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WELCOME TO ELMHURST COLLEGE!

An Elmhurst education is an excellent investment in your future. We are committed to working with you to make sure it’s also an affordable one.

This guide is designed to help you understand your financial aid award, navigate the student-loan process and take the next steps in your education.

Questions? Contact the Office of Student Financial Services—we’re happy to help.

Phone: (630) 617-3015  
Email: sfs@elmhurst.edu  
Web: elmhurst.edu/finaid  
Office Hours: 8:00 a.m. to 4:00 p.m., Monday – Friday
ELIGIBILITY PARAMETERS FOR FINANCIAL AID

Your financial aid award is based on your eligibility for aid as outlined below:

Federal Financial Assistance
- U.S. citizen or eligible noncitizen
- Valid Social Security number
- Registered with Selective Service (applies to males between the ages of 18 and 25)
- Enrolled or accepted for enrollment in an eligible degree or certificate program
- Enrolled at least half time
- Maintain satisfactory academic progress in college
- Not guilty of possessing or selling illegal drugs

State of Illinois Assistance (MAP)
- Student or parent of a student permanently residing in the State of Illinois
- Enrolled in first bachelor’s degree program
- Undergraduate student making good academic progress
- Demonstrated financial need

Elmhurst College Scholarships and Grants
- Full-time enrollment (12 credit hours or more per term)
- Select second-degree or graduate students may be eligible
- Maintain the GPA required by your award
  - Presidential/Transfer Excellence/PTK 3.00
  - Deans/Transfer Achievement 2.75
  - Founders/Transfer Recognition 2.50
  - Trustee/Heritage/Blue & White/all others 2.00

*Elmhurst College is not responsible for programs sponsored by the state or federal government, in particular in relation to available funds.*
ABOUT YOUR FINANCIAL AID AWARD LETTER

When you receive your financial aid award, be sure to review the letter carefully—both front and back. Here’s a quick overview of some of the terms you’ll see in the letter.

Financial Aid Terms and Definitions
- **Direct Costs**: Charges billed by the College, including tuition, fees, room and board
- **Total Scholarships and Grants**: The total amount of gift aid you’ve been awarded; does not need to be repaid
- **Total Federal Loans**: The total amount of federal student loans you are eligible for as part of your financial aid award
- **Estimated Family Share**: The estimated amount you’re responsible for paying after all gift aid and accepted loans have been subtracted from Direct Costs
- **Other Options to Help Pay Your Family Share**: The total amount of self-help awards—Federal Work Study and/or federal student loans—that you may borrow this year

Have Your Financial Circumstances Changed?
If your family’s financial situation has changed since you filled out the FAFSA—for instance, a job loss or serious illness—let us know by submitting the Special Circumstances form, which you can find at elmhurst.edu/finaid under Forms and Documents. Return your completed form to the Office of Student Financial Services.
FEDERAL LOANS

Your financial aid award includes an offer of federal loans, here’s what you need to know.

There are two types of federal student loans, also known as Federal Direct or Stafford loans:

- **Subsidized loans**, which don’t start accruing interest while you’re still enrolled in school at least half time
- **Unsubsidized loans**, which start accruing interest when the loan is disbursed

Interest rates are determined annually by the Department of Education and are subject to change.

The maximum amount you may borrow depends on your year in school:

<table>
<thead>
<tr>
<th>Dependent Student</th>
<th>Independent Student</th>
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<tbody>
<tr>
<td></td>
<td>Subsidized</td>
</tr>
<tr>
<td>First-year</td>
<td>$3,500</td>
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<tr>
<td>Sophomore</td>
<td>$4,500</td>
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<tr>
<td>Junior</td>
<td>$5,500</td>
</tr>
<tr>
<td>Senior</td>
<td>$5,500</td>
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</tbody>
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**Next Steps**

Before your loan can be credited to your account, you will need to officially accept it. Here’s how to complete the process:

- **Go to My Elmhurst Campus Portal at my.elmhurst.edu.**
  Click BlueNet Services > New/Current Students > Financial Aid Awards Accept or Reject

- **Complete your Master Promissory Note (MPN) and Entrance Counseling** at studentloans.gov. Log on using your FSA ID, which you used to sign your FAFSA.

- **Loans will be disbursed to your student account** 10 days prior to the start of each term.
ADDITIONAL BORROWING OPTIONS

If you need additional funding beyond what you can get through scholarships or student federal loans, here are some options.

PLUS (Parent Loan for Undergraduate Students)
This federal program allows parents of dependent students to borrow any amount up to the cost of education minus any aid the student is eligible to receive. A credit check is required as part of the application process. Interest rates are set annually by the Department of Education and are subject to change.

Alternative (Private) Loans
Alternative, or private, loans are offered by banks and other private lenders to assist with education and living expenses not covered by other financial aid. All of these loans must be considered part of your financial aid package. They’re based on your credit history and cannot be consolidated with your federal student loans.

Elmhurst College has open relationships with many lenders and service agencies and therefore does not have a “preferred lender list.”

If you decide to pursue an alternative loan, we encourage you to research a variety of lenders.
MISSING INFORMATION

You may receive a request from the Office of Student Financial Services to provide specific documentation to verify the data on your FAFSA. Your financial aid award is an estimate until we receive and verify all requested information.

- Each year, at least 35% of FAFSA applicants are required to submit additional information to verify the data submitted on the application.
- Specific information or documents may be requested to update or clarify data reported on the FAFSA.

If you are asked to provide additional information, please provide only what is requested.

- Requested materials are listed on BlueNet.
- Information must be submitted to the Office of Student Financial Services within three weeks of the request.
- Failure to provide information within three weeks of notice may cause a delay or reduction in your financial aid.

If there is an error on your FAFSA, please contact the Office of Student Financial Services. We can make most changes for you electronically.

Federal IRS Data Retrieval Tool to Access Your Federal Tax Transcript

Federal IRS Data Retrieval
The IRS Data Retrieval Tool (IRS< DRT) allows 2016 income tax information to be downloaded directly into the FAFSA from the IRS. This option will streamline and expedite the processing of financial aid as well as simplify the completion of the FAFSA. The Federal IRS Data Retrieval option is available now.

Federal Tax Transcript
If the IRS Data Retrieval Tool cannot be used and you are selected to provide verification documents, it will be necessary to obtain an official 2016 IRS Tax Return Transcript from the IRS. To order a 2016 IRS Tax Return Transcript, visit irs.gov/individuals/Get-Transcript or call (800) 908-9946. Please allow 5-10 days for postal delivery.
STUDENT EMPLOYMENT

Elmhurst offers a variety of opportunities for students to work on campus to gain experience and earnings.

There are two types of campus employment:

- **Federal Work-Study** (FWS), a federally funded program that is part of the financial aid award.
- **Elmhurst College–Funded Employment**, which is not part of financial aid.

Students are responsible for finding their own campus jobs. Positions are posted online starting July 1 for the following academic year.

**How to Get a Campus Job**

1. Go to elmhurst.edu/finaid anytime after July 1 and search “Campus Employment.”
2. Contact the supervisor of the position you wish to apply for and arrange an interview.
3. Once hired, complete required employment paperwork (available online at Elmhurst.edu/finaid under “Forms and Documents” and in the Office of Student Financial Services).

**Required Employment Paperwork**

- Federal Employment Eligibility form (I-9)
- Picture ID and Social Security Card or U.S. Passport (Originals only)
- Federal and State of Illinois W-4 Forms
- Elmhurst College Confidentiality Agreement
- RapidPay!/Direct Deposit Authorization form

Please return all paperwork to the Office of Student Financial Services at Elmhurst College.
COST WORKSHEET

**Tuition/Fees – Annual:**
- Comprehensive Fee – 3.0 to 4.75 credits (12 to 19 credit hours): $36,755
  - OR
- Part-time or Credit Overload per Credit Hour
  - Hourly Rate $1,045 \times \text{# of Credits} + \$\

**Additional Fees:**
- Academic Technology Fee $300 + \$
- *Residential Network Fee: $200 + \$
  - *Applicable to on-campus housing residence
- First-Year Orientation Fee: $225 + \$
- Transfer Matriculation Fee: $75 + \$

**Campus Housing:**
- Double-occupancy room: $6,244
- Single-occupancy room: $9,006
- College Apartments & Houses:
  - Double $8,322 + 
  - Single $10,628 + 

**Food Plans:**
- E.C. Light $3,124
- The Basic $4,122
- The Bluejay $5,460 + 

**Other Fees:**
- Major-specific fees, parking fees, etc. + 

**TOTAL DIRECT COSTS: (Charges)** $ 

**Student Aid and Deposit Payments:**
- Total Direct Costs (see above): $ 
- Total Deposits (tuition/payments): - $ 
- Total Gift Aid (Grants and/or Scholarships) - $ 

- EC Academic Scholarships - $ 
- Federal Pell and FSEOG Grants - $ 
- State of Illinois MAP Grant - $ 
- Elmhurst College Grant - $ 
- External Scholarships - $ 

**DIRECT COSTS AFTER ALL DEPOSITS AND GIFT AID** $ 

8
PAYMENT WORKSHEET

Balance Payment Options:

Unpaid BALANCE (see last line prior page)  $__________

Federal Direct Subsidized Loan  - $__________

Federal Direct Unsubsidized Loan
  ▪ Master Promissory Note (MPN) and Entrance Counseling must be completed at studentloans.gov
  ▪ A 1.066% origination fee is applicable to all Federal Direct Loans (subject to change)
  ▪ Undergraduate Direct Loans originated in 2017-2018 have a fixed interest rate of 4.45%.

Parent PLUS Loan  - $__________
  ▪ Application and Master Promissory Note (MPN) must be completed at studentloans.gov
  ▪ A 4.264% origination fee applies to all Federal Parent PLUS Loans (subject to change)
  ▪ Parent PLUS Loans originated in 2017-2018 have a fixed interest rate of 7.00%

Alternative Loans  - $__________

BALANCE  $__________
  ▪ Pay in full before start of term, or

ELMHURST COLLEGE PAYMENT PLAN (estimate)  $__________ per month
  ▪ Enroll in payment plan

Estimated Additional Educational Expenses
(These items are factored into financial aid need analysis but are not included as a direct cost in the calculations above)

Books  $__________

Other Living Expenses  $__________

TOTAL ADDITIONAL COSTS (ESTIMATED):  $__________

Please note that these worksheets are tools to help assess costs and payment options. Charges and payments may not follow this exact sequence on TouchNet billing statements.
USING THE CAMPUS PORTAL AND TOUCHNET

• My Elmhurst Campus Portal
  Go to my.elmhurst.edu

  Sign on with your eNumber (your 7-digit student ID number) and self-created password.

  For help, contact Academic Technology Services at (630) 617-3767 or helpdesk@elmhurst.edu.

• BlueNet
  BlueNet is the online link to many campus systems, including your financial aid award, class registration, grades, billing, housing, making deposits and payments on your account.

  Sign on to Campus Portal > BlueNet Services > New-Current Students

• TouchNet
  TouchNet Connect is Elmhurst College’s online bill payment system.

  Students can make payments, view billing statements and sign up for payment plans.

  Access BlueNet > My Student Financial Account > TouchNet Connect

• Enrollment Deposit
  Access TouchNet Connect

  Select eDeposits > Term of enrollment > Undergraduate tuition deposit

  Pay by savings/checking account or credit card.
• Authorize a User
  You can give others (parents, partners, employers, etc.) the ability to access your account information.

  This will apply only to your billing and payment information.

  Access TouchNet Connect > Select Authorized Users.

  Enter authorized user’s email address > answer the access questions

• Enroll in a Payment Plan
  Access TouchNet > Payment plans > Enroll Now > Term > Payment plan

  Select payment method > Complete payment information boxes > Agree to terms & conditions

  There is no fee to enroll in a payment plan

• Payments
  Payments are due the 15th of each month. A $90 late fee is assessed for payments not received on time.

  Pay by check in person or by mail or bank transfer or credit card on TouchNet.

  A user fee of 2.75% is assessed by a third party processor on all credit card transactions.

  Accounts not enrolled in a payment plan and not paid in full will be charged a 1% service fee each month.
HOW TO MAKE PAYMENTS

You must either pay your balance in full by the initial due date for a term (the 15th of the month prior to the start of each term), or enroll in one of the following payment plans each term. There is no fee to enroll in the plans.

How to Access TouchNet
TouchNet Connect, Elmhurst’s online bill payment system, allows students to make payment, view billing statements and sign up for payment plans. Here is how to access the system:

For Students
1. Using your eNumber and password, log on to My Elmhurst Campus Portal (my.elmhurst.edu).
2. Click BlueNet Services/New-Current Students/TouchNet Connect.
3. Click on Access My Student Account. You will be redirected to the TouchNet website.

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.
Auto-Pay Plan
Set up automatic monthly payments from your checking or savings account. There is no cost to enroll and no monthly service fees.

Non-Auto Pay Plan*
Make monthly payments in one of the following ways:

- **Mail your check** (or bring it in person) to the Office of Student Financial Services in Goebel Hall.

- **Pay by online bank transfer or credit card through TouchNet Connect.** *A user fee of 2.75 percent, with a minimum fee of $3.00, is charged by the third-party processor on all credit or debit card transactions.*

Payments are due on the 15th of each month. 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 percent service fee each month. Payments returned due to insufficient funds will be assessed a $30 NSF fee.
MAP GRANTS

By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC) you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant. All MAP-approved institutions are required by the State of Illinois to announce MAP Grant awards to students who are enrolled or intending to enroll at their institution. An award amount is included on this letter if you have met the eligibility criteria.

The MAP Grant award amount is an estimate made by the financial aid office and is identified as a “State of IL MAP Grant (Est.)” Please be aware that the number of available MAP Grants is limited by funding levels approved by the Illinois General Assembly and the Governor, and reductions to estimated or actual MAP Grants are possible.

There are also limitations to how long you can continue to receive a MAP Grant. Usage is tracked by the number of credit hours for which you’ve received MAP benefits and is referred to as MAP Paid Credit Hours (MPCHs). The maximum number of MPCHs that can be received is 135, and you must be at the junior level or above to use more than 75 MPCHs. For your reference, and to learn more about MPCH limitations, you may access a record of your MPCHs through the ISAC Student Portal at https://studentportal.isac.org/MPCH.
SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal and state regulations require that colleges establish and monitor the satisfactory academic progress of students enrolling in a program that leads to a degree or certificate. 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 percent of the course credits for which they registered. *Withdrawal from a course or an unresolved incomplete constitutes failure to complete (earn credit) the course.*

3. **Total earned academic credits.** Students cannot have earned more than 150 percent of the academic credits 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 they are enrolled 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.*
STATEMENT OF FINANCIAL RESPONSIBILITY

By registering for courses at Elmhurst College, you hereby acknowledge that you are entering into a contractual arrangement with Elmhurst College, whereby you agree to comply with all laws, rules and regulations applicable to your registration, payment of fees, enrollment and attendance. The terms and conditions of this contract include those contained in this document and the Elmhurst College Catalog, eBook and academic calendars that are in effect during the years of your enrollment. All students are responsible for reviewing, understanding and abiding by the College’s regulations, procedures, requirements and deadlines as described in official College publications.

You further understand and agree that your registration and acceptance of these terms constitute a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Elmhurst College is providing you educational services, deferring some or all of your payment obligations for those services, and you promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

Debt Collection
Elmhurst College will pursue any and all collection efforts and practices including referring the account to collection agencies and/or attorneys and reporting to credit bureaus. The student is responsible for all additional collection charges associated with the collection of the debt including but not limited to: collection agency fees, reasonable attorney’s fees, court costs and all other charges allowed by law. These costs may add over one-third more to the balance due. Once an account has been referred to a collections agency, the additional collections fees cannot be removed from the account and the student must make all payment arrangements with the collections agency.

Bankruptcy
Tuition and other related fees may not be dischargeable in bankruptcy and may survive after the bankruptcy has closed. A student may still owe the debt to the College after the bankruptcy.
ADDITIONAL INFORMATION

Degree Completion Programs
Students in degree-completion programs follow the same application procedures as traditional students and are eligible for similar financial aid programs.

Graduate Programs
Graduate students are eligible for limited graduate fellowships and grants. If you’re enrolled at least half time (six or more credit hours per term), you are eligible to borrow Federal student loans.

Part-time Students
Students who are enrolled between 6 and 11 credit hours per term will be charged per credit hour and therefore have lower tuition charges.

International Students
International students are considered for merit-based scholarships at the point of admission to the College. These scholarships are renewable.

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

Veterans
Elmhurst College welcomes veterans and administers VA benefits for eligible students. Contact the Office of Student Financial Services at (630) 617-3079.

Summer Financial Aid
Limited federal loans and Pell grants may be available during summer term. The Summer Financial Aid Application is available in the Office of Student Financial Services in April.
**Attending Another Institution**

Students who attend another institution and plan to apply that course credit to their degree program at Elmhurst must follow specific procedures. The courses must first be approved by the Office of Advising to assure that they will be applicable to a degree program at Elmhurst. Please contact 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 face value of the reimbursement must be taken into consideration in determining your financial aid. A letter confirming your tuition reimbursement benefits, along with a $25 service fee, must be received with the Office of Student Financial Services each term in order to defer your payments without incurring service fees.

**Taxes and Financial Aid Awards**

Under current U.S. income tax laws, financial aid designated for tuition, fees, room, board, books and supplies is not taxable. Loans are not income and therefore also are not taxable. Federal Work-Study awards are not subject to Social Security Tax (F.I.C.A.) withholding during periods of enrollment. 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 Services.
RESOURCES

Office of Student Financial Services
For help regarding Award Notifications, Loan Notes, Types or Sources of Aid, Campus Employment, Tuition Payments, Account Balances, Refunds, Service Charges, Meal Cards

Phone: (630) 617-3015
Fax: (630) 617-3487
Email: sfs@elmhurst.edu
Web: elmhurst.edu/finaid
Office hours: 8:00 a.m. – 4:00 p.m. Monday – Friday

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

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

Scholarship and Web Resources
Online scholarship services are a valuable resource tool for financial aid. This is a list of general scholarship search sites:

- isac.org
- fastweb.com
- collegeboard.org
- hispanicfund.org

Other Valuable Web and Phone Resources
FAFSA on the Web and FAFSA Renewal: (800) 433-3243
fafsa.gov

U.S. Department of Education: (800) 433-3243
studentaid.ed.gov

Direct Loan Servicer: (800) 557-7694
studentloans.gov

State of Illinois Monetary Award Program: (800) 899-4722
isac.org