



# University of the Incarnate Word

## Office of Financial Assistance

### Checklist for Undergraduate Students

4301 Broadway, Box 308  
San Antonio, TX 78209  
Phone: (210) 829-6008  
Fax: (210) 283-5053  
[finaid@uiwtx.edu](mailto:finaid@uiwtx.edu)  
[www.uiw.edu/finaid](http://www.uiw.edu/finaid)

#### Prior to Fall 2023

##### Complete Any Outstanding Financial Aid Requirements

Our office will notify you of outstanding requirements via Cardinal e-mail and BannerWeb. Required forms are available in BannerWeb or can be downloaded at [www.uiw.edu/finaid](http://www.uiw.edu/finaid) under “**Current Forms**”.

Securely submit documents to the Office of Financial Assistance using the file uploader online at [www.uiw.edu/finaid](http://www.uiw.edu/finaid). Access BannerWeb through **Cardinal Apps**, or by following the instructions provided at [www.uiw.edu/finaid/ofa.html](http://www.uiw.edu/finaid/ofa.html).

##### Verify Your Billed Charges

Review your invoice prior to each semester to make sure your charges are correct. Compare your accepted awards to your bill to determine if you need additional funding, or if you will have excess funds. Should you decide to accept loans, we recommend borrowing only what you need to cover your tuition and direct costs.

##### Health Insurance (Waive if Eligible)

It is required for full-time main campus students to have health insurance. If you are insured, complete the annual waiver at [www.uiw.edu/busoff/waivers.html](http://www.uiw.edu/busoff/waivers.html) each academic year before the posted deadline.

##### Request Parking Permit

Students may register their vehicle online on Cardinal Cars via **Cardinal Apps**.

##### Submit Outside Scholarships

Outside scholarships can be mailed to:  
University of the Incarnate Word, Office of Financial Assistance  
4301 Broadway, CPO 308, San Antonio, TX 78209

##### Accept/Decline Federal Student Loans

To accept/decline your loans online:

- Select the Financial Aid tab in BannerWeb
- Select View Your Award by Aid Year and select the aid year (e.g. Sum 2023/Fall 2023/Spring 2024)
- Select Accept Award Offer then indicate and submit your decision
- If you are accepting loans for the first time, you will need complete Loan Entrance Counseling and a Master Promissory Note (MPN) online at [studentaid.gov](http://studentaid.gov).

##### Review Additional Payment Options (If Applicable)

- **Monthly Payment Plan**  
You can enroll in a payment plan through the ePayment Center. Contact the Business Office for more details.
- **Parent PLUS Loan**  
Parents of dependent undergraduate students may apply for a Parent PLUS Loan online at [studentaid.gov](http://studentaid.gov).
- **Private Loan Options**  
You may also apply for a private or state loan; however, you may be required to have a credit-worthy cosigner.
- **Veteran Education Benefits**  
Contact the UIW Military and Veteran Center for more details at [veterans@uiwtx.edu](mailto:veterans@uiwtx.edu).
- **Military Discounts**  
Qualified military students and dependents may be eligible for tuition discounts. Contact the Business Office for more details at [busad@uiwtx.edu](mailto:busad@uiwtx.edu).
- **College Savings Plan**  
Submit payment to the Business Office each semester after charges have been verified.

## **Fall 2023**

### **Apply for a Federal Work-Study Job (Optional)**

The Federal Work-Study Program provides part-time employment opportunities to students with financial need, allowing you to earn money to help supplement the costs of a postsecondary education. Earnings will be paid directly to you unless an automatic payment toward tuition and fees is requested.

- **Determine If You Qualify for Work-Study**

In order to qualify for work-study, you must indicate interest in being considered for work-study on the FAFSA and demonstrate financial need. If you do not qualify for work-study, you can apply for a student employment position which allows a department to hire you with university funds.

- **How To Apply for A Job**

A work-study award does not guarantee job placement. Search for jobs at <https://jobs.uiw.edu/>

### **Apply for Additional Scholarships**

For additional scholarship opportunities, visit [www.uiw.edu/finaid/scholarships.html](http://www.uiw.edu/finaid/scholarships.html)

### **Renew 2024-2025 FAFSA**

Starting October 1, 2023 the 2024-25 FAFSA will be available at <https://studentaid.gov/h/apply-for-aid/fafsa>. Resubmit the FAFSA, using 2022 tax information, to determine aid eligible for Summer 2024 – Spring 2025.

### **Maintain Eligibility**

To receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirements:

- Successfully complete a minimum of 67% of all attempted coursework, including transferred hours
- Maintain a cumulative GPA of 2.0 for undergraduate students
- Not exceed 150% of the number of hours required for graduation

Students awarded the Texas Equalization Grant (TEG) must also maintain a minimum 2.5 GPA, complete 24 credit hours and 75% of attempted hours per academic year.

### **Stay Connected**

Important reminders and notices will be communicated to you via Cardinal e-mail or posted as an online resource on our webpage or social media accounts. Be sure to stay connected to keep up with events, upcoming deadlines, scholarship opportunities, loan information, and forms:

				
<a href="mailto:finaid@uiwtx.edu">finaid@uiwtx.edu</a>	<a href="http://www.uiw.edu/finaid">www.uiw.edu/finaid</a>	<a href="#">UIWFinancialAssistance</a>	<a href="#">UIWFinancialAid</a>	<a href="#">UIWFinancialAid</a>