GUIDELINES FOR THE FINANCIAL AID PROCESS

2010-2011 ACADEMIC YEAR

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Phone (570) 941-7700 or 1-888-SCRANTON Fax (570) 941-4370
Email: finaid@scranton.edu Internet: www.scranton.edu/financialaid

CHANGES IN FAMILY FINANCIAL SITUATION

The University of Scranton recognizes changes in economic circumstances that are impacting many of our families’ ability to meet higher educational expenses. While the Free Application for Federal Student Aid (FAFSA) collects income information from the most recently completed calendar year, our financial aid policy will take into consideration changes in financial circumstances. This includes recent unemployment or underemployment, change of job positions and other income reductions that families are experiencing. Special funds have been established to augment existing funding that has been used to address family reduced income. Special Condition forms are used to report reduction in family income for the 2010 calendar year due to death of a parent, separation or divorce of parents, loss of employment earnings or untaxed income reported on the FAFSA. To obtain a Special Condition Form, please visit the Financial Aid Forms section of the Financial Aid website, or call the Financial Aid Office. Our aid policy also allows families to report private elementary and secondary expenses for other dependent children and excessive family medical expenses when determining eligibility for need-based assistance. Other unusual circumstances not addressed on our forms may be considered by submitting a signed statement with supporting documentation to the Financial Aid Office.

APPLICATION REQUIREMENTS

The FAFSA is required for all federal, Pennsylvania State Grant and University of Scranton need-based aid programs. Federal programs include the Direct Stafford Loan, Federal Work Study, Perkins Loan, Academic Competitiveness Grant, TEACH Grant, National SMART Grant, Pell Grant and SEOG Grant. If you filed a FAFSA for the 2009-2010 academic year, you will receive an e-mail from the U.S. Department of Education reminding you to re-apply for the 2010-2011 school year. The preferred method of completing the FAFSA is online via www.fafsa.gov. You may download a FAFSA on the web worksheet from the website; make certain to use the 2010-2011 worksheets. Copies of the FAFSA on the web worksheets are available in the Financial Aid Office, located in St. Thomas Hall, Room 401.

FINANCIAL AID DEADLINE ALERT

The renewal FAFSA application deadline is April 15, 2010 for the fall term. All students receiving University of Scranton grants and federal campus-based funding must have a completed FAFSA filed by this date. While it is best to have final tax information available when completing the FAFSA, you may use estimated information in absence of final data. For the 2010-2011 academic year, the Financial Aid Office will strictly adhere to the application deadline and request for additional documentation. Students not complying with the application deadline will not be given full consideration for need-based University grants and federal campus-based programs that include Federal Work Study, Federal SEOG and Federal Perkins Loans. Students missing deadline requirements may submit a written appeal and list any unusual circumstances that may have prevented them from meeting application requirements within the deadlines.

WHAT TO EXPECT AFTER FILING

If you listed your e-mail address on the FAFSA, an e-mail notification providing you with a link to your Student Aid Report (SAR) will be sent to you. If you file a paper FAFSA and do not provide an e-mail address, a paper SAR will be sent to the address listed.

Beginning in June, you will receive an e-mail providing you with the link allowing you to review your aid eligibility. You may also check on your status by checking Self Service (UIS).

Eligibility for need-based aid programs is determined using the information supplied on the FAFSA. If your family's financial situation has changed significantly from the prior year, your need-based aid, including University of Scranton award(s) may increase or decrease. In addition, award amounts are also influenced by your choice of housing. Students who change from University owned housing to off-campus or commuter housing will have their need-based aid eligibility determined using a lower cost of attendance budget. Reductions in University of Scranton awards range from $1,800-$2,500 for the academic year.

THIRD PARTY ACCESS TO FINANCIAL AID AND BILLING INFORMATION

You will be able to grant access to selected personal information located on the University Information System (UIS) to parents, spouses, or other third parties. This capability is being offered to allow your educational partners to view and have access to information that otherwise is protected from release by the University in accordance with the Family Educational Rights and Privacy Act (FERPA). You may authorize access to financial records located in the Bursar and Financial Aid sections of UIS. This would include student account balances, payment history, financial aid award notifications, and current financial aid award statuses. You control access to specific areas and will be able to add or rescind authorization. A third party access authorization will need to be granted to any person you wish to have electronic access to designated UIS records, as well as to allow University personnel to discuss your billing and financial aid information with third parties over the telephone. Please visit the Student Tab of my.scranton.edu to grant authorization.
**The Work Study Program**

To be considered for the Federal Work Study program, students must file the FAFSA and indicate their interest in the program by checking the question under the School Section on the FAFSA on the web or question 31 on the paper FAFSA. Students should also complete a Work Study application via the my.scranton.edu portal.

**Students Returning to Work Study Jobs**

Students employed in the 2010 spring semester will be able to complete the online work study application prior to the end of the semester. As the applicants’ 2010-2011 financial aid requirements are met, their aid eligibility, including eligibility for the Work Study program, will be evaluated. Students who are eligible to return to their previous work study position(s) and who have been requested to return by the employing department will have work study placement notifications issued to their department supervisors.

**Students Applying for a New Work Study Position**

Students not currently employed but who wish to apply for a work study position for 2010-2011 must complete a work study application online through the my.scranton.edu portal. In addition, they also need to file the FAFSA.

Students applying for new positions will have their eligibility for work study determined when they have satisfied all application requirements.

If a student has been requested by a specific department and he/she is eligible to work, a placement notification will be sent to that department. All other students will be referred to hiring departments for interviews next fall, if their application requirements are satisfied and work study positions for which they are qualified are available.

**PLEASE NOTE:** Employment may not begin until:

- I-9/W-4 forms are completed by student employed first time in work study (proper identification must be presented to Financial Aid Office)
- Electronic Placement Notification is sent to the supervisor

**The Direct Stafford Loan Program**

The Direct Stafford Loan allows students to borrow in their own name and requires no credit evaluation. The U.S. Department of Education is the lender. Payment of principal is deferred while the student is enrolled. Repayment begins six months after the student has completed his/her program of study. The Direct Stafford Loan process will be completed online. Any new borrower will be required to complete an electronic Federal Direct Stafford Loan Application.

**Annual Borrowing Limits Based on Grade Level**

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<th>Unsubsidized</th>
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<td>Seniors</td>
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<td>Graduate Students</td>
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**Additional Direct Unsubsidized Stafford Loan**

In addition to the annual maximum amounts available through the Direct Unsubsidized Stafford Loan, the additional Direct Unsubsidized Stafford Loan is also available to independent undergraduates and all graduates.

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**Financial Aid Checklist**

The following checklist of items you will need to complete your aid application is provided to assist you in the application process:

- Parents’ and students’ 2009 federal tax returns.
- W-2 forms and any other earnings statements. Review Box 12 of the W-2, for untaxed pension contributions.
- Current bank, stock and investment statement(s) for parent(s) and student.
- Value of real estate. Do not include primary residence.
- Value of any business assets. Do not include net value of family owned business with less than 100 employees.
- Value of any S corporations or investment farms.
- Medical and dental bills paid and not reimbursed by insurance in 2009.
- Record of tuition paid in 2009 to private elementary or secondary schools for applicant’s siblings.

**Common Application Errors**

- Using an incorrect student Social Security number.
- Reporting name incorrectly. (Use official name on SS card.)
- Reporting cents. Round all figures to nearest dollar.
- Misreporting the amount of federal tax paid. Report tax paid, not tax withheld.
- Neglecting to report all applicant’s assets.
- Misreporting the number of people in the family household for the academic year.
- Misreporting the number of dependent household members that will actually be enrolled for the academic year.

- I-9/W-4 forms are completed by student employed first time in work study (proper identification must be presented to Financial Aid Office)
- Electronic Placement Notification is sent to the supervisor

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Master Promissory Note (MPN). Please visit www.scranton.edu/financialaid, under Loans and Financing Options for more information.
The Direct PLUS Loan for Undergraduate Students

The Direct PLUS Loan is available to credit worthy parents of dependent undergraduate students. Parents may borrow the difference between the student's total cost of education and all other aid the student is receiving. The U.S. Department of Education is the lender.

Repayment of interest and principal begins 60 days after the second disbursement. You can apply for a deferment to delay making payments. While you are in deferment, you will receive interest statements. Paying the interest as it accrues will save you money over the repayment term of the loan.

Parents should apply for the Direct PLUS Loan beginning in June. The loan cannot be applied for more than 90 days before the start of the academic year. The Direct PLUS Loan process will be completed online. Parents who have previously borrowed and any new borrower will need to complete the annual Direct PLUS Loan Request Form which includes the requested loan amount and authorizes a credit check through the Department of Education. Only new borrowers will be required to complete an electronic Federal Direct PLUS Loan Application/Master Promissory Note (PLUS MPN). Please visit www.scranton.edu/financialaid, under Loans & Financing Options for more information.

The Direct PLUS Loans for Graduate Students

The Direct PLUS Loan is available to credit worthy graduate students. Students may borrow the difference between the total cost of education and all other aid received. Graduate students are required to first utilize the Direct Stafford Loan Program prior to borrowing under the Direct PLUS Loan Program for Graduate students. Graduate students applying for a Direct PLUS Loan are required to complete a FAFSA.

Graduate students enrolled on at least a half-time basis, will be eligible for an in-school deferment that allows the postponement of payments. While you are in deferment, you will receive interest statements. Paying the interest as it accrues will save you money over the repayment term of the loan.

Students should apply for the Direct PLUS Loan beginning in June. The loan cannot be applied for more than 90 days before the start of the academic year. The Direct PLUS Loan for graduate students process will be completed online. Students who have previously borrowed and any new borrower will need to complete the annual Direct PLUS Loan Request Form which includes the requested loan amount and authorizes a credit check through the Department of Education. Only new borrowers will be required to complete an electronic Federal Direct PLUS Loan Application/Master Promissory Note (PLUS MPN). Please visit www.scranton.edu/financialaid, under Loans & Financing Options for more information.

Loan Repayment

Students enrolled before May 2009, will have borrowed loans through the Federal Family Education Loan Program (FFELP). Students enrolled after June 1, 2009, will have borrowed loans through the Federal Direct Loan Program; therefore, students must be aware of multiple lenders. It is recommended that you visit the National Student Loan Data System (NSLDS) Student Access website at www.nslds.ed.gov. NSLDS provides a central database for student aid and allows students access to view information from schools, guaranty agencies, the Direct Loan program, as well as other programs; which is a valuable tool in managing your federal student loan information. You will need your Federal Student Aid PIN to access the website. Please visit www.scranton.edu/financialaid, under Loans & Financing Options for more information.

University of Scranton Payment Plan Provider

ECSI provides a monthly installment payment plan that allows families to spread payments over a 10 to 12 month period. This eliminates the need to make lump sum payments prior to the beginning of each semester. Families can budget an amount not to exceed total yearly charges less any aid that will be received. No interest is charged to participate in the plan. The enrollment fee will be $60.00.

Please visit our website under Loans and Financing Options for more information.

Alternative Loan Programs

In addition to the Direct Stafford and PLUS Loans, there are other private loan programs available to students and/or families in need of additional funding for educational costs. These programs require a favorable credit rating. The borrower for most programs is typically the student with the parent as a co-signer. Alternative loans should be applied for in June and be a last option loan. Please visit www.scranton.edu/financialaid, under Loans & Financing Options for more information.

Important Dates

April 15, 2010 Deadline date for filing financial aid forms for 2010-11.
August 18, 2010 Fall semester payment due date. Reference invoice for actual date.
December 11, 2010 Intersession payment due date. Reference invoice for actual date.
January 14, 2011 Spring semester payment due date. Reference invoice for actual date.

Helpful Sites

- www.ed.gov/offices/OSFAP/DirectLoan = Direct Loans
- www.fastweb.com = Free Scholarship search
- www.finaid.org = The Smart Student Guide to Financial Aid
- www.nslds.ed.gov = National Student Loan Data System
- www.fafsa.gov = Free Application for Federal Student Aid
- www.pin.ed.gov = Federal Student Aid PIN
IMPORTANT DATES

FAFSA AVAILABLE AT www.fafsa.gov
APPLICATION DEADLINE FOR THE UNIVERSITY OF SCRANTON APRIL 15, 2010