet to help determine your out-of-pocket expenses while attending Elmhurst College. Use your Financial Aid notification letter to complete this worksheet.

|                                   |                                       |   |
|-----------------------------------|---------------------------------------|---|
| \$ _____ Tuition                  | \$ _____ EC Grant/Scholarship         | <b>A</b> _____ <b>Total Costs</b>                 |
| \$ _____ Room Charges             | \$ _____ Federal Grants (Pell/FSEOG)  | <b>– B</b> _____ <b>Total Aid</b>                 |
| \$ _____ Board Charges            | \$ _____ State of Illinois Grants     | <b>C</b> _____ <b>Estimated Remaining Balance</b> |
| \$ _____ Books                    | \$ _____ Other Grants or Scholarships |   |
| \$ _____ Other                    | \$ _____ Loans (Direct/PLUS)          |   |
| <b>A</b> _____ <b>Total Costs</b> | <b>B</b> _____ <b>Total Aid</b>       |   |



190 Propect Avenue  
Elmhurst, Illinois, 60126-3296

#### MISSION STATEMENT

The Office of Student Financial Services seeks to provide financial services which are accessible, sensitive to individual student needs, and effective in enabling students to take full advantage of their educational opportunities. The delivery of services will be characterized by timeliness, accuracy, and clarity, and will be accomplished through procedures consistent with fiscal responsibility and governmental and institutional regulations. The Office of Student Financial Services is committed to providing individual counseling as it pertains to account activity and financial literacy. In responding to the diverse and changing needs of the Elmhurst College community, a spirit of cooperation and an approach which is flexible, equitable, innovative, and broad will be maintained.

#### *Privacy and Restricted Communication*

The Family Education Rights and Privacy Act (FERPA) gives you the right to inspect and review your financial aid records. It also gives your parents the right to review those records if you are claimed as a dependent on your parents' tax return. For your protection, FERPA limits release of information about you without your explicit written consent. If you want to authorize us to give information to other people, you will be asked to sign a release form and specify the person(s) you authorize to receive information. When you or your parents call our office, you will be asked to provide personal information that confirms your identity before we can discuss your financial aid records.

#### *Elmhurst College Consumer Information*

Want to know about Elmhurst College's employment rates after graduation? How about student body diversity? You can find all of this and much more on the Elmhurst College Consumer Information web page, [www.elmhurst.edu](http://www.elmhurst.edu). In addition to finding general information, you will also find information about academics, health and safety, intercollegiate athletics and student outcomes.

#### ELMHURST COLLEGE FINANCIAL AID CODE OF ETHICS

As a member of the National Association of Student Financial Aid Administrators, the Elmhurst College Office of Student Financial Services embraces NASFAA's Statement of Ethical Principles, which provides that the primary goal of the institutional financial aid professional is to help students achieve their educational potential by providing appropriate financial resources.

- Be committed to removing financial barriers for those who wish to pursue postsecondary learning
- Make every effort to assist students with financial need
- Be aware of the issues affecting students and advocate their interests at the institutional, state and federal levels
- Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school
- Educate students and families through quality consumer information
- Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances
- Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age or economic status
- Recognize the need for professional development and continuing education opportunities
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof
- Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators