

The information contained in this guide will provide answers to questions frequently asked by students entering the Paralegal Program. Graduate students enrolled in the Paralegal Program are eligible to apply for Federal subsidized and unsubsidized Stafford Loan funds.

If you have questions that are not answered by this guide, please contact **Karen Scheer, Financial Aid Counselor for the Paralegal Program**, in the USD Office of Financial Aid (Hughes Administration Center, Room 311) at (619) 260-2255. She is available Monday - Friday, from 8:30 a.m. to 4:30 p.m.

We wish you the best of luck as you pursue a certificate in the USD Paralegal Program.

Judith Lewis Logue  
Director of Financial Aid

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## PART I: FEDERAL SUBSIDIZED/UNSUBSIDIZED STAFFORD LOANS

### What kind of financial aid is available?

Graduate students in the USD Paralegal Program may apply through the USD Office of Financial Aid (OFA) for loans through the *Federal Family Education Loan Program (FFELP)*.

### How much can I get?

Graduate students generally qualify for Federal Stafford and Federal Unsubsidized Stafford Loans up to the **Cost of Attendance (COA)** for the program. The COA is the sum of tuition, books, living expenses, and loan fees. If you are attending the Fall or Spring 4 month Day program, you may be eligible for up to \$12,088. Eligibility for the Extended Day program is approximately \$17,616 and eligibility for the Evening program is approximately \$18,500. Students residing with their parents may be eligible for slightly less.

### What forms do I complete?

To apply for federal loans at the University of San Diego, graduate students must complete the *Free Application for Federal Student Aid (FAFSA)* on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Completion of the FAFSA **begins** the process of applying for financial aid. A FAFSA completed on the web is processed in about two weeks. However, this information will not be made available to the Office of Financial Aid until the OFA has received notice that you have been accepted to the Paralegal Program. The USD School code is 010395. **DO NOT** use the Law School code.

Graduate students planning on attending any of the Fall 2006 or Spring 2007 programs must complete a FAFSA for 2006-2007. If you are applying for the Summer 2007 programs you can do either the 2006-2007 OR 2007-2008 FAFSA.

**FAFSA APPLICATIONS FOR 2006-2007  
WILL NOT BE ACCEPTED AFTER JUNE 30, 2007**

When the OFA receives notification from the Paralegal Program office that you have been admitted as a graduate student into the USD Paralegal Program, your FAFSA will be reviewed for completeness and accuracy. You will be notified if additional information (such as a tax return) is needed.

Approximately one week after your financial aid file is complete (including all supporting documents) the USD OFA will send you an email describing how to access your *Offer of Financial Assistance (Offer)* on the USD OFA website: [www.sandiego.edu/financial\\_aid](http://www.sandiego.edu/financial_aid). Your eligibility for the Federal Stafford Subsidized/Unsubsidized loan programs will be indicated on your Offer. To apply for any of these funds you will click on the links embedded in the Offer and complete the application process on-line.

### Loan Processing: How long will it take?

There are several steps you need to complete to ensure your loan is processed in a timely manner. You will be guided through each step when you click on the Stafford Loan Application portal link attached to your electronic Offer letter.

1. **Complete Entrance Loan Counseling.** Federal law requires that all students complete this online quiz when applying for loans at a new school. You will be guided through this process automatically when you click on the link for the Stafford Loan Application Portal attached to your electronic Offer letter.
2. **Complete the Stafford "QuickForm."** This tells the OFA how much of your loan eligibility you wish to use.
3. **Complete your Master Promissory Note.** Using your FAFSA pin number you will be able to complete and sign the promissory note for your loan online. Once these steps are completed. It will take 2-3 weeks for the information to be processed and your loan to be certified by the OFA.

### Which Lender should I choose?

When you click on the Stafford Loan Application Portal link attached to your electronic Offer, you will be given the opportunity to view and compare the terms and incentives offered by a number of different lenders. Since the regulations for the Federal loan programs are the same for every lender participating in the program, deferment options, interest rates, etc., will be the same for all lenders. Differences occur because some lenders hire a “servicer” to handle the processing of a loan while others sell the loan to another agency during the repayment period. If you have any questions, contact the lender directly.

### When will I receive my money?

In accordance with federal regulations, loan funds must be disbursed in two separate installments. If all documentation is completed at least 4 to 6 weeks prior to the beginning of your program, the first disbursement should arrive approximately one week prior to the start of your program. **According to Federal Regulations, the second loan disbursement cannot be made until the midpoint of your program and loan period.**

**All loan funds will be credited first to your University account.** If the initial loan disbursement pays your account with USD in full and generates a credit balance, a refund will be generated. If, however, the first disbursement is not sufficient to cover the charges on your student account, you may request an advance of up to \$1,500 from the second disbursement from the Student Accounts Office, Hughes 207.

### Terms and Conditions

Some of the terms of the Federal Stafford Loan Program are listed below. Read the information carefully to help you decide if you want to apply for this loan.

This is a **loan**, not a grant. After you have received the loan funds, you are **required** to repay the loan amount (including the origination and insurance fees), plus interest. If for any reason you do not complete the program, the loan must still be repaid. You will not be penalized at any time for paying off your loan balance early.

### Repayment of interest while in school

**Federal Subsidized Stafford Loan:** No interest payments are required as long as you are enrolled at least half-time. Interest that accrues while you are enrolled is paid on your behalf (“subsidized”) by the Federal Government. **Federal Unsubsidized Stafford**

**Loan:** Repayment of **interest** begins immediately. You must repay all the interest that accrues on the unsubsidized loan during the time you are enrolled in school and during any periods of deferment or repayment. You may choose to pay the interest monthly or quarterly. You have the option to add the accrued interest to the principal of your loan (capitalization), and pay both interest and principal after graduation.

### Repayment after school:

Repayment of **principal and interest** begins approximately 6 months after you cease to be enrolled at least half-time. You could have up to 10 years to repay the loan in full.

The interest rate on the Federal Subsidized and Unsubsidized Stafford Loans from 07/01/06 to 06/30/07 is a fixed rate of 6.5% .

### Default

If you have defaulted on an education loan or owe a refund on any Federal/State education grant, you must provide a statement from the **guarantee agency** holding your loan that indicates that your account is currently in good standing and you are eligible to receive Title IV (federal) funds. Students who have a prior default may **not** use the electronic Stafford Loan Application Process.

## **PART II: Registration**

### **For Students Receiving Federal Loans**

Refer to the information on pages 3 and 4 of this guide regarding the length of time required to process the FAFSA and the loan application as well as when a disbursement may be received to determine how long it may be before you receive your loan funds and any refund of your loan disbursement. Keep in mind that in addition to applying for USD tuition, you will need funds for books and living expenses.

**If your funds will not credit to your student account by your scheduled fee payment date you should go to the Student Accounts Office (Hughes Administration Center, Room 207) to request a deferment. Failure to do so could result in a \$60 late fee.**

**If you have not provided documentation by your Fee Payment/Registration Day showing that your application for a non-federal loan has been approved, the Office of Financial Aid will not be able to issue you a Referral Form. You will need to go directly to the Student Accounts Office to make arrangements to pay your tuition.**

## **PART III: VETERANS BENEFITS/NAVY TUITION ASSISTANCE**

### **Veterans Benefits**

Your first step in obtaining VA Benefits for use in the Paralegal Program is to contact the VA Department at 1 (888) 442-4551 or online at [www.va.gov/education](http://www.va.gov/education) to determine your eligibility. If you find that you are eligible for this benefit, you must notify the Paralegal Office. VA Benefits will be paid directly to you while you attend class. Although receipt of VA Benefits is not connected with your obligation to pay tuition, it is still considered a resource for financial aid purposes, and may limit your eligibility for other types of financial assistance. In addition, regular payments at registration or on installment contracts must be remitted regardless of your receipt of VA Benefits.

### **Navy Tuition Assistance**

Bring a copy of your Tuition Assistance Authorization to the Office of Financial Aid. A financial aid record will be created for you and the amount of your benefits will be credited to your account. Note that although the University of San Diego is not involved in disbursing this money to you, it is still considered a resource, and so your eligibility for other types of financial assistance (such as federal or non-federal loans) may be limited.

## **PART IV: VOCATIONAL REHABILITATION**

Submit any documentation you have from the agency administering your benefits directly to the Paralegal Office. The documentation must indicate the authorized amount you will receive for tuition, books, fees, and living expenses. Note that although the University of San Diego is not involved in disbursing this money to you, it is still considered a resource, and so your eligibility of other types of financial assistance (such as federal or non-federal loans) may be limited.

**PART V: HOW DO I GET ADDITIONAL QUESTIONS ANSWERED?**

Specific questions regarding your financial aid or the application process should be directed to Karen Scheer, Financial Aid Counselor for the Paralegal Program (Hughes Administration Center, Room 311), in the Office of Financial Aid. Business hours are Monday - Friday 8:30 a.m. to 4:30 p.m. Telephone: (619) 260-2255.

Always identify yourself as a student in the Paralegal Program.