

*A Guide to Financial Aid  
Consumer Information at USD*



**USD Office of Financial Aid**

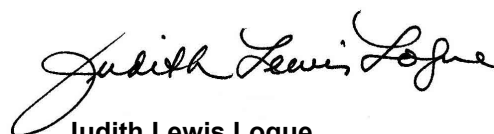
Many students would be unable to attend the University of San Diego without financial aid. In fact, during the 2017-2018 academic year 75% of USD undergraduates received some form of financial assistance to help them with their educational costs.

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 such 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

2018/2019

## TABLE OF CONTENTS

|  |       |
|--|-------|
| Services Offered by the USD Office of Financial Aid .....                                    | 2     |
| <i>Guides</i> 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).....                 | 11-12 |
| Verification .....   | 12    |
| How Financial Aid is Distributed (Packaged) at USD.....                                      | 12-16 |
| Federal Aid Programs .....   | 13-14 |
| Institutional Aid Programs .....   | 15-17 |
| How Financial Aid is Made Available to Eligible Students .....                               | 17-18 |
| 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    |
| Mail & Email Addresses_are IMPORTANT- Also <u>phone numbers</u> .....                        | 20    |
| Matching Social Security Numbers & Names .....   | 20    |
| USD Policy Regarding Financial Aid Exceptions for Disabled Students.....                     | 21    |
| Standardized Budgets Used to Determine Eligibility for Financial Aid .....                   | 21-22 |
| Status Changes (Units/Housing/Resident Assistants) .....                                     | 23    |
| Withdrawal/Leave of Absence and Refund Policy .....  | 24-25 |
| USD Satisfactory Academic Progress Policy .....  | 26    |
| Important Telephone Numbers and Websites.....  | 27-28 |
| Getting Your Financial Aid Questions Answered .....  | 29-30 |
| Putting Together a Total Financial Plan  |       |
| Changes to FAFSA data (Income Increases/Household Size/Number in College) .....              | 31    |
| Searching for Outside Scholarships (see Scam Warning!).....                                  | 31-32 |
| Tribal Scholarships.....   | 32    |
| Money Management .....   | 32    |
| Loan Repayment.....  | 32    |
| Loan Consolidation .....   | 33    |
| Income Tax Liability for Recipients of Grants and Scholarships .....                         | 33    |
| Tax Credits/Deductions for students and parents .....  | 33    |
| Glossary .....   | 34-39 |

*Note: The Office of Financial Aid is often referred to as the OFA.*

**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 website for the most current links to important financial aid information [www.sandiego.edu/financialaid](http://www.sandiego.edu/financialaid).

## Services Offered by the USD 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 website and the MySanDiego portal**
    - [www.sandiego.edu/financialaid](http://www.sandiego.edu/financialaid)
    - [my.sandiego.edu](http://my.sandiego.edu)
  - **Financial Aid handouts** available on the table outside of the Office of Financial Aid (Hughes Center 319).
  - **Financial Aid Advising/Counseling**
  - **Free Informational Guides** that are updated annually and made available on the USD website at [www.sandiego.edu/financialaid/resources/guides.php](http://www.sandiego.edu/financialaid/resources/guides.php)
  - 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 website for exact dates and locations*
- **Outside Scholarship** information (i.e., scholarships from private or government 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 free services offered by the USD Office of Financial Aid.

### The One Stop Student Center (OSSC)

The One Stop Student Center is centrally located in the Hahn University Center on the first floor in Room 126. The purpose of the One Stop Student Center is to consolidate transactions of the Office of Financial Aid, Registrar, and Student Accounts Office in one location. The OSSC assists students with the many of their financial aid questions. Financial Aid Advisors and Financial Aid Counselors are available as needed in the Office of Financial Aid (Hughes Administration Center – Room 319).

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

***Available on the USD website:***

[www.sandiego.edu/financialaid/resources/guides.php](http://www.sandiego.edu/financialaid/resources/guides.php)

- [A Guide to Applying/Reapplying for Financial Aid 2018-2019](#) – Undergraduates
- [A Guide to Applying/Reapplying for Financial Aid 2018-2019- Graduate/Credential Students](#)  
(A Guide to Applying/Reapplying for 2019/20 will be available in October 2018)
- [A Guide to Outside Resources](#)
- [A Guide to Outside Resources for International Students](#)
- [A Guide to Financial Aid Consumer Information at USD](#)
- [A Guide for Students in the Paralegal Program with a Bachelor's Degree](#)
- [A Guide for Students in the Paralegal Program without a Bachelor's Degree](#)
- [A Guide to Alternative Financing](#)
- [A Guide for USD Student Employees](#)
- [A Guide for Supervisors of USD Students Employed under the Federal Work-Study Program](#)

### ***Important Information regarding Money Management Information:***

[www.sandiego.edu/financialaid/financial-avenue.php](http://www.sandiego.edu/financialaid/financial-avenue.php)

[www.ecmc.org/students/financial-awareness-basics-FAB.html](http://www.ecmc.org/students/financial-awareness-basics-FAB.html)

[www.accumulatingmoney.com/](http://www.accumulatingmoney.com/)

[www.mymoney.gov/Pages/default.aspx](http://www.mymoney.gov/Pages/default.aspx)

[www.studentdebthelp.org](http://www.studentdebthelp.org)

## FINANCIAL AID CONSUMER INFORMATION AT USD

Federal (FAFSA) School Code: 010395

A description of USD financial aid programs can be found in the **Undergraduate Course Catalog**, which is online at [catalogs.sandiego.edu/undergraduate/](http://catalogs.sandiego.edu/undergraduate/) and the **Graduate Course Catalog** online at [catalogs.sandiego.edu/graduate/](http://catalogs.sandiego.edu/graduate/). 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, **The Guide to Federal Student Aid** available at [studentaid.ed.gov/sa/sites/default/files/2018-19-do-you-need-money.pdf](http://studentaid.ed.gov/sa/sites/default/files/2018-19-do-you-need-money.pdf). A description of California financial aid programs can be found in the **Fund Your Future Workbook** [www.fundyourfuture.org/#book/](http://www.fundyourfuture.org/#book/) published by the California Student Aid Commission (CSAC - [www.csac.ca.gov](http://www.csac.ca.gov)). A description of how eligibility for USD student aid funds is determined is provided on page 11 of this guide.

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 financial aid offered by the OFA and cannot exceed the student's total documented need.

**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/Reapplying 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 website, [www.sandiego.edu/financialaid](http://www.sandiego.edu/financialaid). Updated guides and applications are generally made available in October, prior to the upcoming academic year. They can be mailed upon request.

The estimated **cost of attendance** including tuition, fees, books/supplies, room/board and transportation is available on page 22 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** website [www.sandiego.edu/finance/student-financial-services/student-accounts/](http://www.sandiego.edu/finance/student-financial-services/student-accounts/). Information regarding standardized budgets used to determine eligibility for financial aid can be found 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 (sometimes referred to as “gift assistance” or “gift aid”) are provided each academic year with the 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 are available in the publication **The Guide to Federal Student Aid** ([studentaid.ed.gov/sa/sites/default/files/2018-19-do-you-need-money.pdf](http://studentaid.ed.gov/sa/sites/default/files/2018-19-do-you-need-money.pdf)) as well as in the *Federal 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 26.

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

## USD Consumer Information

| Information  | Source   |
|--|--|
| <b>Cost of Attendance</b> <ul style="list-style-type: none"> <li>• tuition and fees</li> <li>• estimated cost of necessary books and supplies</li> <li>• transportation costs for all students</li> <li>• any additional costs of a program in which a student is enrolled or has an interest</li> </ul>                 | <ul style="list-style-type: none"> <li>• <a href="http://www.sandiego.edu">www.sandiego.edu</a></li> <li>• OFA Consumer Guide page 22</li> <li>• One Stop Student Center/University Center, Rm 126</li> <li>• <a href="http://www.sandiego.edu/finance/student-financial-services/student-accounts/">www.sandiego.edu/finance/student-financial-services/student-accounts/</a></li> </ul>  |
| <b>USD Academic Programs</b> <ul style="list-style-type: none"> <li>• current degree and other educational and training programs</li> <li>• instructional laboratories and other academically related facilities</li> <li>• faculty and other instructional personnel</li> </ul>   | <ul style="list-style-type: none"> <li>• <a href="http://catalogs.sandiego.edu/undergraduate/">catalogs.sandiego.edu/undergraduate/</a></li> <li>• <a href="http://catalogs.sandiego.edu/graduate/">catalogs.sandiego.edu/graduate/</a></li> </ul>   |
| <b>Information for Students with Disabilities</b>  | <ul style="list-style-type: none"> <li>• Disability &amp; Learning Difference Resource Ctr. Serra Hall, 300</li> <li>• <a href="http://www.sandiego.edu/disability/">www.sandiego.edu/disability/</a></li> </ul>   |
| <b>Name of associations, agencies or government bodies that accredit, approve or license USD and its programs.</b><br><br><b>Procedures by which a student may receive a copy of the documents describing the information to review.</b>   | <ul style="list-style-type: none"> <li>• <a href="http://catalogs.sandiego.edu/undergraduate/">catalogs.sandiego.edu/undergraduate/</a></li> <li>• <a href="http://catalogs.sandiego.edu/graduate/">catalogs.sandiego.edu/graduate/</a></li> <li>• <a href="https://www.wscuc.org/institutions/university-san-diego">https://www.wscuc.org/institutions/university-san-diego</a><br/>- Accreditation Documents</li> </ul>  |
| <b>USD Withdrawal and Refund Policy</b> <ul style="list-style-type: none"> <li>• Institutional refund policy</li> <li>• procedures a student must follow to officially withdraw from USD <ul style="list-style-type: none"> <li>• calculation of Return of Title IV federal funds for withdrawals</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Center for Student Success University Center 114</li> <li>• Office of the Dean (Undergraduates) – <ul style="list-style-type: none"> <li>-College of Arts &amp; Sciences Founders 114</li> <li>-School of Business Administration Olin Hall 341</li> <li>-School of Nursing &amp; Health Sciences Hahn SON 211</li> </ul> </li> <li>• Graduate Records Office (Graduates) Founders, 117B</li> <li>• <a href="http://www.sandiego.edu/financialaid/resources/guides.php">www.sandiego.edu/financialaid/resources/guides.php</a><br/>-Guide to Financial Aid Consumer Information pp. 24-25</li> </ul>  |
| <b>Completion/graduation and retention rates for freshmen who are certificate/degree-seeking full-time students</b>  | <ul style="list-style-type: none"> <li>• <a href="http://www.sandiego.edu/irp/">www.sandiego.edu/irp/</a></li> </ul>   |
| <b>Crime Awareness and Campus Security Report</b>  | <ul style="list-style-type: none"> <li>• <a href="http://www.sandiego.edu/safety">www.sandiego.edu/safety</a></li> </ul>   |
| <b>Drug and Alcohol Abuse Prevention Information</b>   | <ul style="list-style-type: none"> <li>• <a href="http://www.sandiego.edu/chwp">www.sandiego.edu/chwp</a></li> </ul>   |
| <b>Family Education Rights and Privacy Act (FERPA)</b>   | <ul style="list-style-type: none"> <li>• <a href="http://www.sandiego.edu/registrar">www.sandiego.edu/registrar</a></li> </ul>   |
| <b>Athletic Participation Rates and Financial Support Data</b><br><br><b>Completion or Graduation Rates and First-Time Freshman Retention Rate for Student Athletes</b><br><br><b>Athletic Revenue and Expense Information</b>   | <ul style="list-style-type: none"> <li>• Office of the Director of Athletics Sports Center</li> <li>• Office of Institutional Research and Planning/ Department of Athletics Hughes 103 Sports Center</li> <li>• Accounting Office and/or Director of Athletics Hughes Admin. Ctr., 335 Sports Center</li> </ul>   |
| <b>USD Employees available (upon reasonable notice) to Disseminate Consumer Information</b>  | <ul style="list-style-type: none"> <li>• Manager of Student Financial Services Hughes Admin. Ctr., 203</li> <li>• Director of Financial Aid Hughes Admin. Ctr., 302</li> <li>• Director of Admissions Manchester Hall 201</li> <li>• Director, Disability &amp; Learning Diff Resource Ctr..Serra Hall, 300</li> <li>• Institutional Research and Planning Hughes Center, 103</li> <li>• USD Librarian Copley Library</li> <li>• Office of the Provost Hughes Admin. Ctr., 214</li> <li>• Asst. VP for Public Safety HC, 144</li> <li>• Director of Center for Health and Wellness Promotion UC, 161</li> <li>• Registrar Founders Hall, 117</li> <li>• Director of Athletics Sports Center</li> </ul> |



# 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 are 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 Office of the Registrar's website at [www.sandiego.edu/registrar/ferpa/form.php](http://www.sandiego.edu/registrar/ferpa/form.php). 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 certain 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 (Appeal Letters)

**Note: All requests for review (appeal letters) must be signed and dated. Emails from a student's USD email account or from the email address listed for any individual listed on a student's FERPA authorization will be accepted, but those from any other account will not.**

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. Denied appeals may be reviewed by 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 cancelled or changed. If parent(s) or students estimate income or other information on the FAFSA that is not later substantiated by the IRS Data Retrieval on the FAFSA, or IRS Tax Transcript, the previously offered financial aid can be cancelled or changed. Cases involving fraud will be submitted to the U.S. Office of the Inspector General.
2. **DRUGS AND CONSEQUENCES** - A federal or state drug conviction for possession, sale, or conspiring to sell illegal drugs can affect your eligibility to receive federal student financial aid (including loans, grants, and Federal Work-Study).
3. **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.
4. **DEFAULT/REPAYMENT** - Students must certify on the FAFSA that they are not in default on any loan made under the Federal Direct Subsidized and/or Unsubsidized Loan Program (and all Federal Family Education Loan Programs - FFELP), Federal Direct 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 or Teach, for attendance at ANY institution. In the case of Federal Direct Parent PLUS Loan applicants, the student **and** parent borrower must certify to the above.
5. **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 26.
6. **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 requirements (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 may need to 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. When the award shows "estimated", a student needs to check their portal to see what additional documents or forms are required and will not be penalized with a hold or late charge.

**It is each student's responsibility to make certain all aid is properly credited to his/her account by the deadline given by the Student Accounts. Students who fail to do so may have their aid cancelled, reduced and/or be charged a late fee.**

7. **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 \$800 is recommended). If the USD OFA has not received a student's processed FAFSA and other required documents 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.
8. **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 the OFA, 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 Center for Student Success and a graduate 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 also notify the Graduate Records Office, Founders 117B. Both undergraduate and graduate students must notify their lender(s), and/or servicers 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 page 21).
9. **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 (half-time enrollment). Students may decline or reduce (in writing) the loan portion of their *Financial Aid Award* if they feel they can manage without it. Federal Direct Subsidized and Unsubsidized loans and/or Federal Direct PLUS eligibility which has been declined may later be reinstated upon written 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 may request in writing that the Office of Financial Aid return the funds.

If the borrower requests to return all or a portion of their loan funds, the request must be submitted in writing to the OFA. The written request must include the amount of funds to be returned; the loan program the funds are being returned to; and either the voided USD refund check or a personal check made payable to the University of San Diego (if direct deposit was used). This request must be submitted to the Office of Financial Aid within 30 days of receipt of funds (posted to their student account).

## **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 applications on time and accurately completed.
2. Provide correct and complete information.
3. If requested, provide all required documentation, verification\*, corrections and/or new information within the specified deadlines requested.
4. Check their USD e-mail address on a regular basis and the USD MySanDiego portal.
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 page 26).
10. If student is a dependent, make sure all information requested of parents is submitted to the OFA.

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

## Who Provides Financial Aid?

2017-18

| Sources            | Amount                  |
|--------------------|-------------------------|
| USD & USD Donors   | \$105.56 million        |
| Federal Government | 108.93 million          |
| State Government   | 4.78 million            |
| Outside Sources    | <u>7.42 million</u>     |
| <b>Total</b>       | <b>\$226.69 million</b> |

(Includes summer sessions '18, parent loans and estimated on-campus employment)

## Who Receives Financial Aid?

During the 2017-2018 academic year, 75% of USD undergraduates received some form of financial assistance totaling **\$172.19 million** (including more than \$32.82 million in Federal Direct PLUS loans received by their parents). In addition, 77% of USD graduate students received **\$48.09 million**. Students in the Paralegal Program received roughly **\$1.13 million** in student loans during the 2017-18 academic year.

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 By Type of Assistance Received (Does not include parent loans)

|                                |     |
|--------------------------------|-----|
| Scholarships and Grants        | 82% |
| Loans                          | 16% |
| Part-time Employment On Campus | 2%  |

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)**.

In order to be considered for certain federal and USD need-based funds, the student must complete the *FAFSA* by the priority deadline (see deadlines below) and provide additional information as requested by the three week deadline. Access to the FAFSA is available at [www.fafsa.gov](http://www.fafsa.gov). October 1st, prior to the start of the academic year for which the student is requesting financial aid or the student can access the FAFSA through the USD OFA website ([www.sandiego.edu/financialaid](http://www.sandiego.edu/financialaid)).

Prior to completing an online FAFSA, it is recommended that students and parents of dependent students first obtain a Federal Student Aid Username and Password. To create the new FSA Username and Password, go to: <https://fsaid.ed.gov> and follow the steps to apply for the FSA ID#.

The USD OFA determines a student's eligibility after reviewing the information submitted on the *FAFSA* and other documents 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 **The Guide to Federal Student Aid** ([studentaid.ed.gov/sa/sites/default/files/2018-19-do-you-need-money.pdf](http://studentaid.ed.gov/sa/sites/default/files/2018-19-do-you-need-money.pdf))). Some students will be selected for **Verification** (see page 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 need 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 application before specified deadlines and meet the criteria for the various financial aid programs. Those students are "priority applicants." **USD financial aid priority deadlines** for 2018-2019 (Fall and/or Spring Semesters):

**Priority Deadline** for **All** Undergraduate Students  
(First year/Continuing/Transfers) (FAFSA submission).....March 2, 2018  
Deadline for FAFSA & GPA Verification Forms for new **Cal Grant A & B** Applicants.....March 2, 2018  
(must be received by the California Student Aid Commission)

**Priority Deadline** for New and Continuing Graduate students and Credential only students.....April 1, 2018

Current deadline information is available in **A Guide to Applying/Reapplying for Financial Aid at USD**, which is updated annually and becomes available in October. All applicants for financial aid at USD are advised to use that guide. The guide is available, along with application information, at the USD OFA or on the OFA website, [www.sandiego.edu/financialaid](http://www.sandiego.edu/financialaid) in October preceding the academic year for which financial assistance is needed. **Application forms are not mailed to students unless there are unusual circumstances.**

**It is the student's responsibility to meet the priority deadlines and ensure that his/her FAFSA is submitted electronically by the appropriate priority deadline.**

### Admissions Status

**A student should not wait until he or she has been admitted to USD before applying for financial aid. It is important to apply by the priority deadline (see previous page of deadlines). However, the OFA will not begin**

processing an aid application until the student is admitted. Undergraduate first-year students who meet the financial aid application deadline in this Guide and are admitted **BEFORE May 1, 2018** and transfer students who meet the financial aid priority and who are admitted before June 1, 2018 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 deadline in this Guide and are admitted **BEFORE August 1, 2018** 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 to determine the accuracy of information provided on the student's FAFSA. Applications may be selected for verification by the federal CPS (Central Processing System) or by the school. The OFA 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. Such documentation may include the IRS-Data Retrieval Tool or IRS Tax Return Transcript 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 within three weeks. 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 TEACH Grant or employ a student under the FWS program until the required documents for verification are received from a selected applicant. USD will withhold the proceeds of any Federal Direct Subsidized and/or Unsubsidized Loan and Federal Direct PLUS Loan and will return the funds to the U.S. Treasury for applicants selected for verification who do not 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 complete the financial aid application process are offered a combination (i.e., *package*) of financial aid from various sources. These sources may 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*) through an e-mail notification when they may access their award through the MySanDiego portal. For incoming students, e-mails will be sent to the e-mail address on file with the Office of Undergraduate Admissions until the student deposits. Enrolled students will receive an e-mail through their USD e-mail account notifying them that their Financial Aid Award is available to view. Students use their USD e-mail username and password to access their *Financial Aid Award* through the MySanDiego portal, (Torero Hub Tab/My Financial Aid page). Students will need to locate the Financial Aid Requirements channel to retrieve and complete all or any necessary verification information and/or loan or work applications.

**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 offered 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.**

**Note: Students must respond to the OFA within three weeks of notification (even if they are going to request an extension).**

## FEDERAL PROGRAMS:

**Federal Supplemental Educational Opportunity Grant (SEOG)**  
**Federal Direct PLUS Loan for Parents of Undergraduate Students**  
**Federal Direct PLUS Loan for Graduate Students**  
**Federal Direct Subsidized Loan for Undergraduate Students**  
**Federal Direct Unsubsidized Loan for Grad& UG Students**

**Federal Pell Grant**  
**Federal Work-Study**  
**Federal TEACH Grant**  
**Yellow Ribbon Program**

The above federal programs are described in the federal publication *The Guide to Federal Student Aid* ([studentaid.ed.gov/sa/sites/default/files/2018-19-do-you-need-money.pdf](http://studentaid.ed.gov/sa/sites/default/files/2018-19-do-you-need-money.pdf)). 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 and to the OFA. Federal Direct Unsubsidized Loans and Federal Direct PLUS loans **do not**. Parents who wish to borrow using the Federal Direct PLUS program are required to submit the FAFSA, and are required to complete the USD PLUS Loan Application Process on the USD OFA website, as well as a credit authorization and MPN through studentloans.gov. Graduate students borrowing under the Federal Direct Graduate PLUS Loan program are required to complete the FAFSA and the Graduate Loan process on <https://studentloans.gov>.

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 \$6095 for 2018-2019.

The **Federal SEOG (Supplemental Educational Opportunity Grant)** 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 \$574.

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. However, due to federal sequestration the maximum grant if disbursed before 10/1/18 is \$3,736 and after 10/1/18 is \$3,752. 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 do not complete this service obligation, all amounts of TEACH Grants that you received will be converted to a Federal Direct Unsubsidized 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. To be considered for a TEACH Grant you must first meet with the Assistant Dean in the School of Leadership and Education Sciences and complete the TEACH Grant Counseling and Agreement to Serve (ATS) each year.**

**Federal Work-Study (FWS)** is limited to funds appropriated by Congress. Students may generally earn up to \$3,600 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 continuing students with demonstrated financial aid 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 Torero Store, USD Telefunding or other on-campus jobs that are posted outside the Student Employment Center (Hughes Center 313). Students who do not have Federal Work-Study as part of their financial aid award may complete an appeal form that will allow them to be evaluated for FWS employment. This form can be found on the Financial Aid webpage under the Student Employment tab. They may also appeal for FWS if funds and positions become available.

**Federal Direct Subsidized and Unsubsidized Loans and Federal Direct PLUS Loans** are available throughout the academic year. The average Federal Direct Subsidized Loan for 2017-2018 for undergraduates was \$4282. The average Federal Direct Unsubsidized Loan for 2017-18 for undergraduates was \$3385. The average Federal Direct Unsubsidized Loan for graduate students was \$19,751. For graduate students who borrowed Federal Direct Graduate PLUS, the average loan was \$22,078. The average Direct PLUS loan for parents of undergraduate students was \$27,366. **Note: Students are offered the maximum Federal Direct Subsidized loans and/or Federal Direct Unsubsidized loans 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.**



The maximum amounts students are eligible to borrow in the Federal Direct Subsidized and Unsubsidized loan programs increases with advanced class standing (based on completed units). Financial aid recipients generally see the following Federal Direct Subsidized and/or Unsubsidized 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.

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

### **USD Yellow Ribbon Program**

The University of San Diego participates in the Yellow Ribbon Scholarship Program. Students who are eligible for the Veteran's Administration Post 9/11 GI Bill work closely with the USD Campus Certifying Official to have enrollment certified at USD and communicated to the Veteran's Administration. Once the student's enrollment has been certified to the VA, the Office of Financial Aid will be informed of the type and amount of VA Post 9/11 and or Yellow Ribbon benefits the student will receive for the 2018-19 academic year. The Campus Certifying Official, the Scholarship Coordinator and the Financial Aid Counselor for Federal and State Grants in the Office of Financial Aid work very closely to award the Post 9/11 benefits and Yellow Ribbon benefits to eligible graduate and undergraduate students in coordination with other financial aid.

If the Veteran's Administration has certified a student's eligibility for the Yellow Ribbon Program, a student may use that benefit at USD. Participants in USD's 2018-19 Yellow Ribbon Program for undergraduate students, will receive a maximum of \$9,750 USD Yellow Ribbon Scholarship for one academic year of full-time undergraduate study. This Yellow Ribbon USD Undergraduate scholarship will be matched by the federal government with an equal amount of VA Yellow Ribbon Scholarship funding. If the student is a graduate or doctoral student at USD, he/she will receive up to a maximum of \$7273 in USD Yellow Ribbon Scholarship for the academic year of full time study. This Yellow Ribbon Scholarship will be **matched** by the federal government with an equal amount of VA Yellow Ribbon Scholarship. In addition, as of August 2018, the VA will provide a maximum of \$23,671.94 Post 9/11 grant toward tuition and fees. This new VA legislation requires the \$23,671.94 be awarded to a student entirely in the Fall 2018 semester as long as the tuition and fees are at least equal to \$23,671.94. Due to this requirement each USD full-time undergraduate Yellow Ribbon recipient will be awarded the entire \$23,671.94 in the Fall 2018 semester. The difference between the undergraduate full-time tuition and mandatory fees of \$24,679 for Fall 2018 semester and the \$23,671.94 VA 9/11 will be provided by equal amounts of USD Yellow Ribbon Scholarship of \$524.33 and a VA Yellow Ribbon Scholarship of \$503.53. This procedure is applied to graduate students eligible for Yellow Ribbon Scholarship as well. If a graduate student has more than \$23,671.94 in Fall 2018 semester tuition and fees, the student will receive the entire \$23,671.94 in the Fall 2018 and will be eligible for Yellow Ribbon Scholarship funding from both the VA and USD in equal amounts to cover the balance of tuition and fees up to an annual maximum of \$7,273 depending on enrollment.

Please note the Terms and Conditions of the USD Yellow Ribbon Program stipulate that any Grant or Scholarship funding a student receives from the University of San Diego counts toward their Yellow Ribbon Scholarship. For example, if a student has received a Financial Aid Award including a \$24,000 USD Scholarship, the student has already received more than the maximum amount of Yellow Ribbon Scholarship funding and will not receive any additional USD Yellow Ribbon Scholarship funding. A portion of the student's USD Scholarship will be renamed the Yellow Ribbon USD Undergrad Scholarship **so the VA will provide matching funds**. However, if a student receives a Financial Aid Award including a \$6500 USD Grant for the academic year, the USD Grant of \$6500 will be renamed a Yellow Ribbon USD Undergraduate Scholarship and the amount will be increased to a maximum of \$9750 for an undergraduate or \$7273 for a graduate student, depending on their enrollment.

Please note these Terms & Conditions are subject to change by the Veteran's Administration.

## INSTITUTIONAL PROGRAMS:

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

Alcalá Scholarship

Trustee Scholarship

Presidential Scholarship

University Ministry Scholarship

Circle of Excellence Scholarship

USD Grant (USDG)/ USD Scholarship (USDS)

USD Graduate Grant (USDGG)

USD Dean's Graduate Merit Scholarship

Academic Excellence Scholarships

Sister Duchesne Scholarship

USD Trust Loan

Catholic Education Scholarship

### Scott MacDonald Community Scholarship Program

Undergraduate merit scholarships are offered to entering freshmen of high academic achievement without regard for documented need. Entering freshmen may be considered for the **Alcalá, Trustee, Presidential, and Circle of 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 \$35,000 annually depending on the number of units for which they are enrolled.

The USD OFA determines a student's eligibility for USD institutional funds after reviewing the information submitted on the *FAFSA* and any other required documents. After federal and state grants (including Pell, FSEOG, TEACH and Cal 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 need-based grant or scholarship funds is determined at the time the student enters USD and this maximum will not increase 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 select number of underrepresented students with high achievement.

### University Ministry Scholarship

The USD University Ministry Scholarship is designed to encourage and support students to grow in their faith, discern their vocation, explore ways of being in solidarity with those in need and to be prepared to help address humanity's urgent challenges. The annual renewable scholarship is available to Catholic students who have demonstrated consistent engagement and servant leadership in their parish, school and community. Those who receive the award will be expected to continue their engagement and servant leadership at USD through the programs offered by our University Ministry Center. The scholarship is \$5,000 per year and approximately 20 students each year are selected. To be eligible, students must be admitted to the university and complete a short scholarship application. They must also have a completed Free Application for Federal Student Aid (FAFSA) on file with the Office of Financial Aid.

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

**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 Office of the Provost. There are different maximum awards for each SD's comment: fund. 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 *Financial Aid Awards*.

### **Scott MacDonald Community Scholarship Program**

The MCS is a four year \$5000/year scholarship for students who have the ability to benefit from a need based scholarship. MCS recipients will be selected by the Offices of Financial Aid and Admissions in consultation with the Mulvaney Center and will receive a scholarship to perform meaningful community service. Each MCS Scholar will have the opportunity to collaborate and create projects with their peers connecting service as an engaged scholar to their own personal growth, education and identities as students. During the span of four years, each scholar will have the opportunity to create her or his own signature community engagement project.

**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 Direct Subsidized Loan eligibility and, in most cases, part-time employment earning potential is considered before a Trust Loan is offered. The donor-funded Trust Loan is a 0% interest loan. The USD Trust Loan requires that a student provide an electronically signed Master Promissory Note for an initial loan and, (after MPN is on file) a contract is required each year. Loan and Student Account Resolution Department (Hughes Center 209) will notify the borrower with instructions on when and how to complete the electronic promissory note. **If you have not received a Trust Loan**

**Promissory note via email, contact the Loan and Student Account Resolution Department at (619) 260-4130 to check on the status of the loan requirements. Failure to meet the designated deadline can result in cancellation of the loan.** Deadline and procedural information is provided with the *Financial Aid Award*. **Note: If the Trust Loan goes into default (60 days past due), the interest changes from 0% to 10%.**

**USD Graduate Grant** funding is available to graduate students in designated graduate programs who meet the priority deadlines and show high documented need. The maximum USDGG is \$8,640 and the average received for 2017-2018 was \$6,090.

In offering a student a Financial Aid Award, 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). 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 FAFSA and GPA verification 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. Continuing Cal Grant recipients must meet income and asset ceiling requirements each year to renew the awards. Note: If a student receives a Cal Grant, it may directly reduce or replace a USD Scholarship or a USD Grant, they may have been awarded.

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

Private outside scholarships may be used to reduce or eliminate unmet need and 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).

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.

If a student's *Financial Aid Award* includes a Federal Direct Subsidized Loan or Unsubsidized Loan and the student has not been offered the annual maximum amount, he/she may submit information regarding **additional documented expenses** to be considered for the program maximum (see page 21). Specific instructions are

available at the USD Office of Financial Aid and on the USD OFA website. The form is called, "Additional Expenses" and is available on the OFA website, under "Forms". See page 14 for the maximum Federal Direct Loan amounts available at each grade level.

**Federal Direct PLUS, Federal Direct Unsubsidized Loans and private (non-federal) loans (see the OFA website for more information)** may 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 lower interest loans offered in their financial aid packages first and consult the *Guide to Alternative Financing* before considering private loan programs. Private loan interest rates are either tied to the US Treasury Prime rates or the LIBOR (London Interbank Offered Rate) rates. Interest rates can fluctuate and are usually adjusted quarterly and often not "capped". If interest rates are low, the Private Loan rates can be low. Repayment terms can vary depending on the lender and many lenders are now allowing for deferments and grace periods, before beginning repayment.

## 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 Loan and Student Account Resolution Department is responsible for the disbursement and delivery of financial aid.

After accepting the Financial Aid Award through the MySanDiego portal, scholarships and grants, including the Federal Pell Grant and State Cal Grant, are credited to the student's account each semester. USD Trust Loan funds are credited to a student's account at the start of each semester, **after** the student completes all necessary documents and the on-line electronic Master Promissory Note. The Loan and Student Account Resolution Department will email the borrower the link to complete the online electronic Master Promissory Note before the start of the Fall semester (Spring semester for mid-year entry).

Students who are notified of their eligibility for Federal Direct **Subsidized and Unsubsidized loans, and/or Federal Direct PLUS Loans**, may complete the loan application process as described in the attachments to the *Financial Aid Award*.

First-Year-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. Once signed, the MPN may be used for a maximum of 10 years. The exception to this is if a Federal Direct Graduate or Parent PLUS loan is initially denied and later approved with an endorser, the MPN becomes a single loan note. After a PLUS Loan is credit approved with an endorser, any subsequent PLUS Loan will require a new MPN from the borrower and, if borrower is denied again, a new Endorser Addendum will be required.

### Electronic Fund Transfer (EFT)

USD receives Federal Direct Loan funds from the U.S. Department of Education via Electronic Fund Transfer (EFT). Through this process, loan proceeds are electronically transmitted to USD and automatically deposited into a student's university account at the Loan and Student Account Resolution Department. Students applying for private, nonfederal loans will also have their loan funds delivered via EFT.

All loan proceeds will be received by USD in two separate disbursements. The first is usually made available approximately 10 days before the first day of class, if all documentation is submitted by the appropriate deadlines. The second disbursement cannot be disbursed until the mid-point of a student's loan period, according to federal regulations. 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 Loan and Student Account Resolution Department.

Funds from a Federal Direct Subsidized and/or an Unsubsidized Stafford loan, or the Federal Direct Parent or Graduate PLUS Loan will not be released to the student's account if a student is enrolled for a different number of units than is indicated on the *USD Financial Aid Award*. In addition, the student's housing status **must** match the

status indicated in the *USD Financial Aid Award*. **If EFT funds are received and units and/or housing status do not match, the funds must be returned to the Department of Education 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 U.S. Department of Education website: <https://studentloans.gov>. If a student has questions regarding Entrance Loan Counseling or the federal loan programs, he/she should contact the USD One Stop Student Center. *When a student completes Entrance Loan Counseling on the Web, the results will be electronically transmitted to the USD Office of Financial Aid within one week.*

**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 has been deposited or mailed to student's address. When the excess is created by the application of funds from the Federal Direct 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. Refund checks are mailed or the student may sign up for Direct Deposit.

## 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 and Federal Pell Grants. Loan sources vary from year to year and an acceptable credit history may be required. The application forms are available on the Financial Aid website in early October for the Intersession and in early February for the Summer Session(s).

While there are a variety of programs available for Intersession and Summer, students can generally anticipate seeing an increase to their *USD 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, *USD 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 for further details.

## STUDY ABROAD OPPORTUNITIES

A student may utilize financial aid to participate in USD Study Abroad Programs. 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. Generally, outside scholarships may be used for study abroad.

**A student who wishes to participate in a USD Study Abroad program 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 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-Attorney to endorse checks and authorize fund transfers.** The Power-of-Attorney cannot be a university employee. It is usually a parent or relative. If it is the student's first year to apply for a Federal Direct Subsidized or Unsubsidized loan, the student is responsible for completing Entrance Loan Counseling (<https://studentloans.gov>) and MPN before leaving San Diego.

\*USD Scholarships and Grants are not refundable to the student and must be used for direct university expenses (e.g., tuition, fees, on-campus room and board). Cal Grants must be used for tuition and fees. There is an exception for students who are receiving a Cal Grant B Access Award since that award may be used to pay for other educational expenses.

## TEACHING CREDENTIAL

Note: An entering first-year student who wants to become a teacher may seek advice 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). However, the parent PLUS loan is not available. Undergraduate USD institutional funds (USDS or USDG) cannot be used for this purpose. Such students are eligible to apply for an undergraduate Federal Direct Subsidized and/or Unsubsidized Stafford Loan of up to \$7,500 annually. (Eligible dependent students may borrow up to the aggregate undergraduate maximum of \$31,000 (\$23,000 maximum Federal Direct Subsidized Loan) (\$5,500), 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 \$57,500. Since the students are not considered to be in a graduate program, their dependency status will still be *dependent* unless they qualify as an independent student 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 Federal Direct Unsubsidized Loan of up to \$20,500 and may borrow up to their Cost of Attendance from the Federal Direct Graduate PLUS program. Eligible students may borrow up to the cumulative undergraduate/graduate Federal 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.

Students may 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 if 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 Federal Direct Subsidized and Unsubsidized Loans and/or Federal Direct PLUS Loans. Such students are limited to undergraduate maximums and annual limits. Upon appeal, Federal Work-Study is 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.

## **MBA/LAW - JOINT DEGREE (WITH USD SCHOOL OF LAW)**

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.

## **PARALEGAL GRADUATE CERTIFICATE PROGRAM**

Students accepted to the Paralegal Graduate Certificate Program are only eligible for Federal Direct Unsubsidized Loans and/or Federal Direct Graduate PLUS loans. For specific information and eligibility criteria pertaining to financial aid, students should review the Guide for Students in the Paralegal Program available on the OFA website ([www.sandiego.edu/financialaid](http://www.sandiego.edu/financialaid)). 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.

## **MAIL AND EMAIL ADDRESSES ARE IMPORTANT**

USD students are required to have a USD email address and to monitor it. *USD 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 until the student deposits. For continuing USD students, notification regarding their *Financial Aid Award* will be sent to their USD e-mail account.

Although most notices will be sent by e-mail to the student's USD e-mail address, some information will still be sent to students by regular mail. The USD Office of Financial Aid sends information to the **mailing address** the student has on file in the **USD Registrar's Office**. Students must keep their mailing address up to date at all times. Use the My.SanDiego.edu portal to update your addresses and phone numbers.

## **MATCHING SOCIAL SECURITY NUMBER AND NAME ARE VERY IMPORTANT**

**If the student's Social Security Number with the USD Office of the Registrar differs from that at the USD 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.**

**You must notify the One Stop Student Center of any change or correction and provide a Birth Certificate and/or Social Security card to correct or change those personal identifiers.**



## 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 & Learning Difference Resource Center at (619) 260-4655. Once that information is provided, the USD Office of Financial Aid will determine a student's eligibility for **institutional** funding based on recommendations from the Director of Disability & Learning Difference Resource Center. Eligibility for federal and state grants must follow federal and state policy. The student will receive whichever package is in his/her best interest. The Office of Financial Aid may reduce an approved student's financial aid award proportionally based on their units.

## 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 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 Direct Subsidized and Unsubsidized Loans and/or Federal Direct 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 budget does not reflect their actual expenses may submit their budget for review. If there are unusual documented expenses, the USD 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 and on the USD OFA website under "Forms".

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, unless they are required by a degree program.

In most cases, initial *USD Financial Aid Awards* are based on 12-18 units per semester for undergraduate students, 9 units per semester for graduate students, 6 units per semester for doctoral 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 USD Office of Financial Aid in writing by August 1 in order to be considered for the maximum amount of grant.**

**USD ESTIMATED COST OF ATTENDANCE  
STANDARDIZED STUDENT BUDGETS  
2018-2019**

**Tuition and Fees**

**Undergraduates**

Tuition is \$1,680 per semester unit for undergraduates who enroll in 1-11.5 units or a 'flat rate' of \$24,375 for students taking between 12 and 18 units per semester. Any student exceeding their applicable 'flat rate' will be charged \$1,680 per unit.

**Graduates**

**Actual Tuition Charged:**

|   |         |
|---|---------|
| Arts & Sciences                           | \$1,495 |
| School of Business                        | \$1,475 |
| School of Leadership & Education Sciences | \$1,465 |
| School of Nursing                         | \$1,500 |
| School of Peace and Justice               | \$1,200 |

**Fees**

Undergraduate students will be charged fees of \$608 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 \$354 per academic year for students enrolled in 7 or more units per semester, \$332 per academic year for students enrolled in 3.5-6.5 units and \$312 per academic year for students enrolled in 3 units or less.

**Other Allowed Costs per Academic Year\***

|                                    | Campus<br>Resident | Parents'<br>Home | Off-campus      |
|------------------------------------|--------------------|------------------|-----------------|
| Room and Board (average)           | \$12,980           | \$5,418          | \$13,779        |
| Books and Supplies                 | 1,920              | 1,920            | 1,920           |
| Personal expenses                  | 2,394              | 3,258            | 2,997           |
| Transportation                     | 846                | 1,107            | 1,251           |
| Undergraduate Stafford Loan fees** | 71                 | 71               | 71              |
| PLUS Loan fees**                   | <u>1,258</u>       | <u>1,258</u>     | <u>1,258</u>    |
| <b>Total</b>                       | <b>\$19,469</b>    | <b>\$13,032</b>  | <b>\$21,276</b> |

Note: Graduate Stafford Loan fees are \$228  
Graduate Student PLUS loan fees are \$1008

\* Two semesters

\*\*For students who use these loan programs

ALL COSTS ARE SUBJECT TO CHANGE

All University of San Diego undergraduate and graduate full-time students are required to carry health insurance. This requirement ensures that students in need of health and/or mental health care beyond the scope of services provided at USD by the on-campus Wellness Units, can access the appropriate resources in the community.

When students access their Student Bill, they will notice a charge for the USD sponsored Student Health Insurance Plan on their Student Account. Students will have the option of accepting coverage or waiving the charge if they already have health insurance. Removing this charge and waiving coverage can be done online by answering a few questions regarding your current insurance coverage. The process of waiving is easy and is available online at [www.gallagherstudent.com/usd](http://www.gallagherstudent.com/usd).

## STATUS CHANGES

Since *USD 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), USD Grant (USDG), 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 Direct Subsidized and/or Unsubsidized Loans, Federal Direct PLUS 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 and Federal Work-Study may, under special circumstances, be available to eligible students attending less than half time. **Important:** Federal Regulations require that undergraduate students who are graduating mid-year must have their Federal Direct Subsidized and Unsubsidized loans proportionally prorated based on the actual number of units for which they are enrolled.

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

Students considering applying for **RESIDENT ASSISTANT** positions need to request in writing an *estimate* of their revised Financial Aid Award, taking into account the financial benefit of an RA award. Students will be notified if/how their financial aid package would change. If the student accepts a *Resident Assistant* position for the upcoming academic year, their revised Financial Aid Award will include the RA award. The revised award assumes 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. Maximum USDGG is based on 12 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 Direct Unsubsidized Loans and Federal Direct Graduate PLUS 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 Direct Unsubsidized Loans and Federal Direct Graduate PLUS loans.

## WITHDRAWAL/LEAVE OF ABSENCE POLICY

Fall 2018 - Spring 2019

Undergraduate students withdrawing or taking a Leave of Absence (LOA) from USD during a semester, or for a future semester, must file an Undergraduate Student Withdrawal/Leave of Absence Form with the Center for Student Success located in the University Center, Room 114. Forms are available in the Center for Student Success.

Graduate students who terminate their enrollment or wish to take a LOA from a graduate program must file an official Notice of Withdrawal/Petition for Leave of Absence with the Graduate Records Office located in Founders Hall, Room 117 or at [www.sandiego.edu/graduaterecords](http://www.sandiego.edu/graduaterecords). Paralegal students must notify the Paralegal Program Office located in Barcelona, Room 204. If a paralegal student is not able to visit the office, he/she may contact a staff person in the office regarding the withdrawal/LOA. USD can grant a LOA for university purposes; however, federal policies relating to a LOA do not apply to USD and will be treated as Withdrawals.

When a student withdraws or takes a LOA from USD, the withdrawal date used in determining the federal refund policy is the date: 1) the student submits the Undergraduate Student Withdrawal/Leave of Absence Form with the Center for Student Success, the student submits the official Graduate Notice of Withdrawal/Petition for Leave of Absence with the Graduate Records Office, or the student notifies the Paralegal Program Office; or 2) the student officially notifies their respective offices of his/her intent to withdraw; or 3) USD determines the date that most accurately reflects the last date of an academically related activity of the student. If the student leaves without beginning USD's official withdrawal/LOA 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 process. USD could also determine the last date of an academically related activity of the student.

When a student withdraws or takes a LOA from USD, financial aid eligibility may change and the school charges previously paid by Federal Student Aid funds might become a debt that student will be responsible for paying.

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

All Cal Grant recipients must complete a Leave of Absence on the web via "WebGrants for Students" ([www.calgrants.org](http://www.calgrants.org)) or by completing and submitting Form G-10 to the California Student Aid Commission (CSAC). Without the notification, an award may be canceled by CSAC and the student may be billed retroactively.

## REFUND POLICY

### Fall 2018 - Spring 2019

1. The refund of institutional charges is determined by the time frames and percentages indicated in the undergraduate and graduate bulletins or other official notification from the university. 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 an 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.
2. 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) divided by the total number of calendar days within that semester. For example, if there were 108 calendar days in the semester (from the first day of class to the last day of finals) and the student withdrew on the 25th day, there would be 83 days not completed, resulting in 77% of Title IV funds being returned. Scheduled breaks longer than 5 calendar days (including weekends) are excluded from the calculation.
3. 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 bulletin. Due to 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 2018, the last day for an institutional refund of tuition is October 22, 2018. Federal funds will need to be returned if the student withdraws on or before November 4, 2018. For Spring 2019, the last day for an institutional refund of tuition is March 20, 2019. Federal funds will need to be returned if the student withdraws on or before April 7, 2019. Paralegal students should contact the financial aid counselor for the paralegal program to determine whether any of their federal aid will need to be returned.**

4. If the student begins the withdrawal process and then later decides to continue attendance at USD, the student must indicate this in writing to the above named offices, and indicate that his/her intention is to complete the semester.
5. Both USD and the student may be responsible for returning federal funds to their source (e.g., the Department of Education). 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: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Direct PLUS loan, Federal Pell Grant, FSEOG and TEACH Grant. 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.
6. The detailed formula for the return of Title IV funds is available upon request from the USD Office of Financial Aid.

# SATISFACTORY ACADEMIC PROGRESS POLICY

I. **Financial Aid Programs** require that a recipient maintain Satisfactory Academic Progress (SAP). 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 federal, state, and USD financial aid programs. The Satisfactory Academic Progress Policy requires a student to complete a certain number of units; and maintain a certain grade point average at the end of each academic term 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 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 semester 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 semester 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 Fall, Spring, and Summer terms, 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 the student successfully completes the course requirements within the university time frame published in the University 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)**

USD's Satisfactory Academic Progress policy requires students to maintain a minimum cumulative grade point average of 2.0.

III. **Financial Aid Probation Status**

A student who does not meet **A) unit or B) grade point average** requirements at the end of each academic year is not eligible to receive financial aid. Students may appeal this decision by submitting a **Satisfactory Academic Progress Appeal Form** to the Office of Financial Aid (OFA). This appeal must provide a detailed explanation of the extenuating circumstances that prevented the student from meeting the minimum Satisfactory Academic Progress requirements. Examples of extenuating circumstances include, but are not limited to:

- Unexpected death or major hospitalization of an immediate family member
- Extended hospitalization or medical condition of student
- Victim of a violent crime or natural disaster

The Appeal must include an **Academic Plan** to resolve the deficiencies, list the steps to be taken to achieve a minimum 2.0 Grade Point Average, and progress toward degree completion within the required timeframe. If the Appeal is approved, the student is placed on **Financial Aid Probation** for one term. As long as a student continues to meet the terms of his/her Academic Plan, he/she will be eligible to continue to receive financial aid. Students who fail to meet the terms of their Academic Plan during the term following their Appeal will not be eligible for additional financial aid.

IV. **Regaining Financial Aid Eligibility**

Students denied financial aid after completing the Appeal process or failing to meet their Academic Plan can regain full eligibility for financial aid by:

- Successfully completing coursework that will raise their cumulative GPA to meet or exceed the minimum required for their total attempted hours.
- Raise their overall cumulative completion rate for all coursework attempted to the 67% level.

V. **Satisfactory Academic Progress vs Academic Probation**

A student who has been academically disqualified and has failed to make Satisfactory Academic Progress for financial aid purposes must contact the Dean's Office for guidance on the Academic Probation and must submit the Satisfactory Academic Progress Appeal form to the OFA. These are two separate processes.

\* **Repeat Coursework**

Classes for failed courses that are repeated because they are required for graduation are eligible for financial aid. Repeated courses are included in the calculation of attempted and earned hours. A student may repeat a class for which they received passing grade only once and have that course count in determining enrollment for financial aid eligibility. Enrollment to repeat a previously passed class a second time will not count toward enrollment requirements for financial aid. For example, student enrolls in 9 units and a 3 unit course that he previously passed. For financial aid purposes the student is enrolled full-time in 12 units. The student successfully passes all units. The next semester the student enrolls in 9 units and also enrolls in the same 3 unit course that has been previously passed twice. For financial aid purposes, the student is enrolled in only 9 units and eligible for financial aid as a three-quarter time student.

## IMPORTANT TELEPHONE NUMBERS

### TO ASK:

|   |                 |
|---|-----------------|
| If the FAFSA has been processed.....  | *(800) 4-FEDAID |
| About your Cal Grant, including residency requirements.....   | (888) 224-7268  |
| About general information regarding federal aid,<br>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  |
| Federal Direct Loans.....   | (800) 557-7394  |
| Federal Loan Ombudsman.....   | (877) 557-2575  |
| State Loan Ombudsman (ECMC).....  | (866) 722-3833  |

### Federal Direct Loan Servicing Centers for Students:

#### Servicers –

|   |                |
|---|----------------|
| Cornerstone Education Loan Services.....        | (800) 663-1662 |
| HESC/Edfinancial Services.....                  | (855) 337-6884 |
| Granite State Management &Resources.....        | (888) 556-0022 |
| Mohela.....                                     | (888) 866-4352 |
| OSLA Servicing.....                             | (866) 264-9762 |
| FedLoan Servicing (PHEAA).....                  | (800) 699-2908 |
| Great Lakes Educational Loan Services, Inc..... | (800) 236-4300 |
| Navient (formerly Sallie Mae).....              | (800) 722-1300 |
| Nelnet.....                                     | (888) 486-4722 |

### TO REQUEST:

|  |                |
|--|----------------|
| A Duplicate <i>Student Aid Report</i> (SAR) or<br>to add a school to a SAR*..... | (800) 4-FEDAID |
| Free copy of tax information (i.e., Tax Return Transcript).....                  | (800) 908-9946 |

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



## IMPORTANT WEBSITES Online Financial Aid Applications

FAFSA/Renewal FAFSA on the Web <https://fafsa.ed.gov>

Internal Revenue Service <http://www.irs.gov>

### Other websites

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

U.S. Department of Education  
*The Guide to Federal Student Aid* <https://studentaid.ed.gov/sa>

Request a FSA ID# (username & password) <https://fsaid.ed.gov>

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

Financial Aid Information Page  
(Extensive information on financial aid) [www.finaid.org](http://www.finaid.org)

University of San Diego [www.sandiego.edu](http://www.sandiego.edu)

Entrance Loan Counseling <https://studentloans.gov>

Money Management  
[www.sandiego.edu/financialaid/financial-avenue.php](http://www.sandiego.edu/financialaid/financial-avenue.php)  
[www.ecmc.org/students/financial-awareness-basics-FAB.html](http://www.ecmc.org/students/financial-awareness-basics-FAB.html)  
[www.accumulatingmoney.com](http://www.accumulatingmoney.com)  
[www.mymoney.gov/Pages/default.aspx](http://www.mymoney.gov/Pages/default.aspx)  
[www.studentdebthelp.org](http://www.studentdebthelp.org)

Mapping Your Future [www.mappingyourfuture.org](http://www.mappingyourfuture.org)

Selective Service System  
(Registration information) [www.sss.gov](http://www.sss.gov)

### **Loan Related Information**

Federal Loan Ombudsman  
[https://feedback.studentaid.ed.gov/s/?language=en\\_US](https://feedback.studentaid.ed.gov/s/?language=en_US)

National Student Loan Data System (NSLDS) [www.nslids.ed.gov](http://www.nslids.ed.gov)

U.S. Department of Education [www.ed.gov](http://www.ed.gov)

Department of Education (Direct Loan information and application) <https://studentloans.gov>

### **Free Scholarship Search Service**

FastWeb [www.fastweb.com](http://www.fastweb.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 email . . .

### 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 2018/19?" 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, 2018/19 or 2019/20). General questions can also be sent via e-mail to [onestop@sandiego.edu](mailto:onestop@sandiego.edu). Please note, only general questions can be answered by e-mail due to privacy concerns and the FERPA requirements previously discussed (see page 6).

If your question is **specific** to your situation, you may call or walk in to 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'm 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 2018/19 and, if not, how I can get more loan assistance?" Or, "I'm 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 can be answered quickly, you will receive an answer soon. 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.

## WHO CAN ANSWER MY FINANCIAL AID QUESTIONS?

Try the One Stop Student Center first! They can answer a lot of your questions. The Financial Aid Counselors at the Office of Financial Aid are under 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 October 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, email** 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 refer you to a Financial Aid Counselor.

A Financial Aid Counselor is also available to meet with undergraduates and graduates Monday through Friday, 9 a.m. to 4 p.m., in Room 319 of the Hughes Center. Telephones are answered from 9 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.

Please contact the Director of Financial Aid, if you have difficulty resolving your financial aid issues (619-260-4720).

## 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 students secure temporary employment during the holidays, January Intersession, Spring Break 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) may only be used at California colleges and their study abroad programs.

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 \$5.9 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* (page 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 website ([www.sandiego.edu/financialaid](http://www.sandiego.edu/financialaid)). 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. 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 the USD OFA 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 on the Office of Financial Aid website.

### The following information is available on the Internet:

Current postings of scholarships from the Bulletin Boards are available on the **USD Financial Aid website** ([www.sandiego.edu/financialaid](http://www.sandiego.edu/financialaid)).

The Internet provides several free *scholarship search programs*. A good site for several sources is the [www.finaid.org](http://www.finaid.org). Also, <https://bigfuture.collegeboard.org/pay-for-college/grants-scholarships>

The scholarship search program **FastWeb** is linked to the USD Financial Aid website or accessible directly through [www.fastweb.com](http://www.fastweb.com).

**Note:** USD students who receive the USD Scholarship Questionnaire in their MySanDiego portal are encouraged to complete it annually 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.

When a student receives an outside scholarship, it can be used to replace student loans. In cases where the student has a USD Trust Loan, that loan is replaced first. In some cases, part or all of USD Scholarships or USD Grants may be reduced.

**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 **never** send 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 31. Note: The *Financial Aid Information Page (FinAid Page)* on the Web at [www.finaid.org](http://www.finaid.org) has more information regarding scholarship matching scams. You will find information from the Federal Trade Commission on avoiding scholarship scams on the USD OFA website at [www.sandiego.edu/financialaid](http://www.sandiego.edu/financialaid).**

The USD Office of Financial Aid offers two ***How to Apply for Outside Scholarships*** workshops each Spring Semester. **Check the USD Office of Financial Aid website 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) 208-3710.

## 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 USD Office of Financial Aid as a resource as they budget the financial assistance they receive while attending USD. Check the USD OFA website for money management information [www.sandiego.edu/financialaid/financial-avenue.php](http://www.sandiego.edu/financialaid/financial-avenue.php).

**Also check out [www.ecmc.org/students/financial-awareness-basics-FAB.html](http://www.ecmc.org/students/financial-awareness-basics-FAB.html), [www.accumulatingmoney.com](http://www.accumulatingmoney.com), [www.mymoney.gov/Pages/default.aspx](http://www.mymoney.gov/Pages/default.aspx) or [www.studentdebthelp.org](http://www.studentdebthelp.org) for important information.** It provides comprehensive money management information for students and alumni. Remember: Good money management can help you keep your student loans to a minimum.

**Ask for the USD Office of Financial Aid FREE Fun Tip Sheet – created by USD students!**

## 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 *USD Office of Financial Aid*. For more information go to <https://studentaid.ed.gov/sa/repay-loans/understand/plans>. The USD's Fiscal Year 2014 Official 3 year Cohort Default Rate is 2.2

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. Students may change lenders if it is in their best interest to do so. See page 28 for website addresses that can help you track the status of your loan(s).

## LOAN CONSOLIDATION

Consolidation loans combine several student or parent loans into one larger 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 <https://studentloans.gov> for more information or for private loans, their private loan lender.

## 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., *USD Financial Aid Award*), and receipts from the Office of Student Accounts and the USD Bookstore, etc. Students need to keep copies of **ALL USD 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 website at <http://www.irs.gov>

**A Tax Preparation Workshop** is offered for USD students prior to April 15 of each year. **Dr. Thomas Dalton, Professor of Accountancy and Taxation in the USD School of Business Administration**, conducts the workshop.

**Check the USD OFA website at the beginning of February for the exact time, date and location.**

### **NOTE: TAX BENEFITS AND TAX DEDUCTIONS**

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

- American Opportunity Credit/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.

## Glossary

**1040 (also 1040 EZ & 1040A) form:** The federal income tax form that must be filed each year by April 15

**Accrue:** To accumulate.

**Alternative Loan:** Non-federal loan programs offered by lenders. Students do not need to file for financial aid to receive one of these loans. Most are credit based. Some require co-signers.

**Amortization:** The process of gradually repaying a loan over an extended period of time through periodic installments of principal and interest.

**Appeal:** A formal request to have a student's eligibility reviewed again. A student may appeal in writing if he/she thinks the financial information on their financial aid application does not reflect the family's current financial situation (e.g., because of death of a parent, unemployment, or other unusual circumstances). Documentation of the special circumstances or of other information listed on the financial aid application may be required.

**Assets:** An item of value, such as a family's business, and farm equity, real estate, stocks, bonds, mutual funds, cash, certificates of deposit (CDs), bank accounts, trust funds, and other property and investments.

**Benefits:** Usually income, such as Social Security, veteran's benefits, or Temporary Assistance for Needy Families (TANF).

**Capital Gain:** A capital gain is an increase in the value of an asset such as stocks, bonds, mutual funds, and real estate between the time the asset was purchased and the time the asset was sold.

**Capitalization:** The practice of adding unpaid interest charges to the principal balance of an educational loan, thereby increasing the size of the loan. Capitalizing the interest increases the monthly payment and the amount of money the student will eventually have to repay. Capitalization is sometimes called compounding.

**Collection Agency:** A collection agency is often hired by the lender or guarantee agency to recover defaulted loans.

**College Work Opportunity (CWO):** College Work-Opportunity is an on-campus part time job funded solely by USD.

**Commuter Student:** A student who lives at home or in an off-campus apartment and commutes to school every day.

**Compounded Interest:** Interest that is paid on both the principal balance of the loan and on any accrued (unpaid) interest. Capitalizing the interest on an Unsubsidized Stafford loan is a form of compounding.

**Consolidation Loan:** A consolidation loan combines several student loans into one bigger loan from a single lender. The consolidation loan is used to pay off the balances on the other loans. It usually results in a lower monthly payment.

**Cosigner:** A signer on a loan who assumes responsibility for the loan if the borrower should fail to repay it.

**Cost of Attendance:** The cost of attendance (COA), also known as the "budget," is the total amount it should cost the student to go to school. This amount includes tuition and fees, room and board, and allowances for books and supplies, transportation, and personal expenses. Loan fees, if applicable, may also be included in the COA. Schools establish different standard budget amounts for students living at home, on-campus, and off-campus.

**Custodial Parent:** If a student's parents are divorced or separated, the custodial parent is the one with whom the student lived the most during the 12 months, prior to submitting the FAFSA. The student's need analysis is based on financial information supplied by the custodial parent (and step-parent, if applicable).

**Default:** Failure to repay a loan according to the terms agreed to in the promissory note. For most federal student loans, you will default if you have not made a payment in more than 270 days. You may experience serious legal

consequences if you default. If a student defaults on a loan, the university, the holder of the loan, the state, and the federal government can take legal action to recover the money, including garnishing wages and withholding federal and state income tax refunds. Defaulting on a government loan will make students ineligible for future federal and university financial aid unless a satisfactory repayment schedule is arranged, and may affect credit ratings.

**Deferment:** A postponement of payment on a loan that is allowed under certain conditions and during which interest does not accrue on Direct Subsidized Loans, Subsidized Federal Stafford Loans, and Federal Perkins Loans. All other federal student loans that are deferred will continue to accrue interest. Any unpaid interest that accrued during the deferment period may be added to the principal balance (capitalized) of the loan(s).

**Delinquent:** A loan is delinquent when loan payments are not received by the due dates. A loan remains delinquent until the borrower makes up the missed payment(s) through payment, deferment, or forbearance. If the borrower is unable to make payments, he or she should contact his or her loan servicer to discuss options to keep the loan in good standing.

**Dependency Override:** An override of a student's dependency status, from dependent to independent may be given, if warranted, meaning the student is in jeopardy of physical or emotional harm if they have contact with their parent(s). The student must write a letter explaining the situation and have a third party professional also provide a letter of explanation of why the student should be considered independent. The Financial Aid Committee will review and determine whether or not an override can be granted. Each school a student applies to has to make their own determination of the student's status: it is therefore possible and permissible that a student may be granted the override at one school and denied at another.

**Dependency Status:** A student's dependency status determines if parent information will be used to determine eligibility for assistance. A parent refusing to provide support for their child's education is not sufficient for the child to be declared independent. See FAFSA questions for independency criteria. For a child to be considered a student's dependent, he/she must live with the student and the student must provide them with more than half of their support.

**Disbursement:** Disbursement is the release of loan funds to the borrower. The payment is disbursed directly to the student's account. Loan funds are first credited to the student's account for payment of tuition, fees, room and board, and other school charges. Any excess funds are then paid to the student.

**Discharge:** To discharge a loan is to release the borrower from his or her obligation to repay the loan.

**EDE:** EDE (Electronic Data Exchange) and EDEExpress are computer software programs used by USD to electronically receive SARs from the federal processor.

**Electronic Funds Transfer:** Electronic Funds Transfer (EFT) is used by USD to have lenders wire funds for Private (Alternative) loans directly to USD without requiring a paper check for the student to endorse.

**Eligible Non-Citizen:** Someone who is not a U.S. citizen, but is nevertheless eligible for Federal student aid. See criteria on FAFSA <https://fafsa.ed.gov/>.

**Enrollment Status:** Whether a student is a full-time, three quarter time, half-time, or less than half-time student. Generally a student must be enrolled at least half-time (and in some cases full-time) to qualify for financial aid.

**Entrance/Exit Interview (ELC/EXIT):** A counseling session (on the web) on a borrower's rights and responsibilities. It will usually include information on loan repayment options and debt management.

**Expected Family Contribution (EFC):** The portion of a family's financial resources which should be available to help pay for the student's educational/personal expenses. This amount is determined by the Federal Methodology need analysis formula.

**Federal Direct Loans:** Direct Lending is a federal program where the school becomes the lending agency and manages the funds directly, with the U. S. Treasury providing the loan funds. Terms of the loans are listed previously.

**Federal Methodology:** Federal Methodology (FM) is the need analysis formula used to determine the EFC. Federal Methodology takes family size, the number of family members in college, taxable and nontaxable income,



and assets into account. The Federal Methodology does not consider home equity.

**Fellowship:** See graduate tuition assistantship

**Financial Aid Award:** A Financial Aid Award is created by the Office of Financial Aid, listing all of the financial aid awarded to the student. This Award provides a breakdown of the financial aid package according to amount, source, and type of aid. The Financial Aid Requirements will include a document called "Understanding your Offer" which lists the terms and conditions for the financial aid. The student is required log on to their MySanDiego portal and accept or decline all awards listed on their Financial Aid Award channel.

**Financial Aid Award (Package):** It is the combination of grants, scholarships, loans, and student employment (e.g. Federal Work-Study) from all sources (federal, state, institutional, and private) offered to a student to enable them to attend the college or university. At USD a *Financial Aid Award* is the term used for a single fund award or a "package" (combination of several forms of financial aid).

**Financial Aid Office:** The school office responsible for evaluating students' eligibility for aid and awarding funds.

**Financial Eligibility (need):** The difference between the expected family contribution and school cost; the total amount of need-based aid a student is eligible to receive.

**Fixed Interest:** In a fixed interest loan, the interest rate stays the same for the life of the loan.

**Free Application for Federal Student Aid (FAFSA):** The Free Application for Federal Student Aid (FAFSA) is used to apply for Pell Grants and all other need-based aid. Students may complete a paper FAFSA and mail it to the Central Processor, or file on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A Renewal FAFSA is made available by paper or on the web for students who have applied in the previous year.

**FSEOG:** The Federal Supplemental Opportunity Grant; intended to supplement other forms of financial aid. The Supplemental Educational Grant (SEOG) is a federal grant program for undergraduate students with exceptional need. SEOG grants are awarded by the school's financial aid office. To qualify, a student must also be a recipient of a Pell Grant.

**Gift Aid:** Financial aid, such as grants and scholarships that do not need to be repaid.

**Grace Period:** A period of time after borrowers graduate, leave school, or drop below half-time enrollment where they are not required to make payments on certain federal student loans. Some federal student loans will accrue interest during the grace period, and if the interest is unpaid, it will be added to the principal balance of the loan when the repayment period begins.

**Grad PLUS: (Graduate/Professional PLUS Loans):** Graduate/Professional PLUS (Grad PLUS) loans are an option for graduate and professional students when Direct Unsubsidized loans and other financial aid don't cover their education costs. Grad PLUS loans have a fixed interest rate for the life of the loan and are credit based. If a student doesn't qualify based on their credit, they can apply with an endorser (co-signer).

**Graduate Tuition Assistantship:** A form of financial aid given to graduate students to help support their education. Some graduate tuition assistantships include a tuition waiver or a payment to the university in lieu of tuition. Some graduate tuition assistantships include a stipend to cover reasonable living expenses (e.g., just above the poverty line). Graduate tuition assistantships are a form of gift aid and do not have to be repaid. However, a work component is part of the graduate tuition assistantships. (Formerly fellowship)

**Grant:** Money awarded to a student that does not need to be paid back.

**Guaranty:** A promise to pay a debt if the borrower fails; the government guarantees student loans made by banks.

**Home equity:** Current home value minus the amount still owed. Not included in the calculation for federal, state or USD need.

**Independent student:** A student who is financially self-supporting as defined in the FAFSA.

**Institutional Student Information Report (ISIR):** A report the school receives electronically from the federal

processor containing a summary of all information provided on the FAFSA.

**Insurance Fee:** The insurance fee is passed on by the lender to the federal government as insurance against default. The insurance fees are a percentage of the amount disbursed. See also Guarantee Fee.

**Interest:** Interest is an amount charged to the borrower for the privilege of using the lender's money. Interest is usually calculated as a percentage of the principal balance of the loan. The percentage rate may be fixed for the life of the loan, or it may be variable, depending on the terms of the loan.

The Federal Direct Student loans have variable interest rates that are adjusted annually effective July 1<sup>st</sup> and fixed through June 30<sup>th</sup> of the next year. As of July 1, 2013, all new Federal Direct loans have variable interest rates that are based on the U. S. 10 Year Treasury Bill plus a percentage rate. For undergraduate Federal Direct Subsidized and Unsubsidized Stafford Loans it is the 10 year T bill + 2.05% interest rate. Graduate Unsubsidized loans it is the 10 year T bill + 5.41% and Graduate and Parent PLUS loans are + 6.41% interest rate. All Federal Direct Loans have interest rate caps. For undergraduate Federal Direct Subsidized and Unsubsidized loans, the cap is 8.25%, Graduate Unsubsidized the cap is 9.50% and the Graduate and Parent PLUS loan cap is 10.50%.

**Lender:** The bank, credit union, savings & loan association, or other financial institution that provides funds to the student or parent for an educational loan.

**Loan:** A loan is a form of financial aid, that you borrow and it must be repaid, with interest. The federal student loan programs are competitive with most consumer loans. Some of the federal loans (Federal Subsidized and Unsubsidized, and Perkins loans) have lower interest rates and do not require a credit check or collateral. In addition, these loans also provide a variety of deferment options and extended repayment terms.

**Master Promissory Note:** A binding legal document that you must sign when you get a federal student loan. The MPN can be used to make one or more loans for one or more academic years (up to 10 years). It lists the terms and conditions under which you agree to repay the loan and explains your rights and responsibilities as a borrower. It's important to read and save your MPN because you'll need to refer to it later when you begin repaying your loan or at other times when you need information about provisions of the loan, such as deferments or forbearances.

**Merit-based:** Financial aid that is merit-based depends on academic, artistic, or athletic merit, or some other criteria, and does not depend on the existence of financial need.

**Need-Based:** Financial aid that is need-based depends on a student's (and for dependent students, their parents') financial situation. Most government, state, and USD financial aid is need-based.

**Net income:** Personal income after deductions.

**NSLDS (National Student Loan Data System):** A centralized database, available at [www.nsls.ed.gov](http://www.nsls.ed.gov), which stores information on federal grants and loans. NSLDS contains information on how much aid you've received, your enrollment status, and your loan servicer(s). You can access NSLDS using your Federal Student Aid PIN.

**Pell Grant:** The Pell Grant is a federal need-based grant that provides funds of up to \$5,815 per year (2016-17 maximum).

**PLUS:** Important: If the borrower is not Credit Approved, he/she will be offered options to apply with an Endorser or Appeal the Credit Decision. **Federal PLUS Loan Credit Counseling** will be required before borrower can receive loan funds. **Note:** Borrowers who have an endorser or appeal the credit decision are required to complete PLUS Loan Counseling prior to disbursement, through the U.S. Department of Education at [www.StudentLoans.gov](http://www.StudentLoans.gov)

**Principal:** The total sum of money borrowed plus any interest that has been capitalized.

**Professional Judgment:** For need-based federal aid programs, the financial aid administrator can adjust the data elements, or dependency status (with documentation) when extenuating circumstances exist. For example, if a parent becomes unemployed, disabled, or deceased, the FAA can decide to use estimated income information for the award year instead of the actual income figures from the base year. This delegation of authority from the federal government to the financial aid administrator is called Professional Judgment (PJ).

**Promissory Note (prom note):** The binding legal document that you must sign when you get a federal student loan. It lists the terms and conditions under which you agree to repay the loan and explains your rights and responsibilities as a borrower. It's important to read and save this document because you'll need to refer to it later when you begin repaying your loan or at other times when you need information about provisions of the loan, such as deferments or forbearances.

**R2T4: Return to Title IV Funds:** The refund calculation required when a student withdraws from school to determine the amount of federal aid that must be returned (i.e. Pell Grant, federal loans).

**Salesforce:** Customer Relationship Management (CRM) Program.

**Satisfactory Academic Progress:** A student must be making Satisfactory Academic Progress (SAP) to receive federal, state, and USD aid. See the SAP policy on the "Understanding Your Financial Aid Award."

**Scholarship:** A form of financial aid given to undergraduate students to help pay tuition and fees. May or may not be based on need, and are usually restricted to students in specific majors, or based on academics, athletics, or other criteria.

**Scholarship Search Service:** A scholarship search service charges a fee to compare the student's profile against a database of scholarship programs. **Beware of scams.**

**Selective Service:** Registration for the military draft. Male students who are U.S. citizens or eligible non-citizens and have reached 18 years of age and were born after December 31, 1959 must be registered with Selected Service to be eligible for federal financial aid.

**Self Help Aid:** Financial aid in the form of loans and student employment.

**Service Academy:** The U.S. Air Force Academy, U.S. Coast Guard Academy, U.S. Merchant Marine Academy, U.S. Military Academy, and U.S. Naval Academy.

**Servicer:** An organization that collects payments on a loan and performs other administrative tasks associated with maintaining a loan portfolio.

**Stafford Loans:** These loans are both subsidized and unsubsidized. Subsidized loans are based on need; unsubsidized loans aren't. The interest on the subsidized Stafford Loan is paid by the federal government while the student is in school and during the 6 month grace period. The Unsubsidized Stafford Loan may be used to pay EFC. Dependent Undergraduates may borrow up to \$31,000 (\$5,500 during the freshman year, \$6,500 during the sophomore year, and \$7,500 during the third, fourth, and fifth years) and graduate students up to \$65,500 including undergraduate years with a maximum of \$8,500 per year. The difference between the subsidized loan amount and the limit may be borrowed by the student as an unsubsidized loan. Higher unsubsidized Stafford loan limits are available to independent students, dependent students whose parents were unable to obtain a PLUS Loan, and graduate/professional students. Independent Undergraduates may borrow up to \$57,500 (\$6,625 during the freshman year, \$7,500 during the sophomore year, and \$10,500 during each subsequent year) and graduate students up to \$138,500 including any undergraduate Stafford loan (\$20,500 per year). These limits are for subsidized and unsubsidized loans combined. The amounts of any subsidized loans are still subject to the lower limits.

**State Incentive Grants:** The State Incentive Grants (SSIG) program is a state-run financial aid program for state residents (Cal Grants). The states receive matching funds from the Federal government to help them fund the program.

**Statement of Educational Purpose:** The Statement of Educational Purpose is a legal document in which the student agrees to use the financial aid for educational expenses only. The student must sign this document before receiving federal need-based aid; it is located on the FAFSA.

**Student Aid Report:** The Student Aid Report (SAR) summarizes the information included in the FAFSA. The SAR will also indicate the Expected Family Contribution (EFC). Students who provide an email address on the FAFSA receive an email within 3-5 days of processing, providing instructions for accessing their SAR through the FAFSA web site. Students who do not provide an email address receive a paper copy of their SAR through the mail.

**Student Expense Budget:** The total cost of attending college.

**Subsidized Loan:** A loan based on financial need for which the federal government pays the interest that accrues while the borrower is in an in-school, grace, or deferment status. For Direct Subsidized Loans first disbursed between July 1, 2018, and July 1, 2019, the borrower will be responsible for paying any interest that accrues during the grace period. If the interest is not paid during the grace period, the interest will be added to the loan's principal balance.

**Title IV aid:** The federal student financial aid programs. Includes the Pell Grant, Perkins Loan, Work-Study, FSEOG, Stafford, and Plus Loans.

**Unsubsidized Loan:** A loan for which the borrower is fully responsible for paying the interest regardless of the loan status. Interest on unsubsidized loans accrues from the date of disbursement and continues throughout the life of the loan.

**Variable Interest:** The interest rate changes periodically. For example, the interest rate might be tied to the cost of U.S. Treasury Bills (e.g., T-Bill rate plus 3.86%) and be updated monthly, or quarterly.

**Verification:** Verification is a review process in which the FAO determines the accuracy of the information provided on the student's financial aid application. During the verification process the student and parent will be required to submit documentation for the amounts listed (or not listed) on the financial aid application. Such documentation may include signed copies of the most recent Federal income tax returns for the student and spouse (if any) and the parents, Social Security benefit statements and W-2 and 1099 forms. If any discrepancies are uncovered during verification, additional information may be required. If a student refuses to submit the required documentation, the financial aid package will be canceled and no aid awarded.

**W-2:** A statement of earned wages which employers must issue by January 31 each year for the previous year.