How to view your awards and/or review changes to your financial aid awards
- Sign into myUCCS Portal (www.uccs.edu/portal) and click the “Financial Aid” button.
- Click “Accept/Decline” and then choose the 2018 Aid Year.
- Be sure to click the Award Description links or mouse over the Details icons for important information and/or instructions about each award, including requirements for disbursement.
- Your financial aid is evenly split between the fall and spring semesters unless you are a spring only enrolled student, so keep that in mind when accepting your awards. To access a complete aid breakdown by term, go to the Records section of your myUCCS portal then “Access Student Self-Service” and then “View Financial Aid.”
- If you reduce your loan(s) the reduced amount is evenly split between fall 2017 and spring 2018.
- You will be emailed anytime changes are made to your award(s) and you can view the updated information about your financial aid awards online.

How to accept a Federal Direct Student Loan
- Sign into your myUCCS portal at www.uccs.edu/portal to accept, reduce, or decline your loan.
- Remember that most financial aid awards are evenly split between the fall and spring semester, unless you are a spring only student.
- If you are a first-time borrower, you must complete the Direct Loan entrance counseling and a Direct Loan Master Promissory Note (MPN) at www.studentloans.gov.

How to receive a Federal Parent PLUS or Federal Graduate PLUS loan:
- Starting July 1, 2017: The parent or graduate student may complete a Federal PLUS application and master promissory note at www.studentloans.gov.
- The loan amount listed on the award notice is the maximum the parent or graduate student may request for this academic year. When completing the Federal PLUS loan application at www.studentloans.gov, the borrower will list the loan amount they wish to borrow.
- Within 3-5 business days after the loan has been approved by the U.S. Department of Education, the Federal PLUS loan status will be updated in myUCCS portal to show the loan in accepted status with the approved loan amount.

How to accept your work study award
- To accept or decline your work study award, please sign into your myUCCS Portal at www.uccs.edu/portal.
- To search for and apply for a job, please visit our online job posting board “SEAN” (Student Employment Assistance Network) at http://www.uccs.edu/stuemp/. Jobs are posted 1 month prior to each semester and continue to be posted throughout the year.

How to report your private scholarships
- All private scholarships must be reported to UCCS as they may impact the aid you have been awarded. Sign into your myUCCS Portal at www.uccs.edu/portal. Under the Financial Aid tab, click the “Report Private Scholarships” button and select the correct aid year. We will need to know the name of the scholarship, the amount of the award and which semester(s) you will receive it.
- If you receive a scholarship or other resources that result in your total award package exceeding your estimated Cost of Attendance, your loans, work study and/or grants may be reduced.

How scholarship renewals are made
- Eligibility criteria for renewable scholarships are evaluated and added to your financial aid awards during the summer after grades from the current academic year have been posted

Need more detailed information about a specific financial aid process? Visit www.uccs.edu/finaid and click on the Resources tab to access our “how to” guides to get detailed, step by step directions on many of the processes involved with financial aid and other UCCS offices as well as our links to important consumer information.
Key Terms & Conditions

Disbursement of Financial Aid
Financial aid disbursements begin the week prior to the start of classes each semester. Make sure you have completed all items in your “to do list” on your myUCCS portal to ensure funds are disbursed in a timely manner. You must also enroll in a sufficient number of credit hours. Waitlisted courses do not count towards your enrollment. Financial aid is directly paid to your UCCS bill; any excess funds will be refunded to the student (or to the parent in the case of a Parent PLUS loan). Finally, you must always meet financial aid’s satisfactory academic progress (SAP) requirements, which are outlined at: http://www.uccs.edu/finaid/policies/sap.html. SAP is reviewed that the end of every semester.

Special Circumstances
The Financial Aid Office can re-evaluate your financial aid eligibility if you feel that your FAFSA does not properly reflect your financial and/or current family circumstances. You must submit a Special Circumstances Appeal Form and the documents listed on the form to support your appeal. The appeal form is located in the forms section of our website: www.uccs.edu/finaid/forms.html and will not be reviewed until you have received your initial award information.

Cost of Attendance (COA)
The Financial Aid Office creates a Cost of Attendance reflecting the average cost for students to attend UCCS for an academic year. Your COA is comprised of components such as tuition, housing, transportation, personal expenses and books. You can view the details of your COA on your award letter as well as in the Financial Aid section of your portal. If you have costs not reflected in your COA that you would like included, there are appeal forms in the Forms section of our website.

Student Employment
UCCS Student Employment offers current students a unique opportunity to work convenient, on-campus jobs in addition to some off-campus opportunities. Student employment is an excellent way to get connected with the campus, learn time management, gain work experience and earn money in the process. Work study awards are earned through bi-weekly payments from a job for which you have been hired. Student Employment Earnings do not deduct from your bill at UCCS.

To learn more about UCCS student employment programs, visit the UCCS Student Employment home page. You may initiate a job search by selecting the “Find a Job” button which takes you to SEAN (Student Employment Assistance Network) http://www.uccs.edu/stuemp/.

Satisfactory Academic Progress
Students receiving financial aid from UCCS are required to maintain satisfactory academic progress toward a degree. The satisfactory academic progress (SAP) policy for financial aid is available at www.uccs.edu/finaid/policies/sap.html and includes minimum standards for required completion rate, maximum credit hours that are fundable and minimum grade point average. Meeting satisfactory academic progress is needed to maintain financial aid eligibility.

Other important items to review

Authorization to Pay Other Charges: To allow UCCS to apply your financial aid funds to charges you may be assessed in addition to your student tuition & fees (examples include: short term loans, parking tickets, and other miscellaneous charges). In the myUCCS portal, click on Student Financials (Bursar) then the tab marked “GRANT TITLE IV PERMISSION”.

Direct Deposit: You are strongly encouraged to sign up for direct deposit in your student portal. Direct deposit is a quicker way to receive your refund and you will not have to wait for the check to be mailed to you. See the instructions at: www.uccs.edu/Documents/finaid/direct.pdf.

Non-Directory Information Release: Your financial aid and other school record information are protected by the Family Educational Rights and Privacy Act (FERPA). Consequently, we cannot share your information with anyone else without your written consent. If you wish for us to discuss your information with others (i.e. parents or spouse) you must complete a Non-Directory Information Release (FERPA). Submit your FERPA through your myUCCS student portal, which is found in the Records and Registration section.

College Opportunity Fund (COF): The state of Colorado has set aside funding for your tuition. If you are going to be an undergraduate student and paying Colorado resident tuition you should sign up for the College Opportunity Fund (https://cof.college-assist.org/Apply). Authorize the COF during registration for classes by clicking the button in your myUCCS portal which will allow the University to apply it to your student account. The lifetime authorization allows you to only have to set this up once.

Tuition Payment Plans: If you have a remaining bill after your financial aid has paid, please refer to the Bursar’s website (www.uccs.edu/bursar) for the payment due date and payment plan options.