

**STUDENT
FINANCIAL
GUIDE**

2020-2021



**Elmhurst
University**

ELMHURST
UNIVERSITY

TABLE OF CONTENTS

Welcome	1
Eligibility Parameters for Financial Aid	2
About Your Financial Aid Award Letter	3
Federal Loans	4
Missing Information	6
Student Employment	7
Cost and Payment Worksheets	8
Using the Campus Portal & TouchNet	10
How to Make Payments	12
MAP Grants	14
Satisfactory Academic Progress	15
Statement of Financial Responsibility (SAP)	16
Additional Information	17
Resources	19

WELCOME TO ELMHURST UNIVERSITY!

An Elmhurst education is an excellent investment in your future. And 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 bill and 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

ABOUT THIS BOOKLET:

The terms and conditions outlined in this booklet pertain to the 2020-2021 academic year and replaces those of all previous years. The information applies to all students at Elmhurst University. Elmhurst University reserves the right to change, without notice, any statement in this booklet concerning, but not limited to rules, policies, tuition, fees, curricula and courses.

ELIGIBILITY PARAMETERS FOR FINANCIAL AID

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

Federal Financial Assistance

- Valid 2020-2021 FAFSA
- U.S. citizen or an 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
- Additional requirements as detailed on studentaid.gov/eligibility

State of Illinois Monetary Award Program (MAP)

- Student or parent of a student is a resident of the State of Illinois
- Enrolled in first bachelor's degree program
- Maintain satisfactory academic progress in college
- Demonstrated financial need

Elmhurst University Scholarships and Grants

- Full-time enrollment (12 credit hours or more per term)
- Select second-degree or graduate students may be eligible
- Maintain a 2.0 GPA

Elmhurst University 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 University, including tuition, fees and 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
- **Total Alternative Loans:** The total amount you plan to borrow through private lenders (as certified by the University)
- **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

If 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 do not start accruing interest while you're enrolled in school at least half-time
- **Unsubsidized loans**, which start accruing interest once the loan has disbursed

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

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

	Dependent Student		Independent Student
	<i>Subsidized</i>	<i>Unsubsidized</i>	<i>Additional Unsubsidized</i>
First-year	\$3,500	\$2,000	\$4,000
Sophomore	\$4,500	\$2,000	\$4,000
Junior	\$5,500	\$2,000	\$5,000
Senior	\$5,500	\$2,000	\$5,000

Next Steps

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

- **Go to My Elmhurst Campus Portal at my.elmhurst.edu.** Click BlueNet > New/Current Students > Financial Aid > View My Financial Aid in Self Service
- **Complete your Master Promissory Note (MPN) and Entrance Counseling** at studentaid.gov. Log in 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 federal student 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.

To apply or to complete a Master Promissory Note (MPN) for a PLUS loan, visit studentaid.gov.

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 University has relationships with many lenders and service agencies and therefore does not have a "preferred lender list." If you are choosing an alternative loan, you should compare the terms offered by different programs in order to choose the best fit for your situation. You can learn about and compare loan terms from multiple lenders using ELMSelect Tool at elmselect.com which provides information for the loan programs most frequently used by Elmhurst College students.

Please note that you are not limited to lenders listed in the ELMSelect tool; you can borrow from any lender of your choosing. When deciding on an alternative loan, please consider the following: interest rates, fees, repayment options, monthly payments, and deferments. Please contact SFS for assistance with this process.

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.

- **If you are asked to provide additional information, please provide only what is requested.**
- Requested materials are listed on Self-Service.
- If there is an error on your FAFSA, please contact the Office of Student Financial Services. We can make most changes for you electronically.

Information must be submitted to the Office of Student Financial Services within three weeks of the request. Failure to provide information in a timely manner may cause a delay or reduction in your financial aid.

Federal Tax Information

Federal IRS Data Retrieval

The IRS Data Retrieval Tool (IRS< DRT) allows 2018 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 2018 IRS Tax Return Transcript from the IRS. To order a 2018 IRS Tax Return Transcript, visit irs.gov/individuals/Get-Transcript.

Document Submission

To submit documents to the Office of Student Financial Services safely and securely, please use the Secure Document Upload Tool located at elmhurst.edu/sfsupload. Using the secure document upload tool is the quickest and most secure way to submit missing information.

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 University–Funded Employment**, which is not part of financial aid.

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

How to Get a Campus Job

1. Go to elmhurst.edu/finaid any time after July 1 and search “Student Employment Opportunities.”
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 University Confidentiality Agreement
- RapidPay!/Direct Deposit Authorization form

Please return all paperwork to the Office of Student Financial Services at Elmhurst University.

COST WORKSHEET

Tuition/Fees – Annual:

Comprehensive Fee – 3.0 to 4.75 credits (12 to 19 credit hours): **\$38,354** + \$ 38,354

OR

Part-time or Credit Overload per Credit Hour
Hourly Rate **\$1,090** X _____ # of Credits + \$ _____

Additional Fees:

Academic Technology Fee \$300 + \$ 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: \$6,332
Single-occupancy room: \$9,132
University Apartments & Houses:
Double \$8,438
Single \$10,778 + \$ _____

Food Plans:

E.C. Light \$3,342
The Basic \$4,420
The Bluejay \$5,852 + \$ _____

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 University Grant - \$ _____
External Scholarships - \$ _____

DIRECT COSTS AFTER ALL/DEPOSITS \$ _____

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 1.059% origination fee is applicable to all Federal Direct Loans (subject to change)*
- *Undergraduate Direct Loans disbursed in 2020-2021 have a fixed interest rate of 2.75%*

Parent PLUS Loan - \$ _____

- *Application and Master Promissory Note (MPN) must be completed at studentloans.gov*
- *A 4.236 % origination fee applies to all Federal Parent PLUS Loans (subject to change)*
- *Parent PLUS Loans disbursed in 2020-2021 have a fixed interest rate of 5.3%.*

Alternative Loans - \$ _____

BALANCE \$ _____

- *Pay in full before start of term, or*

ELMHURST UNIVERSITY PAYMENT PLAN (estimate) \$ _____

- *Enroll in payment plan* per month
(5 payments per term) Per Month

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 (e followed by your 7-digit student ID number) and self-created password.

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

- **Self-Service**

Students can use Self-Service to access their financial aid award, class registration, grades, billing, housing, and making deposits and payments on their account.

Sign on to Campus Portal > Self Service

- **TouchNet**

TouchNet Connect is Elmhurst University's online bill payment system.

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

Sign on to Campus Portal > TouchNet – Deposits & Payments

- **Enrollment Deposit**

Access TouchNet Connect

Sign on to Campus Portal > TouchNet – Deposits & Payments > Deposits

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 – Deposits & Payments > Select “Authorized Users”

Enter authorized user’s email address and answer the access questions.

- **Enroll in a Payment Plan**

Access TouchNet – Deposits & Payments > Payment plans > Enroll Now > Term > Payment plan

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

No fee to enroll in a payment plan.

- **Payments**

A \$90 late fee is assessed for late payments on payment plans.

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

A user fee of 2.85% 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 service fee to enroll in the plans.

How to Access TouchNet

TouchNet Connect, Elmhurst's online bill payment system, allows students to make payments, 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 on the TouchNet - Deposits & Payments app icon and sign in
3. Use the menu bar to access each service to review your statement, make a one-time payment, or enroll in a payment plan.

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 in directly to TouchNet through the link provided in your confirmation email.

Auto-Pay Plan

Set up five automatic monthly payments from your checking or savings account. No cost to enroll and no monthly service fees.

Non-Auto Pay Plan

Make five 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 2.85%, 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 late payments on payment plans. 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

State of Illinois Residents

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**. If you were determined to meet the eligibility criteria for the MAP grant, an award is included in this award letter. This award may be an estimate made by the financial aid office and, if so, is identified as a “State of IL MAP Grant (Est.)”. MAP grants are limited based on the number of applicants and funding levels appropriated by the Illinois General Assembly. Please be aware that in light of state funding constraints, reductions to estimated or actual MAP grants are possible.

If State of IL MAP Grant (Est.) is not included in your award letter, it is possible that you’re not eligible for the grant at Elmhurst University.

Beginning with the 2020-2021 academic year, eligible undocumented students and transgender students who are disqualified from federal financial aid can apply for MAP through the Alternative Application for Illinois Financial Aid at isac.org. The data from the application will be used to determine a student’s MAP eligibility. Eligible students must also meet the MAP program’s eligibility requirements. Any students meeting the RISE Act criteria are encouraged to complete this application.

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 University 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.

*For the full policy for Satisfactory Academic Progress,
please visit our website at:*

[elmhurst.edu/admission/financial-aid/terms-conditions/
satisfactory-academic-progress](http://elmhurst.edu/admission/financial-aid/terms-conditions/satisfactory-academic-progress)

STATEMENT OF FINANCIAL RESPONSIBILITY

By registering for courses at Elmhurst University, you hereby acknowledge that you are entering into a contractual arrangement with Elmhurst University, 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 University Catalog, Student Handbook and academic calendars that are in effect during the years of your enrollment. All students are responsible for reviewing, understanding and abiding by the University's regulations, procedures, requirements and deadlines as described in official University 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 University 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.

The director of Student Financial Services may cancel or prevent registration of students whose accounts are overdue. Students with unpaid bills may not receive their diplomas or transcripts, or have their enrollment or degrees certified until all financial obligations are met in full.

Debt Collection

Elmhurst University 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 University 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 University. 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 University welcomes veterans and administers VA benefits for eligible students. Contact the Office of Student Financial Services at (630) 617-3015.

ADDITIONAL INFORMATION (*continued*)

Attending Another Institution

Students who plan to apply course credit from another institution 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 Advising at (630) 617-3450 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, books and supplies may not be 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 Service.

Email Communication

The University has the right to use email to send you official communication, including any pertaining to tuition, billing and financial aid—and to expect students to receive and read such messages in a timely manner. Official Elmhurst University email is always sent to your Elmhurst student email address. The University is not responsible for email forwarded to an alternate address. Failure to receive or read official University email does not exempt you from knowing and complying with message content.

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

Office of Advising (630) 617-3450

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 collegeboard.org
fastweb.com hispanicfund.org

Other Valuable Web and Phone Resources

FAFSA 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 (MAP): (800) 899-4722
isac.org



OFFICE OF
Student Financial Services

108 Goebel Hall
190 Prospect Avenue
Elmhurst, IL 60126

elmhurst.edu