

Many students would be unable to attend the University of San Diego without financial aid. In fact, 64% of USD undergraduates attending USD receive some form of financial assistance to help them with their educational costs.

Financial aid information is important to both applicants and recipients. Since there are several publications that contain various aspects of consumer information regarding financial aid, this guide provides a summary of where that information can be found. In addition, it answers questions and provides information that is not found elsewhere.

It is the intention of the Office of Financial Aid to provide as much information as possible without making the financial aid process appear unnecessarily complicated. Since information about financial aid is updated annually, students and parents should read this guide each year. We are always interested in improving financial aid information, so any comments and/or suggestions about the guide are welcome.

The One Stop Student Center (Hahn University Center Room 126) is prepared to answer your questions or refer you to the Office of Financial Aid as needed. If you are faced with a major educational decision that involves financial aid, we recommend you seek advice before making a decision. Too often, students make important decisions based on erroneous or inadequate information.

We will assist you in any way we can as you progress toward your educational goals.

Judith Lewis Logue
Director of Financial Aid

2008/2009

- TABLE OF CONTENTS -

Services Offered by the USD Office of Financial Aid 2

Guides Provided by the USD Office of Financial Aid..... 3

Financial Aid Consumer Information at USD..... 4-5

Rights and Responsibilities of Financial Aid Recipients 6-9

Who Provides Financial Aid? Who Receives Financial Aid? 10

How Eligibility for Financial Aid is Determined (Federal and USD funds)..... 11-13

 Verification.....12

How Financial Aid is Distributed (Packaged) at USD..... 12-16

 Federal Aid Programs12-14

 Institutional Aid Programs 15-16

How Financial Aid is Made Available to Eligible Students 17

Intersession, Summer Session, Study Abroad, Teaching Credential 18-19

Consortium Agreements, Second Bachelor’s Degree, Joint Degree (with USD School of Law) 19-20

Paralegal Graduate Certificate Program 20

USD Policy Regarding Financial Aid Exceptions for Disabled Students.....20

Standardized Budgets Used to Determine Eligibility for Financial Aid 21-22

Status Changes (Units/Housing/Resident Assistants)..... 22-23

Withdrawal/Leave of Absence and Refund Policy 23-24

USD Satisfactory Academic Progress Policy 25

Important Telephone Numbers and
Web sites 26-27

Getting Your Financial Aid Questions Answered..... 28-29

Putting Together a Total Financial Plan
Changes to FAFSA data (Income Increases/Household Size/Number in College) 30

Searching for Outside Scholarships 30-31

Tribal Scholarships..... 31

Money Management..... 31

Emergencies 31

Loan Repayment..... 31

Loan Consolidation 32

Income Tax Liability for Recipients of Grants and Scholarships..... 32

Tax Credits for students and parents..... 32

Important: Every effort has been made to ensure the accuracy of the information in this guide. However, since financial aid policy is subject to change, especially regulatory changes which occur frequently at federal and state levels, the information contained herein is subject to change without notice. Please visit the USD Office of Financial Aid Web site for the most current links to important financial aid information. www.sandiego.edu/financial_aid.

Services Offered by the Office of Financial Aid

While the Office of Financial Aid determines eligibility for financial aid, it provides many more services for students and parents:

- **Comprehensive Financial Aid information on the Financial Aid Web site and the MySanDiego portal**
 - www.sandiego.edu/financial_aid
 - <https://my.sandiego.edu>
- **Financial Aid Advising/Counseling** when referred by the One Stop Student Center
- **Eleven Free Informational Guides** that are updated annually and made available on the USD Web site www.sandiego.edu/financial_aid
- Fall and Spring **Financial Aid News**
- **Spring Workshops***
 - How to Apply/Reapply for Financial Aid for upcoming academic year*
 - How to Apply for Outside Scholarships*
 - Money Management for USD Students*
 - Tax Preparation for USD Students*

**Check the USD Office of Financial Aid Web site for exact dates and locations*

- **Outside Scholarship** information (i.e., scholarships from private sources)
- **Student Employment** information regarding jobs on and off campus during the academic year, intersession and summer

USD students and parents are encouraged to take advantage of the many services offered by the Office of Financial Aid.

IMPORTANT NOTICE:

Beginning August 2008, the Office of Financial Aid closed to the public due to the opening of the new One Stop Student Center. The One Stop Student Center is centrally located in the Hahn University Center on the first floor in Room 126. The mission of the One Stop Student Center is to consolidate the business transactions of the Financial Aid, Registrar, and Student Accounts offices in one location where students may receive outstanding customer service. The One Stop Student Center will be assisting students with the majority of their financial aid questions. If necessary, Financial Aid Counselors will still be available upon referral from the One Stop Student Center for students with special circumstances.

**Guides Provided by the
USD Office of Financial Aid**

Available on the USD Web site: www.sandiego.edu/financial_aid/guides

A Guide to Applying for Financial Aid at USD

Guide to Federal Tax Benefits for Tuition and Fees

A Guide to Financial Aid Consumer Information at USD

A Guide for Students in the Paralegal Program

A Guide to Alternative Financing

A Guide to Outside Resources

A Guide to Outside Resources for International Students*

A Guide to Money Management for USD Students*

A Guide to Money Management for Graduating USD Students*

A Guide for USD Student Employees

***A Guide for Supervisors of USD Students Employed
under the Federal Work-Study Program***

**paper copy only*

FINANCIAL AID CONSUMER INFORMATION AT USD

Federal (FAFSA) School Code: 010395

A description of USD financial aid programs can be found in the ***Undergraduate Bulletin*** and the ***Graduate Bulletin*** (both Bulletins are available on the USD Web site). A description of the federal financial aid programs, student eligibility, dependency status, as well as a student loan borrower's rights and responsibilities, can be found in the federal publication, ***Funding Education Beyond High School*** available on the Department of Education Web site, www.ed.gov. A description of California financial aid programs can be found in the ***Fund Your Future Workbook*** published by the California Student Aid Commission (CSAC - www.csac.ca.gov). A description of how eligibility for USD student aid funds is determined is provided on page 11 of this guide. ***Funding Education Beyond High School*** and ***Fund Your Future Workbook*** are available at the following Web sites: www.ed.gov and www.csac.ca.gov.

Some schools within USD (e.g., the School of Leadership and Education Sciences, the Philip Y. Hahn School of Nursing, the School of Business Administration) offer certain types of funds for students they select. **Those programs and the application procedures are described in information provided by each school.** Any assistance received from a USD department or school must be coordinated with other aid offered by the OFA and, as a general rule, cannot exceed the student's total documented eligibility for financial aid.

STUDENTS MUST REAPPLY FOR FINANCIAL AID EACH YEAR. A description of the USD financial aid application process and the priority deadlines can be found in ***A Guide to Applying for Financial Aid at USD***. All applicants for USD financial aid are advised to review this guide each year. It is updated annually and made available on the OFA Web site, www.sandiego.edu/financial_aid. Updated guides and applications are generally made available in December prior to the upcoming academic year. They are not mailed out to students.

The estimated **cost of attendance** including tuition, fees, books/supplies, room/board and transportation is available on page 21 of this ***Guide***. Tuition/fees and estimated cost of living expenses are used in determining eligibility for student aid funds. Information regarding a student's exact expenses (including any additional costs for a special program) is available from the **USD Student Accounts** Web site www.sandiego.edu/administration/businessadmin/bursar/studentaccounts. Information regarding standardized budgets used to determine eligibility for financial aid is on pages 21 - 22 of this guide.

The terms and conditions of renewal of USD merit awards are provided directly to students by the USD Office of Undergraduate Admissions.

The terms and conditions of renewal of USD need-based scholarships and grants are provided with each initial ***Financial Aid Award***.

The terms and conditions of employment under the Federal Work-Study Program are provided to each eligible student by the **USD Student Employment Center** (Hughes Center, Room 313) and in ***A Guide for USD Student Employees***.

The terms and repayment schedules for student loans (including sample schedules) are available in the publication ***Funding Your Education Beyond High School*** as well as in the ***Entrance and Exit Counseling*** information provided to each student borrower.

A description of USD's ***Satisfactory Academic Progress Policy*** is provided with each initial ***Financial Aid Award***. It is also included in this guide on page 25.

Following (page 5) is a summary of where other consumer information may be found at USD.

Rights and Responsibilities of Financial Aid Recipients

Rights

1. INFORMATION SUBMITTED TO THE OFFICE OF FINANCIAL AID

Financial aid applications and information submitted by students and their parents is held in confidence. Under the provisions of the **Federal Family Educational Rights and Privacy Act (FERPA)** of 1974, as amended, students have a right to review their information. Students may request (in writing) an appointment for that purpose. Parental information submitted on the **Free Application for Federal Student Aid (FAFSA)** or additional information that is submitted will **NOT** be shared with the student **IF** the parent(s) has (have) requested that the information be kept confidential from the student. Such requests must be submitted in writing to the USD OFA. Information on the parent(s)' tax forms is not shared with the student unless the parent(s) provide(s) the USD OFA with written permission.

Disclosure of a student's financial aid information may be made to the student's parent if the student is a dependent of the parent as defined by the Internal Revenue Service. Otherwise, students eighteen and over must designate in writing who is to have access to their financial aid information (including their parents) by completing the *USD Student Information Release Authorization/FERPA Form* on the OFA Web site at www.sandiego.edu/financial_aid. This authorization will remain in effect for the duration of the student's program at USD unless withdrawn or modified, in writing, by the student.

In addition, there are certain circumstances in which the OFA or the One Stop Student Center may disclose information without obtaining prior written permission from the student. In such cases, disclosure may be made to other USD departments with a need to know and government entities. The latter includes the Comptroller General of the United States, the Secretary of the Department of Education, and state and local educational authorities.

Information from a student's file may also be shared with educational institutions other than USD at which the student seeks or intends to enroll, provided that prior to disclosing any information, the OFA notifies the student or parent of the student. Upon request, the OFA will provide a copy of the record/s disclosed. *Note: Sometimes confidential information is subject to subpoena. In such cases, USD complies in accordance with legal requirements. With proper identification, government security and law enforcement officials may be given access to confidential records.*

2. REQUEST FOR REVIEW/ADDITIONAL FUNDS

If a student feels the financial aid offered is insufficient, he/she may request in writing that his/her situation be reviewed. The request for review should be direct and specific. Any unusual educationally related expenses submitted with the request must be documented. Any information not provided on the original application must be documented. All requests are reviewed individually. Since the OFA redistributes any funds that for unforeseen reasons become available during the award year, requests for additional funds are accepted throughout the year. Students should keep in mind, however, that sufficient scholarship and grant funds are not available to meet the total eligibility of all applicants. Fortunately, there are numerous loan sources for students and parents who need additional funds. Generally, any appeals or requests for re-evaluation will be evaluated in date order. Appeals will be considered for any funds remaining **after** the initial Financial Aid Awards have been made.

NOTE: Students who appeal for additional financial aid must officially accept the initial *Financial Aid Award* in order to retain it during the appeal process. A student may accept or reject (in writing) any portion of a Financial Aid award "package". Students should be aware that if they decline/reject certain types of assistance offered, re-instatement may not be possible at a later date, due to limited funding.

USD students must reapply for financial aid each year and meet the annually determined eligibility criteria and deadlines. A student whose academic profile changes significantly, or whose family economic profile, family size and/or number of siblings in college changes may see a change in his/her financial aid package from year to year. A reduction in family size and number in college, usually results in less need-based financial aid eligibility. Policy exceptions and grievances are reviewed by the Financial Aid Review Committee. Subsequent appeals may be submitted to the Provost or Associate Provost

Responsibilities

1. **A FINANCIAL AID AWARD ASSUMES THAT STUDENTS AND PARENTS HAVE SUBMITTED TRUTHFUL, COMPLETE, AND CORRECT INFORMATION** - A student's eligibility is calculated from the information provided. If the information provided is determined to be incorrect, incomplete, or false, the *Financial Aid Award* can be canceled or changed. If parent(s) or students estimate income or other information on the FAFSA that is not later substantiated by copies of income tax returns or other documentation, the previously offered financial aid can be canceled or changed. Cases involving fraud will be submitted to the U.S. Office of the Inspector General.
2. **FEDERAL FINANCIAL AID FUNDS MUST BE USED SOLELY FOR EXPENSES RELATED TO ATTENDANCE AT USD** - The recipient is responsible for repayment of any amount of student aid that cannot reasonably be attributed to meeting educational expenses related to attending USD. The amount of such repayment is determined on the basis of criteria set forth by the U.S. Department of Education.
3. **DEFAULT/REPAYMENT** - Students must certify on the FAFSA that they are not in default on any loan made under the Subsidized Federal Stafford, Unsubsidized Federal Stafford, Federal Direct Stafford (subsidized and unsubsidized), Federal PLUS, and/or Federal Perkins loan program for attendance at ANY institution, and that they do not owe a refund on a grant received under the Federal Grant programs: Pell, Supplemental Educational Opportunity, Academic Competitiveness, or SMART for attendance at ANY institution. In the case of Federal Parent PLUS Loan applicants, the student **and** parent borrower must certify to the above.
4. **SATISFACTORY ACADEMIC PROGRESS** - In order to receive federal or state financial aid, a student must be enrolled or admitted to enroll for the purpose of obtaining a degree, certificate or credential. Financial aid recipients must make satisfactory academic progress toward a degree, certificate or credential as defined by University policy. Satisfactory academic progress requirements ensure that financial aid recipients complete a minimum number of units within a specified time frame and maintain a minimum grade point average consistent with the University's graduation requirements. For more information regarding the *Satisfactory Academic Progress Policy*, see page 25.
5. **RECEIPT OF ASSISTANCE** - Most financial aid is credited electronically against the student's USD account at the time of fee payment for each academic term as listed in the USD Bulletin as long as the student has followed all of the instructions accompanying the *Financial Aid Award* and completed all of the necessary paperwork (e.g., loan applications). One common reason for failure of financial aid to credit to the student's account is a unit or residency discrepancy. **A student's units and housing status must match at the Registrar, Student Accounts and the OFA** (that is, all three offices must have the same information from the student). Another common reason is failure to endorse financial aid checks. Some loans and most outside scholarships are received in the form of checks. These checks must be endorsed at the appropriate office before they can be credited against the student's charges. Generally, scholarship and loan checks must be endorsed at the OFA. Even if the unit load and residency information is correct at Registrar, Student Accounts and the OFA and all available checks have been endorsed, there may still be loans, scholarships or other aid that cannot credit to the student's account, (e.g., if an award is "estimated") at the time of their fee payment deadline. In this situation, a student needs to sign a Deferment Contract in the One Stop Student Center.

It is each student's responsibility to make certain all aid is properly credited to his/her account or that he/she has signed a deferment contract for each semester prior to the fee payment deadline. Students who fail to do so may have their aid cancelled, reduced or be charged a late fee.

6. **EXPENSES AT THE BEGINNING OF THE SEMESTER** - Regardless of the amount of financial aid accepted, students are expected to bring enough cash to defray immediate expenses such as books, supplies, and miscellaneous fees, at the beginning of each semester (a minimum of \$700 is recommended). If the USD OFA has not received a student's processed FAFSA by his/her fee payment deadline, the OFA cannot provide the Student Accounts Office with any information regarding expected financial aid. Such students will need to make payment arrangements with the One Stop Student Center.

7. **THE STUDENT MUST INFORM THE OFFICE OF FINANCIAL AID IF THE FOLLOWING OCCURS:**

- (a) **ANY CHANGE IN UNIT LOAD** – A student may not be permitted to complete registration and/or the student's aid may be reduced if s/he enrolls for a different number of units than is indicated in the *Financial Aid Award*. Since this is the number of units upon which estimated expenses and financial need were based, enrollment for a different number of units may require a revision of the student's financial assistance. Any increase in units will be reviewed on the basis of funds available at the time of notification.
- (b) **ANY CHANGE OF ADDRESS OR RESIDENCE** - In addition to notifying the One Stop Student Center of any address changes, a student must also notify their lenders and, for Cal Grant recipients, the California Student Aid Commission (CSAC). Students must also notify the One Stop Student Center immediately if his/her type of residence changes (i.e., from "off" to "on-campus", from "on-campus" to "at home", etc.). Written notification is required and documentation may be requested. A change in residence may require a revision of the student's financial aid award.
- (c) **ANY LEAVE OF ABSENCE OR WITHDRAWAL** – An undergraduate student **MUST** notify the Dean of his/her School/College if s/he leaves the University for any reason. In addition, Cal Grant recipients must apply for and receive a *Leave of Absence* or *Deferment of Enrollment* from the California Student Aid Commission (CSAC). A graduate student must notify the Graduate Records Office, Founders 106. Both undergraduate and graduate students must notify their lender(s) if they have any educational loan(s).
- (d) **INCREASE IN RESOURCES** - Students receiving any additional financial assistance during the academic year, including outside loans or scholarships, are obligated to inform the One Stop Student Center. The student's financial aid will be adjusted in accordance with a re-evaluation of his/her eligibility. **Whenever possible, private outside scholarships will be used to replace loan or work in the student's financial aid "package"**. Unreported additional resources may cause the student to receive financial aid in excess of his/her eligibility. Repayment of all excess financial aid received **MUST** be made by the student. **Note:** In the case of additional outside scholarships, students may request a review of Additional Documented Expenses (see pg 21).

8. **REPAYMENT OR RETURN OF LOAN FUNDS** - Students accepting a long-term, low-interest educational loan will be obligated to repay it after leaving school or dropping below the number of units required. Students may decline or reduce (in writing) the loan portion of their *Financial Aid Award* if they feel they can manage without it. Federal Stafford and/or Federal PLUS eligibility which has been declined may later be reinstated upon request as long as it is done at least two weeks prior to the end of the loan period. If the loans have already been disbursed to the student and or parent for more than 14 days, it is the responsibility of the borrower to return those funds to the lender. Within the first 14 days, the student or parent can request in writing that the Office of Financial Aid return these funds.

Additional Rights and Responsibilities of Financial Aid Recipients

Students have the right to:

1. Know what aid programs are available.
2. Know the deadlines for submitting applications.
3. Know how financial aid is determined and distributed.
4. Know how much of their financial need has been met and what resources were considered in calculating their need.
5. Request an explanation of the various programs in their student aid package.
6. Know their school's refund policy, as well as the federal policy.
7. Know what part of the financial aid they receive must be repaid and what part is grant aid.

Students have the responsibility to:

1. Submit all application forms on time, accurately completed, and to the right place.
2. Provide correct and complete information.
3. Provide all required documentation, verification*, corrections and/or new information requested by either the Office of Financial Aid or by the agency to which they submitted their application.
4. Check their USD e-mail address on a regular basis.
5. Read, understand, and keep copies of ALL forms they are asked to sign.
6. Accept responsibility for all agreements they sign.
7. Perform satisfactorily all the work to which they agreed when accepting a part-time job on campus.
8. Be aware of, and comply with, all financial aid deadlines.
9. Maintain Satisfactory Academic Progress (see pg 25).
10. If student is a dependent, make sure all information requested of parents is turned in. If the OFA is requesting the IRS 1040 of the student or parents, ensure that they are signed copies.

** See page 12 for a description of the Verification process.*

Who Provides Financial Aid?

2007/2008

Sources	Amount
USD & USD Donors	\$48.82 million
Federal Government	54.26 million
State Government	4.20 million
Private Sources	<u>8.20 million</u>
Total	\$115.48 million

(Includes summer sessions '08 and parent loans)

Who Receives Financial Aid?

During the 2007/08 academic year, **64%** of USD undergraduates received some form of financial assistance totaling **\$89.35 million** (includes over \$21.28 million in Federal PLUS loans received by their parents). In addition, USD graduate students received **\$22.40 million**. Students in the Paralegal Program received more than **\$1.27 million** in student loans during 2007/2008.

While graduate students and students in the Paralegal Program received most of their financial aid in the form of loans, undergraduates received most of their assistance in the form of scholarships and grants.

Undergraduate Financial Aid

(Does not include parent loans)

Scholarships and Grants	68%
Loans	27%
Part-time Employment**	6%

**Students working part-time on campus only. In addition, many students work part-time in the San Diego community.

How Eligibility for Financial Aid is Determined

Most financial aid is distributed on the basis of documented eligibility relative to financial need. Applicants must submit family financial information in order to be considered for need-based assistance. Since financial circumstances, family size, and number in college can change, new information must be submitted each year. In order to be considered for both federal and USD need-based programs, a student must submit a **Free Application for Federal Student Aid (FAFSA)**.

NOTE: Parents who only wish to apply for the Federal Parent PLUS loan for their undergraduate student(s) do not need to submit the FAFSA. Please see the OFA Web site for application procedures.

In order to be considered for federal and USD need-based funds, the student must complete the *FAFSA* by the priority deadline (see below). Access to the FAFSA is available on the USD OFA Web site, www.sandiego.edu/financial_aid in January prior to the start of the academic year for which the student is requesting aid or the student can access the FAFSA directly at www.fafsa.ed.gov. Prior to completing an online FAFSA, it is recommended that students and parents of dependent students first obtain a Personal Identification Number (PIN) at www.pin.ed.gov. Having a PIN allows students and parents to electronically sign their FAFSA rather than having to print and mail a signature page. They may also make online corrections to FAFSA data.

The USD OFA determines a student's eligibility after reviewing the information submitted on the *FAFSA* and using the *Federal Methodology* to determine a *Federal Expected Family Contribution (Federal EFC)*. Information regarding the *Federal Methodology* is available from the US Department of Education (see the federal publication *Funding Education Beyond High School*). Some students will be selected for **Verification** (see pg 12) and additional documentation may be required.

The USD OFA determines a student's financial need for USD institutional funds after reviewing the information submitted on the *FAFSA*. After federal and state grants are subtracted from the student's documented need, a proportion of the remaining need is given in USD scholarships or grants. The proportion is based on the academic profile of the student as determined by the Office of Admissions. Need-based USD funds cannot exceed *federal documented need* in combination with other USD/outside resources.

IMPORTANT: Maximum eligibility for USD funds is determined at the time the student enters USD and that maximum will not be exceeded in subsequent years regardless of the student's need or academic performance.

Unfortunately, the total amount of eligibility of all financial aid applicants for an award period usually exceeds the total funds available. While applications are accepted as long as any funds are available, priority for funding is given to students who apply by the appropriate priority deadlines, submit all documents needed to complete the financial aid file within specified deadlines and meet the criteria for the various financial aid programs. Those students are "priority applicants." **USD financial aid priority deadlines** for 2008/2009 (Fall and/or Spring Semesters):

Priority Deadline for All Undergraduate Students (Freshmen/Continuing/Transfers).....	March 2, 2008
Priority Deadline for New and Continuing Graduate/Credential only Students.....	April 1, 2008
Deadline for FAFSA & GPA Verification Forms for new Cal Grant A & B applicants.....	March 2, 2008

Correct deadline information is available in ***A Guide to Applying for Financial Aid at USD***, which is updated annually and becomes available in early December. All applicants for financial aid at USD **must** obtain that guide. The guide is available, along with application information, at the USD OFA or on the OFA Web site, www.sandiego.edu/financial_aid in December preceding the academic year for which financial assistance is needed. **Application forms are not mailed out to students.**

It is the student's responsibility to meet the priority deadlines and ensure that his/her *FAFSA* is postmarked or received by the appropriate priority deadline. The OFA recommends that students obtain a Certificate of Mailing (available from the U.S. Post Office) when mailing information to meet specific deadlines and keep

copies of anything mailed including a copy of the completed FAFSA. (Sometimes applications are lost in the mail. If that happens, the student must submit application copies AND a Certificate of Mailing to receive priority consideration).

Admissions Status

A student should not wait until he or she has been admitted to USD before applying for financial aid because it is important to apply by the priority deadline (see above). However, the OFA will not begin processing an aid application until the student is admitted. Undergraduate freshmen and transfer students who meet the financial aid application deadlines in this Guide and are admitted **BEFORE May 1, 2008** will be funded on a priority basis; students admitted after that time will be considered for remaining funds if funds become available. Graduate/Credential students who meet the financial aid application deadlines in this Guide and are admitted **BEFORE August 1, 2008** will receive priority funding; students admitted after that time will be considered for remaining funds if funds become available.

Verification is a federally mandated process required of selected applicants. Applications may be selected for verification by the federal CPS (Central Processing System) or by the school. The OFA is required to determine the accuracy of information provided on the student's FAFSA and is also required to resolve any conflicting documentation or information in the file. During the verification process the student (and parent if student is dependent) will be required to submit documentation for income amounts listed (or not listed) on the FAFSA. Such documentation may include signed copies of the most recent federal income tax returns and W-2's; Social Security benefit statements; untaxed income information, and a listing of family members who are supported by the dependent student's parents or by the independent student during the academic year for which financial assistance is desired. If a student or parent refuses or is otherwise unable to submit the required documentation, the financial aid package will be canceled and no aid awarded.

Students selected for the federal verification process must provide the requested information or documentation no later than the beginning of the academic term. If students are selected for federal verification after the academic term begins, they will normally have 45 days to provide the necessary documentation (if Stafford loan funds are pending disbursement) or 90 days if there are no pending loan disbursements. USD may grant an extension of time, in which case, documentation must be provided at least two weeks prior to the end of the academic term to allow adequate time for processing.

USD will not disburse any Federal Pell Grant, Federal SEOG funds, Federal Academic Competitiveness Grant (ACG), Federal SMART Grant, Federal TEACH Grant, or Federal Perkins Loan or employ a student under the FWS program for a selected applicant until the required documents for verification are received. USD will withhold the proceeds of any Federal Stafford Loan and will return the funds to the lender for applicants selected for verification who fail to provide the requested documentation within the 45-day time period from the receipt of the funds.

HOW FINANCIAL AID IS DISTRIBUTED (PACKAGED) AT USD

Students who have eligibility for assistance as determined by the process appropriate for their status are offered a combination (i.e., *package*) of financial aid from various student aid sources. These sources include federal, state, university and private donors. Each source has specific policies regarding student eligibility. The *packaging* process is a complex system of combining these resources for each individual applicant.

Students are notified of their eligibility for financial assistance, i.e., their *package*, electronically, through an e-mail notification and must access their award through the MySanDiego portal. For incoming students, an e-mail will be sent to the e-mail address on file with the Office of Undergraduate Admissions. Continuing students will be sent an e-mail to their USD e-mail account notifying them that their Financial Aid Award is available to view. Student use the same login as their USD email to access their Financial Aid Award on the MySanDiego portal under the One Stop Services tab. Students must also locate the Financial Aid Requirements channel under the One Stop Services Financial Aid tab to retrieve and complete all or any necessary verification information and/or loan or work applications.

Note: It is imperative that students respond to the OFA within three weeks of notification (even if they need longer to provide the required information).

**IMPORTANT: A FINANCIAL AID AWARD ASSUMES
FEDERAL AND STATE APPROPRIATIONS WILL BE RECEIVED**

If, for whatever reason, expected funds are not received by the University, any offer of such assistance will be null and void. A *Financial Aid Award* often has to be made before actual federal and state appropriations are made. If appropriations are less than expected, or are not made, *Awards* will have to be reduced or cancelled. Should this happen, students would be informed as soon as possible of the changed situation.

FEDERAL PROGRAMS:

Federal Pell Grant	Federal Work-Study
Federal Supplemental Educational Opportunity Grant (SEOG)	Subsidized Federal Stafford Loan
Federal Academic Competitiveness Grant (ACG)	Federal Unsubsidized Stafford Loan
National SMART Grant	Federal Perkins Loan
Federal PLUS Loan for Parents of Undergraduate Students	Federal TEACH Grant
Federal PLUS Loan for Graduate Students	

The above federal programs are described in the federal publication *Funding Education Beyond High School* available at the Office of Financial Aid. Eligibility for these federal programs is based on *Federal Methodology* which is applied to the information submitted on the *FAFSA* (see pages 11-12).

Most federal student aid programs require documented need as determined by information submitted on the *FAFSA*. Unsubsidized Federal Stafford Loans and Federal PLUS loans **do not**. Parents who wish to borrow using the Federal Plus Loan program do not need to submit the *FAFSA*, but are required to complete the USD Plus Loan Application Process on the USD OFA Web site. Graduate students borrowing under the Federal PLUS Loan program are required to complete the *FAFSA*.

Eligibility for **Federal Pell Grants** is determined by the amount of a student's federal Estimated Family Contribution and the level of funding appropriated by Congress. The annual maximum Federal Pell Grant is \$4,731 for 2008/2009.

The **Federal SEOG** is limited to Federal Pell Grant recipients. The amount of Federal SEOG is determined by the level of funding appropriated by Congress. The annual maximum Federal SEOG is \$4,000, however, limited funds resulted in an average grant of \$2,043 at USD for 2007/08.

The **Federal Academic Competitiveness Grant (ACG)** provides up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are eligible for a Federal Pell Grant and who have successfully completed a rigorous high school program, as determined by the state and recognized by the Secretary of Education. Second year students must maintain a cumulative grade point average (GPA) of at least 3.0. For more information please see www.studentaid.ed.gov.

The **Federal National Science and Mathematics Access to Retain Talent Grant**, also known as the National **SMART** Grant is available during the third and fourth years of undergraduate study to full-time students who are eligible for the Federal Pell Grant and who are majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a foreign language determined critical to national security. The student must also have maintained a cumulative grade point average (GPA) of at least 3.0 in coursework required for the major and must maintain enrollment in at least one class required for their major. The maximum SMART Grant is \$4,000. For more information, please see www.studentaid.ed.gov.

The **Federal Teacher Education Assistance for College and Higher Education - TEACH - Grant Program** provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. As a recipient of a TEACH Grant, you must teach for at least four academic years within eight calendar years of completing the program of study for which you received a TEACH Grant. **IMPORTANT: If you fail to complete this service obligation, all amounts of TEACH Grants that you received will be converted to a Federal Direct Unsubsidized Stafford Loan. You must then repay this loan to the U.S. Department of Education. You will be charged interest from the date the grant(s) was (were) disbursed.**

Federal Work-Study (FWS) is limited to funds appropriated by Congress. USD has traditionally overmatched the federal funds available in order to enable more USD students to have an opportunity to work under this program. Students can generally earn up to \$3,200 under this program during an academic year. Actual earnings will depend upon the total hours the student works. Priority for FWS employment is given to the neediest eligible new students and to the neediest continuing students who have been employed under the program and whose supervisors have given them positive evaluations. Other students are offered the services of the *USD Student Employment Center, (Hughes Center 313)*, to assist them in securing suitable on or off campus part-time employment. Students not eligible for the FWS Program may seek employment on campus through the University Dining Services, the USD Bookstore, or other on-campus jobs that are posted outside the Student Employment Center. They may also request to be put on the *FWS Wait List* for possible FWS employment. USD Human Resources gives preference to USD students when filling part-time, temporary, nonbenefits-based staff positions.

Federal Perkins Loans are funded by repayments made by former USD students. The loan funds are made available to priority applicants with exceptional financial need*. They are reserved for students who have financial need beyond their Federal Stafford Loan eligibility and, in most cases, part-time employment earning potential is considered before Federal Perkins assistance is offered. The average Federal Perkins loan for 2007/08 was \$1,774. Federal Perkins Loans require that new borrowers provide a completed application and a signed Master Promissory Note for their loan, available through the MySanDiego portal, by the start of Fall semester (Spring semester for mid-year entry) before such loans can be credited to a student's account. **Failure to meet the designated deadline can result in cancellation of the loan.** Deadline and procedural information is provided with the *Financial Aid Award*. Students who are offered Perkins Loans in subsequent years will need to complete a new application, but will not need to do a new Master Promissory Note.

Subsidized Federal Stafford, Unsubsidized Federal Stafford and Federal PLUS Loans are available throughout the academic year. The average Subsidized Federal Stafford Loan for 2007/08 for undergraduates was \$4,380; for graduate students: \$7,467; for paralegal students: \$4,272. The average Unsubsidized Federal Stafford Loan for 2007/08 for undergraduates was \$4,224; for graduate students: \$10,936; for paralegal students: \$3,819. The average Federal PLUS loan for parents of undergraduate students was \$24,232. **Note: Students are offered the maximum Subsidized Federal Stafford and/or Unsubsidized Federal Stafford for which they are eligible. However, students should only borrow the amount they feel they will need to pay their USD related expenses and try to keep their loans to a minimum throughout their enrollment.**

Effective June 2008, the federal government increased the Unsubsidized Stafford Loan maximum for undergraduate students. Therefore, each undergraduate student is eligible for an additional \$2,000 in Unsubsidized Stafford Loan funds. Since the maximum amounts increase with advanced class standing (based on completed units), financial aid recipients generally see the following Subsidized Federal Stafford and/or Unsubsidized Stafford loan levels in their packages: freshmen: \$3,500/\$9,500**; sophomores: \$4,500/\$10,500**; juniors and seniors: \$5,500/\$12,500**; credential-only students: \$5,500/\$12,500; graduates: \$20,500. **Note: continuing students who entered USD before Fall 1998 and have eligibility for financial assistance in excess of the scholarships they receive from USD, will be awarded the maximum Subsidized Federal Stafford in their package before USD grant funds are offered.**

*Exceptional financial need is defined annually based on fund availability. For 2007/2008, students with exceptional financial need are those whose federal expected family contribution is \$5,000 or less, and who have maximum Federal Stafford and part-time work in their financial aid package.

**Maximum for Independent students and students whose parent is denied the Federal PLUS loan.

INSTITUTIONAL PROGRAMS:

The following institutional programs are described in the USD Undergraduate and Graduate bulletins.

Trustee Scholarship
Presidential Scholarship
Circle of Excellence Scholarship
USD Grant (USDG)/ USD Scholarship (USDS)
USD Graduate Grant (USDGG)
USD Dean's Graduate Merit Scholarship

Academic Excellence Scholarships
Bishop Maher Catholic Leadership Scholarship (BMCLS)
Christian Ministry Scholarship
Sister Duchesne Scholarship
USD Trust Loan

Some university scholarships are offered to students of high academic achievement without regard for documented need. Undergraduate students may be considered for the **Trustee, Presidential and Academic Excellence Scholarships**. These merit scholarships are offered to entering freshmen by the **USD Office of Undergraduate Admissions** with specific renewal criteria. Graduate students may be considered for the **Dean's Graduate Merit Scholarships**. These merit scholarships are awarded by individual graduate schools or programs. Graduate students may receive up to \$25,000 annually depending on the number of units for which they are enrolled.

A student's eligibility for need-based USD Scholarships and Grants is partially based on a determination of their financial "need." Such eligibility is determined by **Institutional Methodology** (see pages 11-12) and is derived from information submitted on the **FAFSA**. USD determines what portion of the student's need can be met with institutional funds. Cal Grants and federal grants are taken into account before USD Scholarships and Grants are awarded.

IMPORTANT: For students who began their current program at USD in the Summer of 2004 or thereafter: Maximum eligibility for USD need-based grant or scholarship funds is determined at the time the student enters USD and this maximum will not be exceeded in subsequent years regardless of the student's need or academic performance.

The Circle of Excellence Scholarship is offered by the Office of Undergraduate Admissions (with specific renewal criteria) to a selected number of underrepresented students with high achievement.

The Bishop Maher Catholic Leadership Scholarship requires a separate application (available in the OFA or on the OFA Web site beginning in December for the upcoming academic year) and a letter of recommendation from the pastoral leader of the undergraduate's home parish or Catholic community, as well as a letter from the student (see the application form for details and priority deadline information).

The Sister Duchesne Scholarship requires a separate application, available in December for the upcoming year. This scholarship is for qualified graduate minority students who intend to pursue a career in teaching (kindergarten through twelfth grade) and is available from the School of Leadership and Education Sciences (SOLES).

Christian Ministry Scholarships for graduate students require a separate application and approval by the appropriate department/school representative. Applications become available in March in the School of Leadership and Education Sciences (SOLES) offices, the College of Arts and Sciences, and the Center for Christian Spirituality.

USD Scholarship (USDS) and Grant (USDG) funds are distributed to provide access to as many priority undergraduate applicants as possible who meet the academic criteria as well as the *need* criteria. The exact academic criteria and award maximums are approved annually by the USD Scholarship Committee. There are different maximum awards for each program. Scholarship and grant awards for new students are generally based on academic factors, the family's financial circumstances and documented need, and the student's potential to contribute to the university. The Office of Undergraduate Admissions evaluates the academic factors and the student's potential contributions to the University. USDS and USDG recipients receive specific renewal criteria with their initial *Financial Aid Award*.

USD Trust Loan recipients must be undergraduates who have graduated from California high schools.* Trust loans are reserved for students who have financial need beyond their Federal Stafford Loan eligibility and, in most cases, part-time employment earning potential is considered before a Trust Loan is offered. The USD Trust Loan requires that a student provide a signed promissory note for each loan to the Loan Administration Office (Hughes Center 204) by the start of Fall semester (Spring semester for mid-year entry) before such loans can be credited to a student's account. **Promissory notes are mailed to eligible students with return deadline information. If you**

have not received a Trust Loan Promissory note in the mail, contact the Loan Administration office at (619) 260-4130 to check on the status of your paperwork. Failure to meet the designated deadline can result in cancellation of the loan. Deadline and procedural information is provided with the *Financial Aid Award*.

*An exception may be made for *independent* undergraduates in the Philip Y. Hahn School of Nursing.

USD Graduate Grant funding is available to graduate students who meet the priority deadlines and show high documented need. The maximum USDGG is \$7,300 and the average received for 2007/08 was \$4,585.

In offering a student a financial aid *package*, all non-USD funding resources (except private outside scholarships and grants) are utilized first. **Federal Pell Grants** and state funded **Cal Grants** are the most common non-USD resources. Undergraduate students who complete the *FAFSA* are considered for Federal Pell Grants. See the *Guide to Applying for Financial Aid at USD* for Cal Grant eligibility criteria, application requirements, and deadlines.

Additional Programs:

Undergraduate students requesting financial aid are expected to apply for scholarships and grants funded by their home states that can be used in California (e.g., California residents are expected to apply for Cal Grants of up to \$9708). If, at the time of *packaging*, a student appears to be eligible for a Pell Grant or Cal Grant, it will be included as an **estimated** resource in the *package*. If the student is subsequently notified of ineligibility for the grant, every effort will be made to offer substitute funding; however, that offer may be in the form of self-help (work or loan). Note: Priority applicants will retain their priority for alternate funding.

All new **Cal Grant applicants** who meet the **March 2 deadline** (Cal Grant A/B) are informed directly by the California Student Aid Commission (CSAC) if they are eligible for a Cal Grant. Ineligible applicants are not always notified. Late applicants are not acknowledged by CSAC. It is the student's responsibility to follow up with either CSAC or the OFA regarding the status of his/her Cal Grant application. Staying informed can prevent a potential last-minute crisis in financial aid funding for the coming year.

The USD Office of Financial Aid expects eligible students to pursue funding from outside agencies (e.g., Veteran's Administration, Bureau of Indian Affairs, Vocational Rehabilitation, etc.).

After all outside sources are utilized, the USD Office of Financial Aid considers an applicant for the various scholarship, grant, student employment and student loan programs offered by USD.

Private outside scholarships may be used to reduce or replace loan(s) and/or work in a student's financial aid package (unless prohibited by donor criteria or restricted by limits of documented need).

If a student's *Financial Aid Award* includes a Subsidized Federal Stafford Loan or Unsubsidized Federal Stafford Loan and the student has not been offered the annual maximum amount, he/she may submit information regarding **additional documented expenses** in order to be considered for the program maximum (see pg 21). Specific instructions are available in the USD Office of Financial Aid. See page 14 for how maximum Subsidized Federal Stafford Loans affect USD *packages*.

Federal PLUS, Unsubsidized Federal Stafford Loans and private (non-federal) loans (see the OFA Web site for more information) may always be used to replace the *Expected Family Contribution* up to the maximum loan limits or cost of education minus other financial aid. Students should always accept the low interest loans offered in their financial aid packages and consult the *Guide to Alternative Financing* before considering private loan programs. **Interest rates and repayment terms of non-federal loan programs are usually less favorable and the interest rates often are not capped.**

HOW FINANCIAL AID IS MADE AVAILABLE TO ELIGIBLE STUDENTS

Generally, financial aid is offered for two semesters and is made available each semester to eligible students via the MySanDiego portal by viewing his/her Financial Aid Award. **Financial aid recipients must be registered for the units indicated on the Financial Aid Award and be residing in the indicated residence category to receive the aid they have accepted.** The Student Accounts Office is responsible for the disbursement and delivery of financial aid.

After accepting the Financial Aid Award online, scholarships and grants, including the Federal Pell Grant and State Cal Grant, are credited to the student's account each semester. Federal Perkins and USD Trust Loans are credited to a student's account at the start of each semester, **after** the student completes a loan contract and returns a signed promissory note to the Office of Loan Administration before the start of Fall semester (Spring semester for mid-year entry).

Students who are notified of their eligibility for **Subsidized Federal Stafford, Unsubsidized Federal Stafford, and/or Federal PLUS Loans**, may complete the loan application process as described in the attachments to the *Financial Aid Award* using the lender of their choice. If using a lender from USD's lender list, the parent or student may **complete the online process for each loan by clicking on the links within the MyFinancialAid channel of the MySanDiego portal.** Instructions for applying with a lender not on USD's lender list are included in the Stafford and/or PLUS loan application instructions linked to the student's Financial Aid Award. Applications received before July 1 for Fall and Spring Semester are processed within four weeks if they are complete at the time of receipt. **Those received after July 15 require six to eight weeks to process due to increased volume.**

Freshmen and transfer students entering USD for the first time, and parents of new undergraduate students applying for a PLUS loan, must complete a *Master Promissory Note (MPN)*. Most continuing students and parents who have already signed an MPN in the previous year will not need to sign another unless they choose to change lenders. Once signed, the MPN may be used for a maximum of 10 years.

Electronic Fund Transfer (EFT)

USD has an agreement with USA Funds and EdFund (guarantee agencies) and several lenders to participate in a process called Electronic Fund Transfer (EFT). Through this process, the proceeds of most loans, including Federal Stafford and PLUS and most private loans are electronically transmitted to USD and automatically deposited into a student's university account at the USD Office of Student Accounts. **Therefore, students who select a lender who participates in EFT with USA Funds or EdFund will not endorse a loan check.** Funds received from lenders not on USD's lender list may be processed via paper check and those checks will need to be endorsed by the student (or the parent for a parent PLUS Loan) before the funds can credit to a student's account.

All loan proceeds (whether by EFT or a loan check) will be received by USD in two separate disbursements. The first is usually made available approximately 10 days before the first day of class on the student's fee payment date, if all documentation is submitted by the appropriate deadlines. The second disbursement cannot be produced until the mid-point of a student's loan period, according to federal regulations. For students attending one semester this would be after the midpoint of the semester. For Fall/Spring students, the second disbursement will be released approximately 10 days before the start of Spring classes. Funds are released or credited to the student's university account through the USD Student Accounts Office.

Funds from a Subsidized Federal Stafford, Unsubsidized Federal Stafford, or the Federal PLUS Loan will not be released by the guarantee agency if a student is enrolled for a different number of units than is indicated on the front of the *Financial Aid Award*. In addition, the student's housing status **must** match the status indicated in the email notification of the *Financial Aid Award*. If EFT funds are received and units and/or housing status do not match, the funds must be returned to the lender after 3 business days.

Federal regulations and USD policy require that all students who are obtaining a federal student loan for the first time at USD must complete **Entrance Loan Counseling** on the USD OFA Web site (www.sandiego.edu/financial_aid). If a student has questions regarding Entrance Loan Counseling or the federal loan programs, they should contact the USD Office of Financial Aid. *When a student completes Entrance Loan Counseling on the Web, the results will be electronically transmitted to the USD Office of Financial Aid within 48 hours.*

If the student does not endorse the loan check or complete all required items within 30 days after the funds are received by USD, **federal regulations require that the funds be returned to the lender.** If the funds are returned, the student must then contact the OFA to request that the funds be reissued.

For parents of undergraduates students who select a lender that does not participate in EFT with USD, the Federal Plus loan checks are mailed directly by the lender to USD. The Office of Financial Aid will forward the Federal PLUS checks to the parent borrower for endorsement.

Federal Work-Study checks are available every two weeks at the USD Cashiers Office. Student employees may arrange for direct deposit with the Payroll Office instead of receiving a check at the Cashiers Office. The amount of each check is based on the number of hours the student worked in the previous pay period. Payroll checks are prepared for eligible students who submit timecards according to the payroll schedule provided by the Payroll Office.

Refund Checks will be issued for any funds applied to the account in excess of tuition, fees, room and board*. A notice is sent to the student (always within the 14 days required by federal regulations) stating that the refund check is available at the Cashiers Office. When the excess is created by the application of funds from the Federal PLUS Loan for parents of undergraduate students, the refund check is sent to the parent unless prior arrangements have been made with the USD Office of Student Accounts to release the funds to the student.

*USD Scholarships and Grants and the Cal Grant are generally not refundable to the student and must be used for direct university expenses (e.g., tuition, fees, on-campus room and board). There is an exception for students who are receiving a Cal Grant B Access award. These students may request, in writing, that this portion of their award be refunded directly to them. Without a written request, however, these funds will be applied to their current charges.

INTERSESSION AND SUMMER SESSIONS

Separate applications for Intersession and Summer Session must be completed for the funds available for those academic periods. Assistance is generally limited to loans, although students who have not used all of their Federal Pell Grant eligibility from the 2008/2009 academic year may be able to use that eligibility in the Summer of 2009. Loan sources vary from year to year and an acceptable credit history may be required. The application forms are available in early October for the Intersession and in early February for the Summer Session.

While there are a variety of programs available for Intersession and Summer, students can generally anticipate seeing an increase to their *Financial Aid Award* for Intersession sufficient to cover their tuition, fees and books. An allowance for living expenses has already been included in the student's Fall/Spring *package*. For Summer, *Financial Aid Awards* will be revised based on the number of units for which a student intends to enroll, associated fees and book allowance, and living expenses based on the anticipated length of the student's summer program.

The applications include specific details regarding deadlines for submission and other important information. Students should consult the appropriate course schedule booklet for further details.

STUDY ABROAD OPPORTUNITIES

A student may utilize financial aid to participate in USD Study Abroad Opportunities. Usually the financial aid package (without employment through the Federal Work-Study Program) can be used for the first semester abroad. Note: USD Scholarship or Grant funds must be reduced in conjunction with Cal Grants if the total of the two funds received exceed tuition charges. Neither of these sources can be used for room and board for a study abroad semester. USD financial aid funds are limited to one semester abroad during the course of the student's academic program (Note: USD financial aid cannot be used for enrollment at non-USD Study Abroad Programs). Federal and state student aid funds are usually not limited to one semester abroad. Usually, outside scholarships may be used for study abroad.

A student who wishes to participate in a USD Study Abroad opportunity must plan well in advance by gaining acceptance into a USD Sponsored Study Abroad Program. The OFA will be notified by the Study Abroad Office of students who have been accepted into each program and will revise each student's package based on the budget information provided by the program.

A student must give the USD One Stop Student Center an overseas address. Funds from a Subsidized Federal Stafford or Unsubsidized Federal Stafford Loan that are received by check will be forwarded to the student (if an address is provided) for endorsement. Funds received via Electronic Fund Transfer (EFT) will be credited to the student's university account when all requirements are met. Contact the One Stop Student Center for questions regarding any refunds. Although it is not required, a student may designate a Power-of-Authority to endorse checks and authorize fund transfers. The Power-of-Authority cannot be a university employee. It is usually a parent or relative. If it is the student's first year to apply for a Stafford loan, the student is responsible for completing Entrance Loan Counseling (www.sandiego.edu/financial_aid) before leaving San Diego.

TEACHING CREDENTIAL

Note: An entering freshman who wants to become a teacher may seek advisement as to how to complete a degree and credential in 4 years.

Students who have received a B.A. degree and who have been accepted into a Single or Multiple Subject Credential or Education Specialist Credential program, are considered (for federal financial aid purposes) to be fifth-year undergraduates by federal regulation and are eligible for consideration of funding from some federal undergraduate sources of aid (including the Pell Grant), as well as additional Cal Grant (an additional form must be submitted for 5th-year Cal Grant recipients - see below). Undergraduate USD institutional funds (USDS or USDG) cannot be used for this purpose. Such students are eligible to apply for an undergraduate Subsidized Federal Stafford Loan and/or Unsubsidized Federal Stafford Loan of up to \$7,500 annually. Eligible dependent students may borrow up to the aggregate undergraduate maximum of \$23,000 (\$5,500 maximum annually), and may also have access to funds from a Parent PLUS loan if the parent/s chooses/choose. Independent undergraduate students may borrow a maximum of \$12,500 annually with an aggregate limit of \$46,000. Since the students are not considered to be in a graduate program, their dependency status may still be *dependent* unless they qualify under other criteria.

Students who are enrolled in a Master's Program while completing credential classes are considered (for financial aid purposes) to be graduate students by federal, state and USD guidelines. As such, they are eligible to apply for a maximum Subsidized Federal Stafford Loan of up to \$8,500 and/or up to \$12,000 through the Unsubsidized Federal Stafford Loan Program and may up to their Cost of Attendance from the Federal PLUS program. Eligible students may borrow up to the cumulative graduate maximum of \$138,500.

In either case, Teaching Credential students who have received their B.A. degree are considered graduates for billing and institutional funding purposes and may receive USD Graduate Grant funds. Federal Perkins Loan funds are also available for qualified students.

Students may also apply for 5th year Cal Grant A using the California Student Aid Commission's Webgrants for Students: <https://mygrantinfo.csac.ca.gov>. They must do so within 15 months of 1) exhausting Cal Grant A or Cal Grant B eligibility, or 2) of receiving a BA/BS degree.

CONSORTIUM/CONTRACTUAL AGREEMENTS

Definitions: A **Consortium** Agreement may be established between two Title IV eligible institutions.

A **Contractual** Agreement may be established between two institutions of which only one is eligible for Title IV funds.

Whether the student enters into a Consortium or a Contractual Agreement can only be determined after the *Host* School has completed its part of the forms.

A USD student who **needs** to enroll in courses at another institution as **deemed necessary** by the student's Academic Advisor has the option of pursuing such an agreement. A USD student who **wants** to enroll in courses at another institution may pursue an agreement in which the *Host* Institution processes his/her financial aid application and the USD Office of Financial Aid(OFA) - the *Home* Institution - agrees **not** to process his/her financial aid application for the same time period. If the *Host* Institution will not process the student's financial aid application and the courses in the program have not been deemed necessary by the USD Academic Advisor, the student may describe the importance of participating in the program in a letter of appeal to the USD OFA. It will be reviewed and a decision as to whether any **federal** assistance may be possible through USD will be rendered (USD assistance may only be used at USD or USD Study Abroad Programs). This must be done **before** a student seeks signatures for #s 2, 3 and 4 on the USD *Consortium/Contractual Agreement Form*.

The student who wishes to pursue either of the above options should request the *Consortium/Contractual Agreement Form* from the OFA **one semester prior** to the semester he/she will be attending a program at a *Host* Institution.

Once the form has been signed by all required departments and returned to the USD OFA, the OFA will pursue the agreement directly with the *Host* Institution at which time the USD OFA will determine whether this is a Consortium or a Contractual Agreement. USD will notify the student of his/her responsibility in completing the process. (USD remains the *Home* Institution as the student will be receiving his/her degree from USD). Please note: Not all institutions participate in Consortium/Contractual agreements.

SECOND BACHELOR'S DEGREE

Transfer students pursuing a second bachelor's degree at the University of San Diego are only eligible to apply for Subsidized Federal Stafford Loans, Unsubsidized Stafford Loans and/or Federal PLUS Loans. Such students are limited to undergraduate maximums and annual limits. Upon appeal, Federal Work-Study and Federal Perkins are offered if the student meets the eligibility criteria and funds are available. Students **with an undergraduate degree** from the University of San Diego who wish to pursue a second major are not eligible to apply for any financial assistance. If a different type of degree will be obtained (e.g., a B.B.A. rather than a B.A.), federal financial assistance would be available as indicated above.

JOINT DEGREE (WITH USD SCHOOL OF LAW)

Upon request of the USD School of Law, a Joint Degree student (J.D./M.B.A., J.D./M.I.B., J.D./M.I.R.) will be considered for a USD Graduate Grant. A student must have filed the FAFSA with the USD Law School by its priority deadline and must be taking some combination of at least six units. Eligibility for a USD Graduate Grant will be determined by the USD Office of Financial Aid (non-law) based on non-law unit costs. The actual amount offered will be prorated according to the number of non-law units being taken. Students who finish the law portion of their degree may apply for financial aid for any remaining graduate units through the Office of Financial Aid (non-law). *All* other financial assistance for law students is offered by the Law School Office of Financial Aid. Joint Degree students who have been offered a Dean's Merit Scholarship will also have their award adjusted according to the number of non-law graduate units being taken. Note: A law student must take an official Leave of Absence from the USD Law School to enroll full-time in the MBA Program.

PARALEGAL GRADUATE CERTIFICATE PROGRAM

Students accepted as graduate status to the Paralegal Graduate Certificate Program are only eligible for Subsidized Federal Stafford, Unsubsidized Federal Stafford Loans or Graduate PLUS loans. For specific information and eligibility criteria pertaining to financial aid, students should contact the Financial Aid Counselor for the Paralegal Program at (619) 260-2255. For information regarding their admission status, students should contact the Admissions Office of the Paralegal Graduate Certificate Program at (619) 260-4579. Students in the undergraduate programs are not eligible for federal loans since these programs have not been certified by the U.S. Department of Education for participation in the Title IV Student Financial Aid Programs.

ADDRESSES ARE IMPORTANT

Students must respond to financial aid mail and email within specified deadlines. Of course, you cannot respond if you don't receive your mail. Although most notices will be sent by email to the student's USD email address, some information will still be sent to students by regular mail. During the spring and summer 2008, mail regarding 2008/2009 financial aid is sent to the student's permanent address entered on the 2008/2009 FAFSA (or reaffirmed on the Renewal FAFSA). Beginning **August 31, 2008**, the USD Office of Financial Aid sends information to the **local address** the student has on file in the **USD Office of the Registrar**. Students can update their local address in the MySanDiego portal if they live off campus. On campus addresses are provided to the Office of the Registrar by the Housing Office. **If the student's Social Security Number with the Office of the Registrar differs from that at the Office of Financial Aid, the OFA will not be able to access this information. Note: The name that is used by the Office of Financial Aid must be the same as that on file with the Social Security Administration.** If the Office of the Registrar does not have a local address on file, information will be mailed to the student's permanent address. (See page 18 regarding Power-of-Attorney for students studying abroad).

Financial Aid Award notifications are sent by e-mail. For incoming students, the e-mail address on file with the Office of Admissions will be the address used. For continuing USD students, notification regarding their *Financial Aid Award* will be sent to their USD e-mail account.

USD POLICY REGARDING FINANCIAL AID EXCEPTIONS FOR DISABLED STUDENTS

In the case of a Disabled Student whose condition creates a hardship for him or her to enroll for 12 or more units, an exception will be considered. The student's condition must be medically documented as verified by the Director of Disability Services at (619) 260-4655. Once that information is provided, the Office of Financial Aid will determine a student's eligibility for **institutional** funding based on recommendations from the Director of Disability Services. Eligibility for federal and state Grants must follow federal and state policy. The student will receive whichever package is in his/her best interest.

STANDARDIZED BUDGETS USED TO DETERMINE ELIGIBILITY FOR FINANCIAL AID

The USD Office of Financial Aid uses several standardized student budgets. The budget (cost of education and related expenses) includes average tuition, fees, room and board, books, personal expenses and transportation. The standardized student budgets used in determining a student's eligibility for aid are based on California Student Aid Commission guidelines and San Diego cost research. In addition, average Federal Stafford and/or Federal PLUS fees are included for recipients of those loans.

Standardized budgets are built on average costs. They are intended to provide sufficient funds for most students in most circumstances. It is impossible to take into account all the situations in which people find themselves or all the consumer choices they make. Students who feel their "allowed" budget does not reflect their actual expenses should submit their budget for review. If there are unusual documented expenses, the Office of Financial Aid can sometimes allow a higher individualized budget. Whether additional financial aid can be made available to the student based on the revised budget depends on the availability of funds. Since scholarship and grant assistance is limited, an increase in the budget will usually be reflected in an adjustment to self-help financial aid (loans and/or work). Information regarding **Additional Expense Documentation** is available at the USD Office of Financial Aid.

USD funds are only available to eligible students enrolled on at least a half-time basis who are pursuing a degree, certificate or credential. "Special" students (i.e., not admitted to a degree, certificate or credential program) are not eligible for financial aid. In addition, the cost of audited courses cannot be covered by financial aid, nor classes taken through Continuing Education.

In most cases, initial *Financial Aid Awards* are based on 12-18 units per semester for undergraduate students, nine units per semester for graduate students, and 12 units per semester for credential students. **If a student will be enrolled for a different number of units, s/he must notify the Office of Financial Aid in writing by August 1 for the upcoming academic year in which any financial aid is to be utilized to be considered for the maximum amount of grant eligibility in accordance with USD policy.**

USD ESTIMATED COST OF ATTENDANCE STANDARDIZED STUDENT BUDGETS 2008/2009

Tuition and Fees

Undergraduates who entered during or after Summer 2004

Tuition is \$1,175 per semester unit for undergraduates who enroll for 1-11.5 units or a 'flat rate' of \$17,000 for students taking between 12 and 18 units per semester. Any student exceeding their applicable 'flat rate' will be charged \$1,175 per unit.

Graduates who entered during or after Summer 2004

Actual Tuition Charged:

Arts & Sciences	\$1,130
School of Business	\$1,130
School of Leadership & Education Sciences	\$1,120
School of Nursing	\$1,135

Fees

Undergraduate students who enrolled prior to the summer of 2004 will be charged fees of \$176 per academic year for full time enrollment. Undergraduate students who enrolled during or after the summer of 2004 will be charged \$183 per academic year for full time enrollment. Required fees are included in the standardized budgets used by the USD Office of Financial Aid

Graduate fees are \$124 per academic year for students enrolled in 7 or more units per semester and \$114 per academic year for students enrolled in 1-6.5 units.

Other Allowed Costs per Academic Year*

	Campus Resident	Parents' Home	Off-campus
Room and Board (average)	\$11,870	\$4050	\$10,152
Books and Supplies	1,566	1,566	1,566
Personal expenses	2,214	3,024	2,754
Transportation	756	990	1,116
Undergraduate Stafford Loan fees**	90	90	90
PLUS Loan fees**	690	690	690
Total	\$17,186	\$10,410	\$16,368

Note: Graduate Stafford Loan fees are \$180
Graduate Student Plus loan fees are \$240

* Two semesters

**For students who use those loan programs

ALL COSTS ARE SUBJECT TO CHANGE

STATUS CHANGES

Since *Financial Aid Awards* are made on an individual basis, it is difficult to generalize regarding changes to those awards (e.g., "What happens if I drop/add units?", etc.) There are, however, some changes which are inherent in program regulations, and which will prevail, regardless of changes in cost or other aid received. Some of these are:

UNDERGRADUATE STUDENTS:

Federal Pell Grants and State Cal Grants are prorated, in terms of the number of units for which a student is being charged. Specifically, if an undergraduate student drops units within the refund period, the grant will be prorated as follows:

drop to 12 units - *grant remains the same*

drop to 9, 10, 11 units - *grant is reduced to 75% of full time amount*

drop to 6, 7, or 8 units - *grant is reduced to 50% of full time amount*

drop below 6 units - *Pell amount adjusted according to Pell Payment Schedule; no Cal Grant funding*

If the student drops to any of these categories, or drops even more units, but it is done **AFTER** the end of the refund period, no changes in financial aid result.

USD Scholarship (USDS), Merit scholarships and Trust Loans carry a minimum requirement of 12 units. If the student drops below 12 units during **ANY** part of the refund period, the scholarship/loan is **reversed** for the entire semester, **NOT** prorated.

Federal Perkins Loan, Federal Stafford Loan, and Federal Work-Study may be offered to students enrolled in as few as 6 units, provided that the student still has eligibility after the reduction in charges. Federal SEOG, Federal Perkins and Federal Work-Study may be available to eligible students attending less than half time.

USD Grant (USDG)

For students who started their program at USD **BEFORE Fall 2004**: Undergraduate students carrying as few as 6 units (half-time) may receive USDG provided they have eligibility after the reduction in charges.

For students who started their program at USD **DURING or AFTER Fall 2004**: Undergraduate students must carry a minimum requirement of 12 units. If the student drops below 12 units during **ANY** part of the refund period, the USD Grant is reversed for the entire semester, **NOT** prorated.

Residence changes are highly individualized, especially at mid-year, and should be clarified on an individual basis. Allow 5-7 days for an individualized analysis.

Students considering applying for **RESIDENT ASSISTANT** positions should request (in writing) an *estimate* of their financial aid package. Students will be notified if/how their financial aid package would change if they accept a *Resident Assistant* position for the upcoming academic year. The estimated package assumes that their financial eligibility, grade point average and USD packaging policies would be the same for the next year.

GRADUATE STUDENTS:

Changes in units and residency affect each student individually. Basic general principles are:

USD Graduate Grant (USDGG) May be offered to eligible students enrolled in as few as 6 units.

USD Graduate Grant/Assistantships/Dean's Merit Scholarships are not refundable to the student and must be coordinated with all types of financial assistance.

Federal Perkins Loan, Federal Stafford and Federal Unsubsidized Stafford Loan may be offered to students enrolled for as few as 4.5 units (3.0 for Doctoral students), provided the student still has eligibility.

NOTE: Graduate and Doctoral Students enrolled in .5 or 1 dissertation or thesis units will be considered to be enrolled half-time and will retain eligibility for Federal Perkins, Stafford and Graduate Plus loans.

WITHDRAWAL/LEAVE OF ABSENCE

An undergraduate student withdrawing from USD during a semester or for a future semester must file an *Official Undergraduate Student Withdrawal/Leave of Absence Form* with the Dean of his or her school or college (see pg 26). A graduate student who terminates his/her enrollment in a graduate program must file an *Official Leave of Absence/Notice of Withdrawal Form* with the Graduate Records Office, Founders Hall, Room 106. If an undergraduate/graduate student is not able to visit the office, he/she may contact a staff person in the respective office regarding the withdrawal.

When a student withdraws from USD, the withdrawal date used in determining the federal refund policy is either the date: 1) the student files the *Official Student Withdrawal/Leave of Absence Form* with their Dean (undergraduate) or the *Official Leave of Absence/Notice of Withdrawal Form* with the Graduate Records Office (graduate); 2) the student officially notifies either of these respective offices of his/her intent to withdraw; or 3) USD determines most accurately reflects the last date of an academically related activity of the student.

If the student leaves without beginning USD's official withdrawal process or otherwise providing official notification of his/her intent to withdraw, the withdrawal date for the return of federal funds will be the 50% point in the term. In this instance, USD could determine an earlier withdrawal date if circumstances beyond the student's control (e.g., illness) prevented him/her from beginning the official withdrawal process. USD could also determine the last date of an academically related activity of the student.

The date used to determine the return of federal funds may be different than the date used by USD to determine institutional refunds.

USD can grant a *Leave of Absence* for university purposes. However, any *Leave of Absence* longer than 180 days or where a terminated course must be retaken upon the student's return is not official for U. S. Department of Education purposes. Since this is the situation at USD, federal policies relating to *Leave of Absence* do not apply and will be treated as *Withdrawals*. The prescribed procedures for obtaining an academic *Leave of Absence* are available either in the Office of Student Learning and Inclusion or the Graduate Records Office.

All recipients of Cal Grant A or B must complete a *Leave of Absence or Deferral of Enrollment* (Form G-10) and obtain approval from the CA Student Aid Commission (CSAC). Without this approval an award may be canceled by CSAC and the student may be billed retroactively.

REFUND POLICY

1. The refund of institutional charges is determined by the time frames and percentages indicated in the undergraduate/graduate catalogs or other official notification from the university;
2. The refund of USD and other non-federal forms of financial aid will be determined by these same percentages. For example, if a student receives a 80% refund of USD charges, 80% of a USD grant would be removed from the student's

account, leaving 20% of the USD grant to be applied to the student's remaining charges;

3. The percent of federal (Title IV) funds to be returned will be determined by the number of calendar days not completed within a semester (as determined by the withdrawal date indicated above), divided by the total number of calendar days within that semester. For example, if there were 100 calendar days in the semester (from the first day of class in the semester to the last day of finals) and the student withdrew on the 25th day, there would be 75 days not completed, resulting in 75% of Title IV funds being returned. For comparison, the USD institutional refund for this same period would be 70%.
4. The return of Title IV funds is required until over 60% of the calendar days have been completed, whereas the percentage for USD's refund policy is defined in the appropriate undergraduate/graduate catalog. Because of this timing difference between the federal policy and USD's institutional policy, it may be the case that USD will not refund any institutional charges and at the same time, federal funds will need to be withdrawn from the student. For Fall semester 2008, the last day for an institutional refund of tuition is October 28th. Federal funds will need to be returned if the student withdraws on or before November 6th. For Spring, 2009, the last day for an institutional refund of tuition is March 27th. Federal funds will need to be returned if the student withdraws on or before April 9th.
5. If the student begins the withdrawal process and then later decides to continue attendance at USD, the student must indicate this desire in writing to the above named offices, and indicate that his/her intention is to complete the semester.
6. Both USD and the student may be responsible for returning federal funds to their source (e.g., the lender). USD will return the lesser of the institutional charges times the percentage of unearned Title IV aid or the total Title IV aid disbursed (or could have been disbursed) times the percentage of unearned Title IV aid. The student would be responsible for returning the difference between what USD has returned and the total amount of unearned Title IV aid. In both instances, the funds must be repaid to the following sources, in order, up to the total received from each source: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, Federal PLUS loan, Federal Pell Grant and FSEOG. While USD will return funds to the lender (in the case of loans), the student would be responsible to repay the portion of the loans due according to the terms of the loan. For a Federal Pell Grant or FSEOG, the student would be responsible for repaying only 50% of the amount of the grant that needs to be returned.
7. The detailed formula for the return of Title IV funds is available upon request from the Office of Financial Aid.

Undergraduates may file their *Official Undergraduate Student Withdrawal/Leave of Absence Form* in the following offices:

Arts & Sciences majors (including Undeclared)

College of Arts and Sciences Dean's Office
Founders Hall 114
(619) 260-4545 Fax (619) 260-4162

Business School majors (including Engineering)

School of Business Administration Undergraduate Programs Office
Olin Hall 119
(619) 260-4839 Fax (619) 260-4891

School of Nursing & Health Sciences majors

School of Nursing & Health Sciences RN-BS Program Director's Office
Hahn School of Nursing 107
(619) 260-7608 Fax (619) 260-6814

*International students must also visit the Office of International Students and Scholars (OISS) (Serra 315) to obtain a signature from the designated school official.

SATISFACTORY ACADEMIC PROGRESS POLICY

I. **Financial Aid Programs** require that a recipient maintain Satisfactory Academic Progress. This policy pertains to federal and state funds. Note: Some USD funds require full-time enrollment and have higher academic requirements.

II. **Satisfactory Academic Progress: Quantitative and Qualitative Requirements**

USD financial aid applicants are required to make Satisfactory Academic Progress toward their degree in order to be considered for need-based financial aid programs. The Satisfactory Academic Progress Policy requires students to complete a certain number of units and maintain a certain grade point average at the end of each academic year and over their entire period of enrollment.

A. **Quantitative Requirement (Unit requirements)**

The following federal and state requirements of Satisfactory Academic Progress represent the **absolute minimum** number of units a student must have successfully completed as of the end of each academic year (ending in the month of May) of college enrollment. An "Academic Year" for purposes of measurement of progress is defined as enrollment during Summer Session, Fall Semester, January Intersession, and Spring Semester. Please note: This applies to all student aid applicants whether or not they received federal or state financial aid in any prior year of enrollment. Some forms of financial aid can only be awarded to a full-time student for a limited number of semesters of undergraduate study (e.g., Cal Grant A or B).

1. Undergraduate students will be eligible to receive federal and state aid through the academic year in which they attempt their 186th credit hour (i.e., 150% of the number of units needed to complete a bachelor's degree).
2. Graduate students will be eligible to receive federal and state aid through the academic year in which they attempt credit hours equal to 200% of their program length. Credential-only students are considered graduate students for purposes of determining Satisfactory Academic Progress.
3. Both undergraduates and graduates must successfully complete 67% of their hours attempted each academic year (rounded down to the nearest unit).
4. "Attempted" is defined as the cumulative number of hours on record in the Registrar's Office at the end of the "add" period for all sessions and semesters, irrespective of receiving financial aid. Course repetitions will count as hours attempted. The units for courses which a student drops, withdraws, takes an incomplete, or fails after the last day to enroll in a class will be included in the number of attempted units.
5. Successful "completion" will be measured by the cumulative number of units as recorded on the student's academic transcript at the end of the academic year. An incomplete course will not be counted as completed units until and unless the student successfully completes the course requirements within the university time frame published in the University *Undergraduate or Graduate Bulletin*.
6. When a student transfers to USD, the total number of units accepted for transfer by the university will be included in the number of attempted and completed units. A student pursuing a second bachelor's degree is considered a transfer student. Transfer students must meet the criteria indicated in 1 - 3 above.

B. **Qualitative Requirement (Grade Point Average Requirements)**

The Satisfactory Academic Progress Policy requires students to maintain a minimum grade point average each semester. This GPA requirement shall be the same policy as that required under the University's **Scholastic Probation and Disqualification Policy**. The requirements of this policy are printed in the *Undergraduate Bulletin* and *Graduate Bulletin*. A student who is Scholastically Disqualified under the University's Scholastic Probation and Disqualification Policy will be deemed as having failed to maintain Satisfactory Academic Progress and will, therefore, be ineligible for federal, state, and institutional aid at the University of San Diego. Students who are placed on Scholastic Probation will automatically be considered to be in a Financial Aid Warning Status. Students who are removed from Scholastic Probation by the Dean's office or suspended/dismitted students granted readmission to the university through successful academic appeals will be considered to have met this portion of the requirements.

III. **Financial Aid Warning Status**

A student who does not meet A) **unit**, or B) **grade point average** requirements as of the end of the academic year will be placed automatically on Financial Aid Warning Status. **Students are required to monitor their own Satisfactory Academic Progress** based upon the standards outlined in this policy statement. Students on Scholastic Probation are notified of this status by the appropriate Dean's Office. The OFA will send a memorandum informing students who are on Financial Aid Warning Status due to unit deficiencies of their responsibilities; however, **in no way will receipt or non-receipt of this memo alter the fact that a student is on Financial Aid Warning Status.**

A. **Unit Requirements:**

For failure to meet the unit requirement, the student's Financial Aid Warning shall last until the end of the next academic year. During this Financial Aid Warning period the student will still be eligible for federal, state, and institutional financial aid. However, during the academic year in which the Financial Aid Warning period is in effect, the student must make up the unit deficiency from the previous year, as well as complete the current academic year's required number of units for the student's enrollment status. Units accepted for transfer by the University prior to the end of the academic year of the Financial Aid Warning period can be used to make up the deficiency. In order to officially reestablish one's eligibility to be considered for federal, state, and institutional aid, the student must submit proof to the OFA of successfully completing the required units. Only after receipt of such information from the student will the Office of Financial Aid activate the processing of the student's aid application.

B. **Grade Point Average Requirements:** For failure to meet the grade point average requirement, the student's Financial Aid Warning shall last as long as the student is on Scholastic Probation by the University.

IV. **Consequences for Failing to Maintain Satisfactory Academic Progress**

If the above conditions are not satisfied during the Financial Aid Warning Status period the student will no longer be eligible to receive federal, state, or institutional financial aid funds at USD until such time as Satisfactory Academic Progress is reestablished.

V. **Appeal Process**

A student who is denied funds because of failing to maintain Satisfactory Academic Progress may appeal to the Financial Aid Committee. Students must submit a personal letter explaining the reason(s) for not attaining the minimum required number of units, as well as an academic plan from the student's Academic Advisor stating how and when the student will make up the deficiency.

IMPORTANT TELEPHONE NUMBERS

TO ASK:

If the FAFSA has been processed	*(319) 337-5665
About your Cal Grant, including residency requirements	****(888) 224-7268
About general information regarding federal aid, Questions about the Student Aid Report (SAR)	***(800) 4-FEDAID
For hearing impaired with TDD availability	***(800) 730-8913
About your Selective Service status	(847) 688-6888
About loans guaranteed through EDFUND (formerly known as CSAC****)	(888) 294-0105
About loans guaranteed through USA Group/Sallie Mae	(888) 272-5543
About loans sold to AES (American Education Services)	(800) 835-4611
About loans sold to Sallie Mae	(888) 272-5543
Federal Loan Ombudsman	(877) 557-2575
State Loan Ombudsman	(916) 526-8024

TO REQUEST:

A Duplicate <i>Student Aid Report</i> (SAR) or to add a school to a SAR**	**(319) 337-5665
Free copy of tax information.....	(800) 829-1040

*Central Time

**Must have DRN number, which is found on upper right hand corner of page 1 of *Student Aid Report* (SAR)

***Eastern Time

****California Student Aid Commission

IMPORTANT WEB SITES

Online Financial Aid Applications

FAFSA/Renewal FAFSA on the Web www.fafsa.ed.gov

Other Web sites

California Student Aid Commission (CSAC)
(e.g., Cal Grant and other state programs) www.csac.ca.gov

U.S. Department of Education
The Student Guide to Financial Aid www.ed.gov

Request a PIN for FAFSA www.pin.ed.gov

Federal Perkins/National Direct Student Loan
Programs – Teacher Cancellation Benefits
(Extensive information on federal
financial aid) www.studentaid.ed.gov

Financial Aid Information Page
(Extensive information on financial aid) www.finaid.org

University of San Diego www.sandiego.edu

Entrance Loan Counseling www.sandiego.edu/financial_aid

Money Management www.studentdebthelp.org

Mapping Your Future (CSAC Publication) www.mappingyourfuture.org

How to check your credit score: www.myfico.com

Selective Service System
(Registration information) www.sss.gov

Loan Related Information

Edfund (Access to USD loan application portals) www.edfund.org
ELM (Access to loan history) www.elmresources.com
Federal Loan Ombudsman www.ombudsman.ed.gov
National Student Loan Data System (NSLDS) www.nsls.ed.gov
USA Funds www.usafunds.org
U.S. Department of Education www.ed.gov

Free Scholarship Search Services

FastWeb www.fastweb.com
Wiredscholar (formerly Cashe) www.wiredscholar.com

GETTING YOUR FINANCIAL AID QUESTIONS ANSWERED

In addition to evaluating thousands of financial aid applications each year, the USD Office of Financial Aid answers thousands of questions:

Some people call. . .

Some people write. . .

Some people walk in to One Stop Student Center . . .

Who asks financial aid questions?

USD students and prospective students. . .

Parents of USD students and prospective students. . .

High School Counselors. . .

USD Administrators and Faculty. . .

And others . . .

WHAT'S THE BEST WAY TO GET YOUR QUESTION(S) ANSWERED?

If your question is of a **general** nature (for example: "Are any funds still available for 2008/2009?" or "How do I apply for financial aid at USD?"), you may simply call or walk in to the One Stop Student Center. You will receive an answer that reflects the situation at the time of your question. Financial aid is always changing because of modifications in federal and state regulations as well as unanticipated funding changes, so you must be aware of this fact when you receive the answer to your question. That is, certain funds may be available when you inquire at one time, but no longer available at a later date. Since financial aid rules change each year, you need to specify **which** year you are asking about (that is, 2008/2009 or 2009/2010). General questions can also be sent via email to USD OFAS@san Diego.edu. Please note, only general questions can be answered by email due to privacy concerns and the FERPA requirements previously discussed. (see page 6)

If your question is **specific** to your situation, you may call, walk in at the One Stop Student Center or write a letter to the USD Office of Financial Aid, but you will also need to identify yourself and try to state what your question pertains to. For example: "I am a USD undergraduate (or graduate) student. My name is _____. My USD ID number is _____. My birth date is _____. I want to know if I have used all of my student loan eligibility for 2008/2009 and, if not, how I can get more loan assistance?" Or, "I am a senior in high school who has applied for financial aid. My name is _____. My USD ID Number is _____. Have you received my application yet?" Your name, USD ID number and date of birth are needed to look into your particular situation.

If your question is easily assessed, you will receive an answer quickly. If it is more complicated, you may be asked to give a phone number where you can be reached later that day, or soon after. If needed, you will be referred to a Financial Aid Counselor, or the Director of Financial Aid.

WHY DON'T FINANCIAL AID COUNSELORS ANSWER ALL THE QUESTIONS?

The Financial Aid Counselors are under very tight time constraints in determining the eligibility of all USD students and potential students who apply for financial aid. While students begin applying for financial aid in January of each year for the following summer and academic year, the completed financial aid application forms do not become available for Financial Aid Counselor evaluation until late February. New students need to know the results of their applications before May 1, and continuing students soon after. Many new and continuing students apply later than advised by the USD Office of Financial Aid, so thousands of applications are evaluated between March and September. During this same period and throughout the school year, many applicants are submitting "changes" to their original applications -- that is, they need their applications re-evaluated. In addition, other areas of the financial aid process must also be completed - loan processing, Federal Pell and State Cal Grant confirmation, notification and receipt of outside scholarships, etc.

So - **call**, **write*** or **walk in** to the One Stop Student Center with any questions you have - and be assured that you will be assisted by a One Stop Counselor who has been trained to answer such questions or who will confer with a Financial Aid Counselor on your behalf.

If your situation is unusually complex, you will be referred to a Financial Aid Counselor who will be available to meet with you. During the academic year, a Financial Aid Counselor (*Counselor of the Day*) is available upon referral to undergraduates and graduates Monday through Friday, 9 a.m. to 12 noon and 1 p.m. to 4 p.m*. Telephones are answered from 8:30 a.m. to 5 p.m. each day.

The staff of the USD Office of Financial Aid will make every effort to assist you as you seek financial assistance to help fund your educational expenses at the University of San Diego.

****Due to the FERPA requirements previously discussed (see page 6) and our concern for the privacy and confidential nature of a student's financial aid, we cannot answer specific issues via e-mail.***

PUTTING TOGETHER A TOTAL FINANCIAL PLAN

A financial aid *package* is designed to supplement the resources of a student and/or his/her family. The wise student is the one who plans ahead and seeks assistance from as many sources as possible to finance his/her way through the university. The Office of Financial Aid recommends that students secure temporary employment during Christmas and the January Intersession and Summer Session to maximize their earnings.

Out-of-state students: Some states offer grants and loan assistance that can be used in California (e.g., Rhode Island, and Vermont). California State Grants (Cal Grants) can only be used at California colleges.

Students are encouraged to research private scholarship sources. Many local scholarships are overlooked by students who might benefit from them. Privately funded, outside scholarships may be used to reduce or replace loan(s) and/or work in a student's financial aid package (**unless prohibited by donor criteria or restricted by limits of documented need**). **USD students receive approximately \$2.5 million in outside scholarships.**

Since a student must complete the *FAFSA* and reapply for financial aid each year, it is also important to consider how changes to the *FAFSA* information might affect a student's eligibility for financial assistance in the future. For example, a student who has a sibling attending college at the time s/he begins attendance at USD will find that their documented *need* (pg 11) and therefore their eligibility for need-based financial aid, will decrease once that sibling graduates or ceases attendance. As noted previously, however, a student's eligibility for USD grant or scholarship will not increase should the opposite occur and a sibling begin college attendance. Other factors that frequently change and can affect a student's future eligibility include an increase in family income or assets or decrease in family size. Students and/or their families should try to anticipate and plan for these changes and take into consideration not just the resources currently available, but possible future changes to those resources and prepare a comprehensive financial plan that will allow the student to meet all of his or her educational goals and not just those of the current academic year.

SEARCHING FOR OUTSIDE SCHOLARSHIPS

To assist students in their search for private scholarships and grants, the USD Office of Financial Aid offers the following services:

1. ***A Guide to Outside Resources of Financial Aid*** is updated annually. The comprehensive bibliography is available upon request. It is also available on the OFA Web site (www.sandiego.edu/financial_aid). The University of San Diego Copley Library has many of the publications listed in this bibliography. Students are encouraged to work with a Reference Librarian who can identify specialized resources for specific needs. Area high school students are welcome to use the reference materials in the USD Copley Library.
2. **Bulletin Boards** near the USD Office of Financial Aid provide information regarding outside resources of financial aid. Students and potential students should check the bulletin boards on a regular basis since updates are posted as information becomes available.
3. ***The Outside Resources Collection*** is a compilation of information regarding outside resources that have been received by that office in the last year. The collection includes information regarding over 100 sources of scholarships, grants, fellowships and loans. The *Outside Resources Collection* is updated every spring by the staff of the USD Office of Financial Aid and is made available at the *Reserve Desk* in the USD Copley Library.

The following information is available on the Internet:

Current postings of scholarships from the Bulletin Boards are available on the **USD Financial Aid Web site** (www.sandiego.edu/financial_aid).

The Internet provides several free *scholarship search programs*. A good site for several sources is the *Financial Aid Information Page* at **www.finaid.org**.

The scholarship search program **FastWeb** is linked to the USD Financial Aid Web site or accessible directly through **www.fastweb.com**.

Note: USD students are encouraged to complete a *USD Scholarship Questionnaire* for the USD Office of Financial Aid at the beginning of each academic year. Since the financial aid staff often search for certain students for specific scholarships, it is to your advantage to complete the questionnaire **each** year.

SCAM WARNING! Students often receive information from companies offering to "match" them with "unused scholarships" for a fee (e.g., \$49-\$150 and more). A student and his/her parents should be **very cautious** about sending money to any organization that makes generous scholarship promises and advertises that large amounts of financial aid go "unused". There has been no evidence to support such claims, and the success of such proclaimed matching has been questionable. **A student who is considering using a company should check with the Better Business Bureau first. Students are advised to use the free resources described on page 32. Note: The Financial Aid Information Page (FinAid Page) on the Web at www.finaid.org has more information regarding scholarship matching scams.**

The USD Office of Financial Aid offers a *How to Apply for Outside Scholarships* workshop each Spring Semester. **Check the Office of Financial Aid Web site at the end of January for exact date, time, and location.**

TRIBAL SCHOLARSHIPS

Students who are Native American Indians or Alaska Natives should contact the U.S. Bureau of Indian Affairs—Tribal Scholarship Office to determine their eligibility for scholarship funds at (202) 208-3711.

MONEY MANAGEMENT

IMAGINATIVE BUDGETING is another way in which students can make their funds last longer. Sometimes students are not aware of inexpensive alternatives to otherwise expensive necessities. The USD financial aid staff is ready and willing to help a student help him/herself whenever possible, and can often suggest effective ways to stretch available funds. Students may use the Office of Financial Aid as a resource as they budget the financial assistance they receive while attending USD. Ask for a Financial Aid Counselor if you would like to discuss money management. The financial aid staff will assist you in any way they can as you finance your education.

The USD Office of Financial Aid offers a *Guide to Money Management for USD Students*. In addition, a *Money Management for USD Students* workshop is offered for USD students each Spring semester. **Check the USD Office of Financial Aid Spring Newsletter (available in January) for exact date, time and location. Also check out www.studentdebthelp.org for important information.**

EMERGENCIES

The Office of Financial Aid has a small *Emergency Loan Fund*. USD Students who feel they have an unforeseen financial emergency may apply for small short-term emergency loans. The loan is not for anticipated expenses such as books and room/board costs. It is also not available for Intersession and Summer.

LOAN REPAYMENT

Specific information regarding loan terms, sample repayment schedules and Entrance and Exit Loan Counseling is provided for each student borrower. Requests for such information should be made to the *Office of Financial Aid*.

The *Guide to Money Management for USD Students* and the *Guide to Money Management for Graduating USD Students* includes a substantial amount of information regarding loan repayment. Students are advised to become familiar with their repayment options so they may take advantage of the best possible plan including consolidation of federal loans. For example, while it is usually advantageous to use the same lender each year, it is important that students choose a lender who offers them the best options. If a lender does not sell its loans to a secondary market that offers a repayment discount, students can lose out on that potential benefit. Students may change lenders if it is in their best interest to do so. See page 29 for Web site addresses that can help you track the status of your loan(s).

LOAN CONSOLIDATION

Consolidation loans combine several student or parent loans into one bigger loan from a single lender, which is then used to pay off the balances on the other loans. It is very similar to refinancing a mortgage. Consolidation loans are available for most federal loans and even some private loans. Students who want to consider consolidating their loans should consult www.edfund.org for more information.

USD ALUMNI REPAY STUDENT LOANS

Current USD students owe a big “*Thank You*” to USD alumni who have consistently repaid their student loans on a timely basis, making funds available for current USD students. It is because of their repayment record that USD has one of the lowest default rates in the nation!

INCOME TAX LIABILITY FOR RECIPIENTS OF GRANTS AND SCHOLARSHIPS

Internal Revenue Service regulations stipulate that all scholarship and grant funds received by a student that are in excess of the actual cost of tuition, fees, books, supplies and USD required equipment must be reported by the recipient to the IRS as taxable income in the calendar year in which those funds were received with the exception of students who are Resident Assistants. All earnings from work, including Federal Work-Study earnings, are considered taxable income. **This does not include funds received in the form of loans.** The university is not required to report scholarship and grant information to the Internal Revenue Service. It is the recipient's responsibility to report it when preparing their federal and state tax forms.

Proper documentation for a tax audit would include copies of all financial aid eligibility notifications received (e.g., the *Offer of Financial Assistance*), and receipts from the Office of Student Accounts and the USD Bookstore, etc. Students need to keep their copy of **ALL Financial Aid Awards** they receive.

For free assistance in determining your specific status, you may contact the U.S. Internal Revenue Service (IRS) at 1 (800) 829-1040 or request **IRS Publication 520 Scholarships and Fellowships** (free). You may also consult a tax consultant or tax preparer. Access the U.S. Internal Revenue Service Web site at <http://www.irs.gov>

A Tax Preparation Workshop is offered for USD students prior to April 15 of each year. **Dr. Tom Dalton, professor in the USD School of Business Administration**, conducts the workshops. **Check with the USD Office of Financial Aid at the end of February for the exact time, date and location.**

NOTE:

There are certain tax benefits and two tax deductions for which students and parents may qualify:

- The Hope Credit
- Lifetime Learning Credit
- Interest Payments of Loans
- 529 Plans
- Student Loan Interest Deduction
- Tuition and Fees Deduction

Students and parents should consult the U.S. Internal Revenue Service and/or a Tax Advisor if they have questions regarding these Tax Benefits.