



USD SCHOOL OF LAW, FINANCIAL AID OFFICE, 5998 ALCALA PARK, SAN DIEGO, CA 92110-2492.
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PLEASE RETAIN FOR FUTURE REFERENCE

2012 - 2013 FINANCIAL AID APPLICATION PROCESS INSTRUCTION SHEET

Students applying for financial assistance for the 2012-2013 academic year (Fall 2012, Spring 2013, Summer 2013) must complete the following requirements:

1. You must file a Free Application for Federal Student Aid (FAFSA).

The FAFSA is required to apply for all financial aid programs. The FAFSA can be completed on the Web at <http://www.FAFSA.ed.gov>. If you prefer, you may complete a paper FAFSA form which can be obtained by calling 1-800-4FEDAID. When you call, make sure to specify that you want the 2012-2013 FAFSA mailed to you.

Please follow the instructions carefully when completing the FAFSA! You must include **“University of San Diego School of Law”** and in the “Federal School Box” use our six-digit Federal Code **“G06976”** so that the results will be sent to the Law School’s financial aid office. The FAFSA priority filing date is **March 1, 2012**. The Central Processor must receive your application by this date, so file early to ensure you meet the priority filing date. This is not a deadline; however, students who apply before March 1, 2012 will have a significantly greater chance of receiving priority consideration for programs with limited funds (i.e. Perkins Loan, Tuition Credit Loan, Federal Work Study, and/or institutional scholarships).

In accordance with federal regulations, any monetary support you received from *parents, friends, or other family members* during the calendar year 2011 must be reported on your FAFSA under the category of “money received, or paid on your behalf.” This includes any money paid directly to you, or money used to pay for your educational or living expenses (i.e. tuition/fees, books, rent/utilities, insurance, car payments, etc) even if the support was considered a loan and will be repaid at a later date. **If you fail to report untaxed income, you may lose all or a portion of your financial aid awards.**

Please remember to make and retain copies of your 2011 federal income tax return, W-2 Forms, and tax schedules before submitting them to the IRS. Failure to make copies may result in delays if your file is selected for verification.

2. You must file a 2012-2013 USD School of Law Institutional Financial Aid Application.

Please complete this application and return it to the Law School Financial Aid Office. We cannot review your application until our office receives the results of your FAFSA. Note: Summer requires completion of a separate Summer 2013 School of Law Institutional Financial Aid Application.

3. You may be selected for a verification process.

If your file is selected for verification by the U.S. Department of Education or by the Law School Financial Aid Office, you may be asked to complete and submit additional forms, including copies of your 2011 federal income tax return, W-2 Forms, tax schedules and analysis follow up forms. Verification is the process of confirming the accuracy of information you reported on your FAFSA. You will be notified if you are selected and given the necessary forms to complete the verification process. Your file will not be reviewed until these forms are received.

4. You will receive an Offer of Financial Assistance.

Your Offer of Financial Assistance is prepared after your file is complete and the Financial Aid Office has finished the review of all required documentation. An Offer of Financial Assistance will be emailed to you outlining the financial aid funds that you may be entitled to receive. You are not required to accept all funds offered to you. If you wish to decline any funds offered, simply notify the Financial Aid Office in writing. For your records, you may opt to print a copy of your Offer of Financial Assistance.

5. Student Loan Application(s)

If you are offered and wish to request Federal Direct Loans (i.e. Subsidized, Unsubsidized and/or Graduate PLUS) you must submit the Federal Direct Loan Request Form to the Law School Financial Aid Office. The Federal Direct Loan Request Form is available online. Once the Law School Financial Aid Office receives your completed request, we will originate your loan(s). The Department of Education may require that you e-sign a Master Promissory Note (MPN).

If you are awarded a Federal Perkins Loan or a Tuition Credit Loan (TCL) based on your exceptionally high need and/or other eligibility criteria, you may be asked to provide additional information supporting your financial need. If during the financial aid review process you are found to be ineligible for the Perkins or TCL, the Financial Aid Office reserves all rights to deny the loan and/or retroactively cancel the award from your student account. To request a Perkins or TCL Award you must print, complete, and return the appropriate loan application to the USD Loan Administration Office. The Perkins and TCL loan applications are available online. To finalize your Perkins or TCL, you must complete and return the promissory note that will be mailed to you by the USD Loan Administration Office.

If you prefer to request a Private Loan, please contact the Law School Financial Aid Office to opt out of the Federal Direct Graduate PLUS Loan. Once the Law School Financial Aid Office has been notified, you must contact the lender directly to apply for a Private Loan. .

The above documents must be submitted by June 1, 2012 to minimize possible delays with tuition payment. Reminder: If your tuition/fees are not paid in full by the tuition payment deadline, the Student Accounts Office will assess a \$150 late fee for that semester.

6. Entrance Loan Counseling

All first-time borrowers at USD School of Law are required by federal regulations to complete Entrance Loan Counseling prior to any federal loans being disbursed. Complete an online Entrance Loan Counseling by visiting the U.S. Department of Education Federal Student Aid homepage at www.studentloans.gov .

7. Graduating Student Requirement

In accordance with federal regulations, you will be required to complete an Exit Loan Counseling during your final semester of law school. You are also required to complete an Exit Loan Counseling if you withdraw, take a leave of absence, or drop to less than half-time status. Complete an online Exit Loan Counseling by visiting the U.S. Department of Education Federal Student Aid homepage at www.studentloans.gov .

If you have any questions regarding the financial aid application process, please call (619)260-4570.

**2012-2013
SCHOOL OF LAW
INSTITUTIONAL FINANCIAL AID APPLICATION**



Student's Information (Please Print)

Last Name: _____	
First Name: _____	MI: _____
Social Security #: _____	USD Law School ID: _____
Telephone #: _____	
E-Mail Address: _____	

Office of Admissions and Financial Aid
5998 Alcalá Park, Warren Hall 203
San Diego, CA 92110
Phone: (619) 260-4570
Fax: (619) 260-2218
Email: lawaid@sandiego.edu
www.SanDiego.edu/law

If you would like to be considered for financial aid, including scholarships please complete this form and submit it to the Financial Aid Office as soon as possible.

Students attending Summer '13 must complete a separate Summer 2013 School of Law Institutional Financial Aid Application.

Please indicate your status for the 2012-2013 (August '12 through May '13) academic year:

STATUS	YEAR LEVEL	PROGRAM	DIVISION	INTENDED UNITS
Entering USD.....	First.....	J.D. Program.....	Full Time.....	Fall '12: _____
Continuing USD....	Second.....	J.D./Dual Degree.....	Part Time.....	Spring '13: _____
Visiting USD.....	Third.....	LL.M. Degree.....		
Transfer.....	Fourth.....	LL.M. Diploma.....	Expected Graduation Date: _____(Month/Year)	
		M. S. L. S.....		

Where will you live during the 2012-2013 academic year (August '12 through May '13)?

Off-Campus/On-Campus With Parents

FAMILY SIZE AND COLLEGE MEMBER INFORMATION

Fill in the information about the people whom you (and your spouse) will support between July 1, 2012 and June 30, 2013.

Include:

- **Yourself** • Your spouse
- Your dependent children
(If they receive more than half of their support from you)

Do not include other people (parents, siblings) unless:

- They live with you and,
- They now get more than half of their support from you, and
- They will continue to get this support between 7/1/12 & 6/30/13

Full Name	Age	Relationship to the student	Will this person attend college at least half-time in the 12-13 school year?		Name of College
			Yes	No	
		The Student			USD School of Law

Did you/your spouse receive support* from anyone during the 2011 calendar year (01/01/11 - 12/31/11)? Yes No

If yes, please list:

Amount of support received from parents¹ during 2011? \$ _____
(¹ Do not include PLUS Loan money used to pay for your undergraduate education.)

Amount of support received from anyone other than parents² during 2011? \$ _____
(² Other relatives, friends, significant other, etc. Do not include Financial Aid Funds.)

[* Support includes any money paid directly to you or money used to pay for any of your educational or living expenses (i.e., tuition/fees, books, rent, utilities, car payment, car insurance, medical/dental insurance, etc.). You must include all support, even if the support is a loan that will be repaid to parents or persons other than parents at a later date.]

Will you receive:

A. Military VHA / BAQ Benefits? Yes No
If yes, please list the amount you will receive: \$ _____ Per Month / Per Year (circle one)

B. Tuition Remission/Reimbursement from Your Employer? Yes No
If yes, please list the amount you will receive: \$ _____ Per Month / Per Year (circle one)

C. Vocational Rehabilitation? Yes No
If yes, please list the amount you will receive: \$ _____ Per Month / Per Year (circle one)

D. Outside Private Scholarship? Yes No
If yes, please list the amount you will receive: \$ _____ Per Month / Per Year (circle one)

Do you want to be considered for Work Study Programs? Yes No

Did you (or will you) attend another college or university during Summer 2012 or Fall 2012? Yes No

If yes, did you receive Financial Aid to cover tuition/expenses? Yes No

If yes, please list the name of the school(s) below:

I certify that all information I have provided on this application and all supplementary forms is true, correct, and complete to the best of my knowledge and belief, and is made in good faith. I further certify that I have never applied for or received financial assistance of any sort with a social security number other than my own as reported on this form. I agree to immediately inform the Financial Aid Office of any changes in my name, address, marital status, financial status, or enrollment status. Awards may be adjusted. Failure to comply with financial aid requirements may render me ineligible for assistance. The USD School of Law Financial Aid Office has my permission to release financial and/or academic information to any person or organization for which I may be eligible to receive their scholarship or other gift aid. I further understand that the university may at any time request information from credit reporting organizations if this information is necessary for an aid award.

I understand that receiving financial aid from the USD School of Law is contingent upon maintaining satisfactory academic progress toward graduation. If my financial aid file is selected for verification, I agree to give proof of the information that I have given on my FAFSA (Free Application for Federal Student Aid) and supplemental forms. I realize that this proof may include a copy of my 2011 U.S. tax return and W-2s. I also realize that if I do not give proof when asked, I may be denied aid. Should the information submitted in support of my application be verified as incorrect, I fully understand that USD has the right to cancel or adjust my financial aid. I further understand that my financial aid file may be audited by a university auditor or a Department of Education compliance auditor, and I may be asked to give proof of information I have provided on any financial aid application form or other document.

I certify that I have received the "2012-2013" Financial Application Process Instruction Sheet." I certify that I have read and fully understand the information contained therein.

Signature of Student

Date

The University prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristic. The University does not by this non-discrimination statement disclaim any right it might otherwise have to maintain its commitment to its Catholic identity or the doctrines of the Catholic Church.

WARNING:

If you purposely give false or misleading information, you may be subject to a fine of up to \$10,000, imprisonment for up to five years, or both.