

# Upper Iowa University University Policy Proposal Form

University Policy Definition: Except as limited by law, University Policy is a course or principal of action broadly applied across the institution in an effort to 1) support the University's strategic direction, 2) mitigate risk, 3) improve operational efficiency, and 4) promote a culture of best practices. All approved University policies are posted on myUIU under University Policies.

\*\*Departmental guidelines, practices, procedures, and preferences must meet or exceed established University Policy.

Prior to submitting the University Policy Proposal Form, please consult with one of the members of the University Policy Committee (UPC) and identify below by checking the appropriate box:

Amy Bond       Tammy Carolan       Kathy Franken       Ryan Griffith       Janet Kehe  
 Dawn Novak       Barb Schultz       Deena Serra       Janet Shepherd

**Date of Request:**      **June 23, 2014**  
**Policy Name:**      University Book Charge Policy  
**Responsible Officer:** CFO  
**Responsible Office:** Business Office

**Policy:** In accordance with DOE regulations effective July 1, 2011, UIU permits students who receive Title IV financial aid to incur book charges through Follett. Follett is the only avenue permitted for book charges as they are the official UIU book provider. Students will not be required to purchase their books through Follett. It is a personal choice whether or not to utilize this option.

**Purpose:**  
This policy modifies the book charge policy because of the change from non-standard financial aid terms to standard terms.

**Scope:** Degree seeking students

**Implementation:** Communication to students through the catalog and staff communication.

**Fayette:**

UIU permits all Fayette students to use the book charge through Follett up to \$750 per semester.

**AE Centers/Online Students:**

UIU permits students who receive Title IV financial aid to incur book charges through Follett up to \$750 per semester.

Criteria for students using book charges will be as follows:

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1. **Pell Eligible** – Students who are Pell eligible are permitted to charge their books through Follett if their financial aid file is complete and they are ready to award.
2. **Non Pell Eligible** – Students receiving financial aid but are not Pell eligible must be awarded, have accepted the award and have their Master Promissory Note (MPN) and Entrance counseling complete.
3. **Chapter 31 Eligible** – Students receiving Vocational Rehab through Chapter 31 funding are eligible for a book charge.

Students who do not receive Title IV financial aid and/or Chapter 31 Voc Rehab will not be eligible for a book charge.

### Self-Paced Degree Program Students:

UIU permits students who receive Title IV financial aid to incur book charges through Follett up to \$175.00 per course or a total of \$350 for two courses.

Criteria for students using book charges will be as follows:

1. **Pell Eligible** – Students who are Pell eligible are permitted to charge their books through Follett if their financial aid file is complete and they are ready to award.
2. **Non Pell Eligible** – Students receiving financial aid but are not Pell eligible must be awarded, have accepted the award and have their Master Promissory Note (MPN) and Entrance counseling complete.
3. **Chapter 31 Eligible** – Students receiving Vocational Rehab through Chapter 31 funding are eligible for a book charge.

Students who do not receive Title IV financial aid and/or Chapter 31 Voc Rehab will not be eligible for a book charge.

International Centers: The University Book Charge Policy does not apply to International Centers.

**Benchmarking: N/A**

**Revision History:** This document supersedes/replaces UIU-SEM-11-0005 Book Charge Policy.

### **Contact information:**

Name:       Controller, 563-425-5225  
              Student Financial Service Coordinator, 563-425-5234

**AQIP Category:** Category #1: Helping Students Learn

**Strategic Initiative:** #5: Recommend policies and programs that strengthen the enrollment, financial aid, registration, and advising services that contribute to the development of “global citizens.”

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**(For UPC Use Only)**

**Approvals:**

**University Policy Committee**

**Date Approved: June 23, 2014**

**Executive Leadership Team (ELT)**

**Date Approved: June 24, 2014**

**Legal Review**

**Date Approved: June 24, 2014**

**Academic Affairs Council/Faculty** *(if required)*

**Date Approved: N/A**

**Board of Trustees (BOT)**

**Date Approved: 2/6/2015**

**UPC Annual Review**

**Date Reviewed: 2/13/2017**

**Policy Effective Date: Immediately**