

STUDENT FINANCIAL GUIDE

2023-2024



ELMHURST

TABLE OF CONTENTS

Welcome	2
Eligibility for Financial Aid	3
About Your Financial Aid Award Letter	4
Federal Loans	5
Missing Information	7
Student Employment	8
Cost and Payment Worksheets	9
Using myElmhurst Portal, Self-Service & TouchNet	11
Payments & Payment Plans	12
MAP Grants	14
Satisfactory Academic Progress (SAP)	15
Statement of Financial Responsibility	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/sfs

Office Hours: 8:00 a.m. to 4:00 p.m., Monday through Friday

Schedule an Appointment: elmhurst.edu/sfsappt

ABOUT THIS BOOKLET:

The terms and conditions outlined in this booklet pertain to the 2023-2024 academic year and replace 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 FOR FINANCIAL AID

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

Federal Financial Assistance

- Valid 2023–2024 FAFSA
- U.S. citizen or an eligible noncitizen
- Valid Social Security number
- Enrolled or accepted for enrollment in an eligible degree or certificate program
- Enrolled at least half-time (for most federal aid)
- Maintain Satisfactory Academic Progress
- Additional requirements as detailed on studentaid.gov/eligibility

State of Illinois Monetary Award Program (MAP)

- U.S. Citizen or eligible noncitizen or meet the criteria of the RISE Act
- Student or parent of student is a resident of the State of Illinois
- Enrolled in first bachelor's degree program
- Maintain Satisfactory Academic Progress
- Demonstrated financial need

Elmhurst University Scholarships and Grants

- Full-time enrollment (at least 12 credit hours per term for undergraduate programs) in an eligible degree program
- Select second-degree or graduate students may be eligible
- Maintain Satisfactory Academic Progress

Elmhurst University is not responsible for the availability of certain federal and state funds.

ABOUT YOUR FINANCIAL AID AWARD LETTER

Students applying for financial aid may receive an award letter from Elmhurst University. The following information can be helpful in understanding the information provided.

Financial Aid Terms and Definitions

- **Estimated Direct Costs:** The estimated charges billed by the University, including tuition, room and board
- **Total Scholarships and Grant Aid:** 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 (must be repaid)
- **Estimated Costs After Aid:** The estimated amount you're responsible for paying after financial aid has been subtracted from Direct Costs (not including fees). Estimated cost amounts are shown with or without accepted loans
- **Other Options to Cover Direct Costs:** 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?

The FAFSA may not always provide an accurate representation of your family's current financial situation. If your family's situation has changed (for example, due to a job loss or serious illness), Student Financial Services can review the circumstances and determine if eligibility can be re-evaluated. Please visit elmhurst.edu/scappeal to learn more about this process.

FEDERAL LOANS

If your financial aid award includes an offer of federal loans, the following information may be helpful.

There are two types of federal student loans available to undergraduates (Federal Direct 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 myElmhurst Portal at my.elmhurst.edu.** Click Self Service > Financial Aid > Review & Accept My Financial Aid Awards
- **Complete your Master Promissory Note (MPN) and Entrance Counseling** at studentaid.gov. Use your FSA ID to log in.

Additional Borrowing Options

If you need additional funding beyond your eligibility for scholarships or federal student loans, you may also consider these options:

Direct PLUS Loan (Parent PLUS Loan for Dependent Students)

The Department of Education offers Direct PLUS Loans to eligible parents of dependent students. Parents can borrow any amount up to the cost of attendance minus any financial 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 complete a Master Promissory Note (MPN), 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. 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 University 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 additional 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 2021 income tax information to be imported directly into the FAFSA from the IRS. This option will 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 2021 IRS Tax Return Transcript from the IRS. To order a 2021 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 need-based program which is federally funded and part of the Financial Aid Award. To utilize FWS, students must accept their offer on self-service. *FWS is a limited resource and is not available to all students.*
- **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 myElmhurst Portal at my.elmhurst.edu and select “Student Jobs” from the Quick Links.
2. Contact the supervisor of the position you wish to apply for and arrange an interview.
3. Once hired, complete required employment paperwork. Forms can be found on the Student Jobs page in the portal under “How to Apply for Student Employment”.

Required Employment Paperwork

- Federal Employment Eligibility form (I-9)
 - Passport *or* Picture ID and Social Security Card (Must present originals in person at the Office of Student Financial Services)
- Federal and State of Illinois W-4 Forms
- Elmhurst University Confidentiality Agreement

Please return all paperwork to the Office of Student Financial Services. Once authorized, students may enroll in Direct Deposit through Self-Service.

COST WORKSHEET

Tuition/Fees – Annual:

Comprehensive Fee – 3.0 to 4.75 credits (12 to 19 credit hours): **\$41,258** + \$ 41,258

OR

Part-time or Credit Overload per Credit Hour
1 semester hour (.25 credit) rate **\$1,172** X _____ #
of Credit Hours + \$ _____

Additional Fees:

Academic Technology Fee \$370 + \$ 370
*Residential Network Fee: \$200 + \$ _____
**Applicable to on-campus housing residence* + \$ _____
First-Year Orientation Fee: \$225 + \$ _____
Transfer Matriculation Fee: \$75 + \$ _____

Campus Housing:

Double-occupancy room: \$6,648
Single-occupancy room: \$9,584
University Apartments & Houses:
Double \$8,854
Single \$11,310 + \$ _____

Food Plans:

Light \$3,788
The Basic \$5,010
The Bluejay \$6,632 + \$ _____

Other Fees:

Major-specific fees, parking fees, etc. + \$ _____

ESTIMATED DIRECT COSTS: (Charges) + \$ _____

Student Aid and Deposit Payments:

Estimated Direct Costs (see above): \$ _____
Total Deposits (tuition/payments): - \$ _____
Total Gift Aid (grants and/or scholarships) - \$ _____
EU Academic Scholarships - \$ _____
Federal Pell and FSEOG Grants - \$ _____
State of Illinois MAP Grant - \$ _____
Elmhurst University Grant - \$ _____
External Scholarships - \$ _____

**ESTIMATED DIRECT COSTS AFTER AID/
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), Entrance Counseling and Acknowledgment must be completed at studentaid.gov*
- *A 1.057% origination fee is applicable to all Federal Direct Loans (subject to change)*
- *Direct Stafford Loans have a fixed interest rate and are subject to change each year. Visit studentaid.gov/interestrates.*

Parent PLUS Loan - \$ _____

- *Application, Master Promissory Note (MPN) and Acknowledgment must be completed at studentaid.gov*
- *A 4.228% origination fee applies to all Federal Parent PLUS Loans (subject to change)*
- *Direct PLUS Loans have a fixed interest rate and are subject to change each year. Visit studentaid.gov/interestrates.*

Alternative Loans - \$ _____

BALANCE (estimate) \$ _____

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

ELMHURST UNIVERSITY PAYMENT PLAN \$ _____

- *Enroll in payment plan (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 myELMHURST PORTAL, SELF-SERVICE & TOUCHNET

- **myElmhurst Portal**

The myElmhurst Portal allows students to access several services related to registration, financial aid, student account and many others.

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 servicedesk@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 myElmhurst 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 myElmhurst Portal > TouchNet – Deposits & Payments

Use the menu bar to access each service to review your statement, make a one-time payment, or enroll in a payment plan.

- **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.

PAYMENTS & PAYMENT PLANS

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 a payment plan each term.

- **Enrollment Deposit**

Access TouchNet Connect and pay by savings/checking account or credit card.

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

- **Enroll in a Payment Plan**

Access TouchNet – Deposits & Payments > Payment Plan > 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. A \$90 late fee is assessed for late payments on payment plans. Installments are subject to change based on updates to charges. Payment plans are not available for the distance nursing programs.

- **Auto-Pay Plan**

Set up five automatic monthly payments from your checking or savings account. There is no cost to enroll, and there are 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.

-
- Cash payments can be made in-person at the Office of Student Financial Services during business hours.

- **Important Payment Information**

All payments are due on the 15th of each month.

Accounts that are not enrolled in a payment plan and have a balance may be placed on a business hold during open registration times (November and April) and the student will not be able to register until the account is in good standing.

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.

MAP GRANTS

State of Illinois Residents

Students applying for financial aid through the FAFSA will automatically be considered for the **State of Illinois (IL) Monetary Award Program (MAP) Grant**. If a student meets the eligibility criteria for the MAP Grant, it will be included in their award letter. MAP Grants are available to eligible Illinois residents who demonstrate financial need, based on the information provided on the FAFSA. The amount of the grant is determined by a student's enrollment each term. The MAP Grant is a limited fund based on application volume and appropriated funds from the state. Students are encouraged to complete and submit each year's FAFSA as soon as possible after October 1 to receive full consideration.

If the MAP Grant is not included in your award letter, it is possible that you're not eligible for the grant at Elmhurst University.

Eligible undocumented 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 enrolled 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 for) 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.

Satisfactory Academic Progress is evaluated at the end of each term.

For the full policy for Satisfactory Academic Progress, please visit elmhurst.edu/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.

Elmhurst University may cancel or prevent registration of students whose accounts are overdue. In some circumstances, 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 billing and/or collection agencies as well as attorneys. Students with assigned accounts may be responsible for additional 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, any 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 Global Engagement in the A.C. Buehler Library at (630) 617-3460.

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

Current 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 financial aid awards, student loans, campus employment, payments, account balances, refunds, service charges, and other financial matters

Phone: (630) 617-3015

Fax: (630) 617-3487

Email: sfs@elmhurst.edu

Web: elmhurst.edu/sfs

Office Hours: 8:00 a.m. to 4:00 p.m., Monday through Friday

Schedule an Appointment: elmhurst.edu/sfsappt

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. Here are a few general scholarship search sites:

isac.org collegeboard.org
fastweb.com hsf.net

Other Valuable Web and Phone Resources

FAFSA and FAFSA Renewal: (800) 433-3243
fafsa.gov

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

Direct Loan Servicer: (800) 557-7394
studentaid.gov

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





OFFICE OF
Student Financial Services

Goebel Hall, 108
190 Prospect Avenue
Elmhurst, Ill. 60126

elmhurst.edu