How was the amount and type of financial aid determined?

Your maximum financial aid eligibility is the difference between our estimate of what it costs to attend Viterbo University for the coming year and the amount you/your family is expected to contribute toward these costs. Your “expected family contribution” was determined by the U.S. Department of Education using the information you provided on the Free Application for Federal Student Aid (FAFSA). We applied all applicable Federal, State, and University awarding guidelines to determine the awards on the “Financial Aid Award Letter.”

How do I accept/reject the awards I have been offered?

Step 1: Login to VitNet at www.viterbo.edu/myvu
Step 2: Click on the VitNet logo in the upper-right hand corner
Step 3: Enter your username and password (same as your email username and password).
Step 4: Click on “Students” menu
Step 5: Click on “Financial Aid Award Letter” to review housing status, estimated semester “hours”, and aid awards by term. Notify the financial aid office of any discrepancies or corrections.
Step 6: Return to Students menu and click on “Accept or Reject my financial aid awards”
Step 7: Select “Year 2015”
Step 8: “Accept” or “Reject” each award listed* (Note—you must accept or reject your awards within two weeks of the date the email notification is issued to you. Failure to do so may result in cancellation of some or all awards made to you. You must indicate “Accept” or “Reject” for every award offered. If you do not make a choice the financial aid office will assume “Reject” and cancel the award(s) which are left as “Offered”).
Step 9: Click “Submit” when you are finished.
Step 10: Complete entrance counseling and loan promissory notes as explained later in this publication.
* If you wish to accept an amount for less than what is offered, send an email to FinancialAid@viterbo.edu clearly explaining what you want. If we are unable to honor your request as submitted, you will be notified via email.

What are the types of aid awarded to me?

Grants/Scholarships—Awards which do not need to be repaid.

Loans—Awards must be repaid after the student ceases to be enrolled at least half-time.

Student Employment—(Work Study/Viterbo Employment) Student must earn these awards by working in an on-campus department. Funds are paid as earned directly to the student with a semi-monthly paycheck (minimum wage at $7.25/hr.). Earnings may be used for direct expenses (tuition, room, etc.) or indirect expenses (transportation, personal, etc.). Employment paperwork and sign-up procedures will be mailed in late July.

How do I apply for the loan(s) awarded to me?

Federal Direct Subsidized and Unsubsidized Loans—First time borrower must complete a Direct Loan Master Promissory Note (MPN) at www.StudentLoans.gov. First time student loan borrowers, including students who are borrowing at Viterbo for the first time, must also complete entrance counseling at www.StudentLoans.gov.

Federal Direct PLUS Loan—Parent borrower must complete the Federal Parent PLUS Loan Request Form, available on the Viterbo website to download and print, for each new PLUS Loan. First time parent borrower must also complete the Direct Loan Master Promissory Note (MPN) for Parent PLUS Loan at www.StudentLoans.gov.

For information on Direct Loans, including current interest rates and repayment options, go to www.StudentLoans.gov. Links are also available at this site to entrance counseling and the MPN.

Perkins/Nursing Loan—Students borrowing at Viterbo for the first time must complete a Perkins and/or Nursing Loan Master Promissory Note (MPN). The Perkins/Nursing MPN(s) will be mailed to the student borrower after the loan is accepted on VitNet (see “How do I accept/reject the awards I have been offered?”). You must also complete entrance counseling, if you have not already done so for another loan program.

Under what circumstances might my financial aid be increased?

If you and/or your parent have unusual circumstances, which could affect your ability to contribute to college expenses, you may qualify for a re-evaluation of eligibility. Unusual circumstances include, but are not limited to the following:

• Death in the family
• Separation/divorce
• Loss of a job
• Retirement of a wage earner
• Medical expenses not covered by insurance (including paid health insurance premiums)

Circumstances you feel we should know about must be communicated in writing with specifics concerning the circumstance. You will receive a written response to your request when the re-analysis is complete. The decision of the financial aid office is final and cannot be appealed to the U.S. Department of Education. Contact us at FinancialAid@Viterbo.edu.
The aid awarded to you may be reduced and/or cancelled if you:

- Withdraw from the university
- Change your level of enrollment by dropping one or more classes
- Receive grants/scholarships/loans from sources outside Viterbo University
- Change your state of residency
- Move from Viterbo-owned housing to an off-campus living arrangement
- Receive aid that exceeds your calculated eligibility
- Enroll for courses at a reduced tuition rate (INST, OMGT, etc.)
- Drop below half-time status (six credits/semester = Undergraduate half-time; three credits = Graduate)
- Fail to submit requested forms/documentation on a timely basis
- Enroll in courses that span less than a full semester

What are my responsibilities as a financial aid recipient?

- To notify the financial aid office of any and all changes to enrollment, housing, name or address
- To apply for financial aid on a timely basis for each year you want to receive assistance
- To provide complete and accurate information on all documents and to provide supporting documentation if requested
- To notify the financial aid office of any and all assistance you receive from any individual/agency outside the university (not including family support)
- To complete loan entrance and exit counseling and repay all loans according to the terms of your promissory note
- To maintain satisfactory academic progress (see Satisfactory Academic Progress for Financial Aid elsewhere on the Financial Aid Web page)
- To attend classes on a regular basis

How will aid I receive from outside sources affect the aid awarded to me?

If the total of your aid from Viterbo plus the outside award exceeds your calculated financial need, a portion of the aid awarded must be reduced. We will reduce student loans first, work awards second, and in rare cases (when mandated), grant awards last. You will be notified of any adjustments to your financial aid as a result of outside assistance you are awarded.

Will my financial aid remain the same each year I attend Viterbo?

Financial aid awards are made for one year at a time as they are awarded on a need basis. Therefore, you must re-apply for aid every year. Eligibility for subsequent school years will be based on continued funding and determination of eligibility based on that year’s FAFSA filing. You will be notified when it is time to submit the FAFSA for the next academic year. The priority filing deadline for the FAFSA is March 15 of each year.