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After the application file is complete, it is then ready to be analyzed. UIC, in determining eligibility for need-based aid, complies with Federal and University guidelines that specify that the primary responsibility for meeting educational expenses rests with the student and the family.

Award packaging is the method by which the Office of Student Financial Aid puts together a "package" of grant, loan and/or work dollars. The type and source of the aid depends upon the student's need, year in school, outside resources and the availability of the funds.

Once an award package has been put together for the student, the Office of Financial Aid will send an Official Award Letter. The Official Award Letter is extremely important. Aid checks will not be written and the student will not be able to start work under the Federal Work-Study Program (FWSP) until the student responds to the letter.

Located on the Official Award Offer Letter is a certification statement the student signs signifying that he/she has read and understood the terms of the award and has knowledge of his/her rights and responsibilities.

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The Students' Guide to Financial Aid Requirements and Procedures is enclosed with each award letter requiring acceptance. Students should read and understand this document before accepting any offer of assistance.

The student may appeal a revision to the award offer on the award letter or by separate letter. The Office of Student Financial Aid will normally grant the request unless the request violates the specific requirement of the program, or funds available are not sufficient.

The Office of Student Financial Aid reserves the right to revise the award package without prior notice in specific instances such as: failure to receive from the student a response to the Award Offer Letter or requests for information, reevaluation of outside resources not originally taken into account, or realization that outside aid received is higher than originally assumed.