

The information contained in this guide will provide answers to questions frequently asked by students entering the Paralegal program.

The type of financial assistance available to you depends on whether you have received your undergraduate baccalaureate degree. Graduate students enrolled in the Paralegal Program are eligible to apply for Federal subsidized and unsubsidized Stafford Loan funds and, in some cases, the Federal Graduate Plus Loan. Students admitted to the Paralegal Program who do not possess a baccalaureate degree may apply for non-federal loans.

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 9:00 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 and GRADUATE PLUS 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 Subsidized and Unsubsidized and Graduate Plus 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, Spring or Summer Intensive Day program, you may be eligible for approximately \$11 - 13,500. Eligibility for the Extended Day program is approximately \$20,100 and eligibility for the Evening program is approximately \$25,000. 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. 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 FAFSA School code is 010395.
Please DO NOT use the Law School code.

For Fall 2009/Spring 2010/Summer 2010 complete the 2009 – 2010 FAFSA

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. If additional information is needed, an email will be sent to your USD email address that you have “Financial Aid Requirements” posted on the ‘One Stop’ tab of the USD “*MySanDiego*” web portal. You will need your student id# to create a *MySanDiego* account and receive a USD email address. The Paralegal Office can provide you with this id number.

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 Financial Aid Award in the *MySanDiego* portal. Your eligibility for the loan programs will be indicated in the “Financial Aid Awards” box on ‘One Stop’ tab. Click on “Undergraduate/Graduate Financial Aid Awards” and then select the aid year (2009-2010) to see your award. To apply for any of these funds you will need to print, complete and return the Federal Stafford Loan Application and/or follow the procedures outlined in the Graduate Plus loan application form. Both forms are pdf links in the “Financial Aid Requirements” box in the *MySanDiego* web portal. An example is shown on the next page.

If a Form or Requirement is “Outstanding” or received by the OFA but not yet reviewed, you will see a red flag next to it. A green check mark means the requirement has been satisfied. You can also track the status of your tuition charges, disbursed loan funds and refunds by viewing your account in the My Student Account box.

My Student Account

- View my account
- View my bill
- Make a payment
- Enroll in eRefund (Direct Deposit)
- Authorize a Parent to view and pay my account
- FAQ about student accounts

If you are experiencing any problems with your account and/or unable to pay your student account, please contact mysandiego@sandiego.edu immediately. If you are receiving a message stating "You are not authorized to access this page," please try clearing your cache/temporary internet files on your web browser.

My Payment Deferment Status

If you have any **financial aid** then you **must request** a payment deferment every semester for your account charges covered by financial aid. Click on the link below to request a payment deferment.

[My Payment Deferment Status](#)

My TITLE IV Authorization

I authorize the university of San Diego to pay miscellaneous charges on my student account with my Title IV financial credits. I reserve the right to cancel this authorization at any time in writing, and any cancellation is not effective until received by the Office of Student Financial Services

First Name: Allison
Last Name: Mav

My Financial Aid

Financial Aid Requirements

Requirements	Fund	Status	Message
Federal Graduate PLUS Loan Form	Graduate PLUS Loan	Red Flag	Document
Federal Stafford Loan Application	Fed Unsubsidized Stafford Loan	Green Check	Document
Federal Stafford Loan Application	Federal Stafford Loan	Green Check	Document
Entrance Loan Counseling for Graduates		Green Check	Document
Free Application For Federal Student Aid		Green Check	

Choose Another Year: [Dropdown] Go

[Holds](#) [Financial Aid Status](#)

Financial Aid Awards

[Undergraduate/Graduate Financial Aid Awards](#)
[Understanding your financial aid award 2009-2010](#)

My Financial Aid

- View E-Offer letter (2007-08 & prior years)
- Understanding your financial aid awards & requirements
- Forms & Applications
- Entrance/Exit Loan Counseling
- Financial Aid Deadlines
- Financial Aid News - Fall 2009

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.

1. **Complete Entrance Loan Counseling (ELC) for Graduate Students.** Federal law requires that all students complete this online tutorial and quiz when applying for loans at a new school. You can access ELC by clicking on the link in the Stafford Loan Request form or you can click on the links available on the USD OFA website at www.sandiego.edu/financial_aid.
2. **Complete the Stafford “Loan Request Form/Application.”** This tells the OFA how much of your loan eligibility you wish to use and which lender you will be using.
3. **Complete your Master Promissory Note (MPN).** Using your FAFSA pin number you will be able to complete and sign the promissory note for your loan online. Your lender will notify you that your promissory note is ready approximately 10-14 days after you have returned the Stafford loan application to the OFA.
4. If you are also applying for a Graduate Plus loan, you will apply, online, with the lender of your choice by following the instructions on the One Stop tab in the My San Diego portal.

Which Lender should I choose?

When you click on the **Elmselect** Loan Portal link included in the Stafford loan application or the Graduate Plus loan instruction sheet, 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 and interest rates will be the same for all lenders. Differences occur because some lenders may charge an origination fee or offer different options when you enter repayment. 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 2 to 3 weeks prior to the beginning of your program, the first disbursement should arrive a day or so before the start of class. **According to Federal Regulations, the second loan disbursement cannot be made until the midpoint of your program and loan period.**

All loan funds are transmitted via Electronic Fund Transfer (EFT) to your USD student account. Your student account will reflect a charge for the full tuition for the program, however, only 50% of the tuition charges will be paid from your first loan disbursement. The rest will be refunded to you for books and living expenses. Your refund check which will either be mailed or direct-deposited. You can sign up for direct deposit in the My Student Account box of the One Stop tab in the MySanDiego web portal.

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.

The interest rate on the Federal Subsidized and Unsubsidized Stafford Loans from 07/01/09 to 06/30/10 is a fixed rate of 6.8% .

Federal Graduate Plus Loan

Students whose program budgets exceed the federal Stafford yearly maximum of \$20,500, may apply for a Graduate Plus loan. This is NOT a guaranteed loan and students must be credit-worthy to qualify. The interest rate on the Grad Plus is 8.5%.

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.

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: NON-FEDERAL (ALTERNATIVE) LOANS

For students who were not admitted as graduate students, you may access a list of private lenders by visiting the USD OFA website at http://www.sandiego.edu/financial_aid/loans/ and clicking on the link for the **Non-Federal Loan Application**. You will be able to view the terms and conditions of a number of private loan programs and submit your application online. Read all of the information carefully to determine which of these programs is best suited to your needs.

PART III: Registration

For Students Receiving Federal Loans

Refer to the information on pages 4 and 5 of this guide regarding the length of time required to process the FAFSA and the loan applications 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. Students who have not had loan funds disburse to USD by their registration date or students whose first disbursement is insufficient to cover their tuition charges will be required to fill out a “Payment Deferment” form at the Paralegal Office when they register.

For Students Receiving Non-Federal Loans

If your lender has approved your application for a non-federal loan, but your loan funds will not arrive by your scheduled registration date, please contact Karen Scheer, Financial Aid Counselor for the Paralegal program at (619) 260-2255 or at kscheer@sandiego.edu. She will be able to verify your loan status for the Paralegal Office so that you can complete your registration.

PART IV: 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 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. You are responsible to make payment at registration or on installment contracts 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 V: 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 VI: 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 9:00a.m. to 4:30p.m. Telephone: (619) 260-2255 or a kscheer@sandiego.edu

Always identify yourself as a student in the Paralegal Program.