Office of Financial Aid (OFA)
Frequently Asked Questions

Who should apply for Financial Aid?
The USD OFA recommends that every eligible* student apply for financial aid. Even if you believe you won’t qualify for need-based aid, there are still good reasons to have an application on file.

*To be eligible a student must be:
- A citizen or eligible non-citizen
- Enrolled at least half time
- Not currently in default on any Title IV loan
- Not owe a refund to any institution for any Title IV grant
- Not have an overpayment status on any Title IV aid
- Not classified as a “Special Student” (not admitted to a degree/certificate/credential program)
- Not auditing classes
- Not enrolling for continuing education units

How do I apply?
You will need to complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov, beginning January 1st. Make sure to include the USD school code, which is 010395. DO NOT wait until your taxes are done. Estimate your income. You will have an opportunity to correct errors later. If you wait too long, you might miss the Priority Deadline. For detailed instructions, please review A Guide to Applying/Reapplying for Financial Aid on the USD website in the Guides section at www.sandiego.edu/financial_aid.

What is the Priority Deadline?
The priority deadline is the date you must have your FAFSA completed, and submitted to the Federal Processor with USD’s school code, which is 010395, in order to be considered for priority funding. For Undergraduates, the date is March 2nd, and for Graduate/Credential students it is April 1st.

May I attend part-time and be eligible for Financial Aid?
Yes. Some forms of financial aid do not require a minimum course load. Award amounts are determined by the number of units for which a student is enrolled. For federal funds, a student must be enrolled at least 1/2 time. USD Scholarships/Grants/Merit Scholarships and USD Trust Loans require full time enrollment. USD Scholarships/Grants/Merit Scholarships
can only be used for direct University expenses, such as tuition, fees and on-campus room and board. Cal Grants can only be used for tuition and fees.

**How is Eligibility Determined?**
Financial aid eligibility is the difference between the total cost of attendance at USD and the amount your family is expected to contribute (EFC), as projected on your Student Aid Report. This total cost includes tuition, fees, room and board, an allowance for books, supplies, and other incidental expenses, and a travel allowance when warranted.

**What types of Financial Aid are there?**
There are three basic types of financial aid. **Scholarships and grants** are forms of financial assistance which do not have to be repaid. **Loans**, offered to both students and parents, must be repaid, and **student employment**. Financial aid comes from different sources including USD, private agencies, donors, and from State and Federal governments.

**How long does it take to process a Financial Aid application?**

**Prospective Students:**  
After the student is accepted to USD, the Office of Financial Aid (OFA) downloads the student’s completed FAFSA information. The student is sent an email that his/her initial Financial Aid Award is available and can be viewed on the MySanDiego portal. Awards will start going out in mid-March. If the OFA needs more information from new students, additional documentation may be requested. This subsequent information may affect the student’s eligibility for financial aid. If this occurs, a revised Financial Aid Award will be made available to the student.

**Continuing Students:**  
A continuing student must re-apply for financial aid each year by completing the FAFSA by the March 2nd Priority Deadline. If they are selected for verification, they are not awarded until all requested documents have been received and reviewed. Students not selected for verification will start being awarded April 1st.

*Remember that the processing time depends on the length of time taken by the student to return information and the volume of applications in the process at that time.*

**What if I don’t turn in the requested documentation?**
If a student submitted the FAFSA with the USD school code, but does not complete the application process by turning in the required documentation (either verification or follow-up forms), then they will not receive Financial Aid for that academic year.
Where can I obtain my password for the MySanDiego portal?

Prospective Students:
The username and password for the MySanDiego portal was sent to prospective students in the mail from the Office of Admissions after the prospective student’s application for admission was received. If the student is not able to locate their username and password, they may contact the Office of Admissions. **Only** the prospective student may obtain the password. Due to security and privacy issues, the username and password cannot be released to parents of the prospective student.

Continuing Students:
Students who experience problems logging into the MySanDiego portal should call Tech Support Services at (619) 260-7900. If the student has forgotten his/her password, he/she should click “Forgot password?” Instructions will be emailed to the student’s USD email account.

Where can I see my Financial Aid Award?

Prospective Students:
A Financial Aid Award will only become available after a student has been admitted. The Financial Aid Award is located under the “Become a Torero” or “Required Steps” tab of the MySanDiego portal. Go to the **Financial Aid Status** section, select the academic year, and click where it says, “You have been awarded Financial Aid…” You will be able to view your Financial Aid Award under the Award Overview tab.

Continuing Students
The Financial Aid Award is located under the One Stop Services tab of the MySanDiego portal. Go to the **Financial Aid Status** section, select the academic year, and click where it says, “You have been awarded Financial Aid…” You will be able to view your Financial Aid Award under the Award Overview tab.

Where do I accept or decline my awards?
The student may accept or decline his/her awards after selecting the aid year and after entering the Financial Aid Award. Go to the “Accept Award Offer” tab. Students have the option of accepting, declining, partially declining or deciding later from the drop down menu next to each individual award.

Where can I see if there are any Financial Aid Requirements?
Prospective Students:
The Financial Aid Requirements are located under the “Become a Torero” or “Required Steps” tab of the MySanDiego portal. To see your Financial Aid Requirements, go to the box titled “Financial Aid Requirements” and select the appropriate academic year from the drop down menu. Go to the box titled “Financial Aid Requirements” and select the appropriate Aid Year from the drop
down menu. The Financial Aid Requirements will appear with a red flag if there are any necessary forms or applications to be completed. Please print, complete and return any necessary forms to the Office of Financial Aid. If the form or application has been completed and returned, there will be yellow triangle next to the name of the form or application, showing that it has been received.

Continuing Students:
The Financial Aid Requirements are located under the One Stop Services tab of the MySanDiego portal. Go to the box titled “Financial Aid Requirements” and select the appropriate academic year from the drop down menu. The Financial Aid Requirements will appear with a red flag if there are any necessary forms or applications to be completed. Please print, complete and return any necessary forms to the Office of Financial Aid. If the form or application has been completed and returned, there will be yellow triangle next to the name of the form or application, showing that it has been received.

Where can I see a breakdown of the Cost of Attendance?
The Office of Financial Aid has provided all students with “Understanding Your Financial Aid Award.” This information is available in the Financial Aid Award box under the “Become a Torero” or “Required Steps” tab for prospective students or the One Stop Services tab for continuing students. The link to this information is under the link titled “Undergraduate/Graduate Financial Aid Awards.” There is a Cost Worksheet which gives a general overview of the estimated Cost of Attendance.

Students may also see the Cost of Attendance on their Financial Aid Award. Go to the Financial Aid Status section, select the Aid Year, and click where it says “Your estimated cost of attendance is $xx,xxx”. This contains a breakdown of your cost of attendance based on your housing and enrollment status. If you are unsure what your housing or enrollment status is, you can view that information on your Award Overview.

How do I apply for the loans offered?
To apply for Federal Direct Subsidized, Unsubsidized or PLUS loans, you must accept all or a portion of the loans on your Financial Aid Award. To begin the online electronic process to apply for your Federal Direct Subsidized, Unsubsidized or PLUS loans, please log onto www.studentloans.gov using your (the borrower’s) Social Security Number, date of birth, first two letters of the last name and the FAFSA PIN. Click on “Complete Master Promissory Note (MPN)” and select the appropriate loan MPN type you want to complete. You will provide personal information, school information, two references, and review and sign the MPN with your FAFSA PIN.

For Graduate and Parent PLUS loan borrowers, in addition to completing the Master Promissory Note for a PLUS Loan, you must select and complete the “Request PLUS Loan” application process. To begin the application process, click the appropriate loan type (Graduate PLUS or Parent PLUS) and complete the four step application process. Step 4 of
the process is the Credit Authorization and submission of the application. You will be notified immediately whether you have been Credit Approved or not. If you are not approved, the website will give you four options of what to do next.

New student borrowers applying for Federal Direct Subsidized, Unsubsidized, or Graduate PLUS loans must also complete Entrance Loan Counseling, if it is required. Click on “Complete Entrance Counseling”, and select the category that best describes you (undergraduate or graduate student) and begin the Entrance Loan Counseling session. This process will take approximately 30 minutes.

**Am I required to complete Entrance/Exit Loan Counseling?**
Yes! Students who are first-time borrowers of a Direct Subsidized or Unsubsidized loans are required to complete Entrance Loan Counseling before their loan funds can be released and Exit Loan Counseling before they leave USD. Loan counseling provides the student borrower with helpful information such as borrower’s rights and responsibilities (including payback requirements and options). You may complete the simple online process at: [www.studentloans.gov](http://www.studentloans.gov).

**I am transferring from another school mid-year, may I transfer my aid?**
No. You must apply separately through USD. You will need to update your FAFSA to add the USD school code so that USD can access your FAFSA information. USD’s school code is 010395.

**What if I receive Financial Aid and then withdraw from classes?**
Consult the Office of Financial Aid before withdrawing from classes. You may have to repay a percentage of aid received for the term from which you are withdrawing.

**What happens if I receive an award from a private source other than USD?**
The Office of Financial Aid coordinates all outside awards with your Financial Aid Award from USD; consequently, it is necessary for you to inform the Office of Financial Aid of all outside awards. Most often, outside agencies make awards with the understanding that your school coordinates all sources of aid. USD recognizes both the honor and the extra effort implicit in these awards, and if possible, will adjust your loan and work-study. If the award(s) exceed(s) the total amount of a student’s combined loan and Federal Work-Study (if the student is working under that program), a reduction in the USD need-based Scholarship or Grant will be made.

**When will my outside scholarships post to my USD account?**
Funding will post within 2 – 3 weeks of the check being received by the Office of Financial Aid. To ensure timeliness, please make sure you have returned all information requested by the Office of Financial Aid if you have other funding/loans. Checks must be made payable to the University of San Diego and clearly state the recipients' name and USD ID number.
Checks should be sent at least 2 weeks prior to the start of the semester to:

**Office of Financial Aid**  
**University of San Diego**  
**5998 Alcala Park Drive**  
**San Diego, CA 92110**

What if I need more financial aid than I am awarded? or What if I am not eligible for scholarships or grant assistance, yet my family needs some form of financial assistance?

There are some alternatives for students who do not qualify for scholarships or grant assistance or whose families need help meeting their contribution. The Federal Direct Parent PLUS Program offers parents of dependent students the opportunity to borrow up to the full cost of education each year, less any financial aid. Federal Direct Parent PLUS loans feature low interest rates and various long term repayment periods. For more information contact the USD OFA.

*The Office of Financial Aid “Guide to Alternative Financing” provides options for students and parents (as an addition, or as an alternative to the “need-based” sources of Financial Aid.) The guide is available on the USD OFA website: [www.sandiego.edu/financial_aid](http://www.sandiego.edu/financial_aid)*

What about next year?

Yes! You must reapply EVERY year by the priority deadline.

For more detailed information, please visit the Office of Financial Aid website at:  
[http://www.sandiego.edu/financial_aid](http://www.sandiego.edu/financial_aid)