



# UNIVERSITY OF THE INCARNATE WORD

## FINANCIAL ASSISTANCE CHECKLIST

### GRADUATE/PROFESSIONAL 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)

#### ☐ 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 "**Forms**".

Securely send your documents to the Office of Financial Assistance using the file uploader tool online at [www.uiw.edu/finaid/forms.html](http://www.uiw.edu/finaid/forms.html). Access BannerWeb through **Cardinal Apps**, or by following the instructions provided at <https://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). You will need to submit the waiver each academic year before the posted deadline, if eligible. Contact the Business Office to verify completion.

#### ☐ REQUEST PARKING PERMIT

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

#### ☐ ACCEPT/DECLINE FEDERAL UNSUBSIDIZED AND GRADUATE PLUS LOANS

To accept **Federal Unsubsidized Stafford student loans** for the first time, you will need complete Loan Entrance Counseling and Loan Agreement (MPN) at [studentaid.gov](http://studentaid.gov). Please note that once you accept student loans, they will automatically be accepted each following year.

To decline or adjust student loans, you can complete the Loan Change Request Form at: [www.uiw.edu/finaid/loanchange.html](http://www.uiw.edu/finaid/loanchange.html).

To accept the **Graduate PLUS loan**, you will need to complete a Graduate PLUS Loan Request online at [studentaid.gov](http://studentaid.gov). Please be sure to notify our office should you choose to reduce or decline the Graduate PLUS loan award.

#### ☐ REGISTER YOUR ECMC LEARNING ACCOUNT

It is time to register your ECNC Learning account! As a UIW student, you need to register for this interactive and adaptive online financial wellness platform. Registration is available now by clicking the "**ECMC**" option from your launchpad in the **Cardinal Apps**.

ECMC Learning personalizes financial information for your specific situation. The platform includes budgeting tools, online self-paced courses, and personalized financial portfolios to reflect your saving goals.

#### ☐ REQUEST BOOKSTORE CREDIT (IF ELIGIBLE)

Bookstore credit can be awarded to students who will have excess in guaranteed financial assistance to purchase books at the University Bookstore. Bookstore credit will reduce the amount of your anticipated refund, and a student ID card is required. Contact the Office of Financial Assistance for more information.

☐ **APPLY FOR ADDITIONAL SCHOLARSHIPS**

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

☐ **RENEW 2022-2023 FAFSA**

Starting October 1, 2021 the 2022-2023 FAFSA will be available online at <https://studentaid.gov/h/apply-for-aid/afsa>. Please resubmit the FAFSA, using 2020 tax information, to determine aid eligible for Summer 2022 – Spring 2023.

☐ **SIGN UP FOR E-REFUND (IF ELIGIBLE)**

Refunds are issued when financial aid funds exceed the charges on a student's account. Students may have refunds issued directly to their personal checking or savings account setting up **Direct Deposit Allocation(s)** via **Cardinal Apps**. Students who do not enroll in direct deposit will receive a printed refund check to the permanent address on file. Information available online at: <https://my.uiw.edu/business-office/e-refunds.html>.

☐ **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>