Financial Aid Application Instructions

1 FAFSA
Applicants may begin filing the FAFSA on January 1, 2008. Apply online at www.fafsa.ed.gov.

For Summer ‘08 enrollment, file: 2007-2008 Free Application for Federal Student Aid (FAFSA), available between 1/1/07 and 6/30/08

For Fall ‘08/Spring ’09 enrollment, file: 2008-2009 Free Application for Federal Student Aid (FAFSA).

Use COLLEGE CODE: 002882

In order to electronically sign the FAFSA, you will need to request a Personal Identification Number (PIN). If you do not already have one, you may obtain yours by visiting www.pin.ed.gov.

2 Graduate Financial Aid Application
Submit income documents, if required, as described here:

A. Summer: New and Stepped-out Returning Students who have not applied for aid in ‘07-08 must submit the following: (Stepped-out Returning Students are students who return after a year or more absence.)

• Signed copy of your (and spouse’s) 2006 federal taxes including schedules.
• 2006 W2s for you (and spouse).
• Summer Aid application.

B. Fall/Spring: New and Stepped-out Returning Students who have not applied for aid in ‘07-08 must submit the following:

• Signed copy of your (and spouse’s) 2007 federal taxes including schedules.
• 2007 W2s for you (and spouse).
• Fall/Spring Aid application.

C. Continuing-Returning Students
Summer ‘08 aid applications are available online at www.YeSU.syr.edu/aidforms.

Fall ‘08-Spring ‘09: UC students taking 6 credits per term need to complete only the FAFSA. Other enrollment loads require students to submit an online application, available at www.YeSU.syr.edu (after 2/1/08).

Income documentation may or may not be required after your financial aid advisor reviews your application records each year. Three weeks after submitting your FAFSA, visit your financial aid portfolio at MySlice.syr.edu for updates to your task list.

Submit all required information. Incomplete and/or missing information causes delays. Complete aid applications will be reviewed and awards made promptly to facilitate registration.

Weekly award notification begins in mid-April.

3 Loan Processes

New and stepped-out returning students may apply for the Federal Stafford Loans by completing item number 1 on the Graduate Financial Aid Application. Continuing returning students will be awarded loans consistent with prior borrowing history. Changes may be requested using the continuing-returning online application (see above).

• Loans are posted to students’ Bursar Accounts no sooner than the first day of classes each term. After receiving a financial aid award notice, loans may take up to 30 days to disburse to students’ accounts.
• Students must be enrolled at least half time (6 credits) per term to be eligible for Stafford loans and to remain in school-deferment status for repayment.

• Unsubsidized loans are available to all students (are not based on need).

• Federal Grad PLUS loans are available to all students who require additional funds after maximizing the Federal Stafford Loan and may be borrowed in amounts up to the cost of attendance.

• The first time you apply for Federal loans at Syracuse University, you are required to complete a Loan Entrance Interview and a Master Promissory Note (MPN) before the loan is processed. Links to the sites to do so are in your task list of your financial aid portfolio. Additional information and instructions are available at financialaid.syr.edu/gradloans.htm.

A Grad PLUS loan requires a separate Master Promissory Note.

• Use of another guarantor or lender will delay receipt of your loan proceeds. You may choose any lender or guarantor you prefer. Syracuse University recommends using NYS Higher Education Services Corporation (HESC) as your guarantor in order to facilitate the most efficient processing of your loans.

For assistance selecting a lender, visit financialaid.syr.edu/gradloans.htm.

• If you are a continuing-returning student and have filed a valid Syracuse University MPN within 10 years, you will NOT have to file a new one for the upcoming academic year.

4 Institutional Aid
Institutional Aid is available to students who demonstrate need. It is awarded in amounts up to 15% of tuition. Students also must be matriculated in one of the following distance/independent study programs:

• Communications Management
• Information Management
• Business Administration

Federal Stafford Loan Program

Annual Loan Limits for graduates:

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidized</td>
<td>$8,500</td>
</tr>
<tr>
<td>Unsubsidized</td>
<td>$12,000</td>
</tr>
</tbody>
</table>
5 General Information

A. Determining Your Financial Need

A student’s financial need is defined as the difference between the Cost of Attendance, as determined by the Financial Aid Office, and the Expected Family Contribution, as determined by the Federal Need Analysis Methodology:

\[
\text{Cost of Attendance (e.g., tuition, fees)} - \text{Family Contribution (EFC)} = \text{Financial Need}
\]

B. Financial Aid Priority Deadlines

Early application is strongly encouraged! Completed applications may take three to five (3-5) weeks to process. Applications not received by the priority deadline might not be reviewed in the preferred time. Be sure all applications have all required signatures. Incomplete and/or missing information causes delays.

How your award is determined

Your financial aid award is based on the information you submit on the Free Application for Federal Student Aid (FAFSA) and supporting income documents.

The information you submit on the FAFSA is analyzed through the standardized process of need analysis. The need-analysis process calculates your Expected Family Contribution (EFC). Your financial aid eligibility (need) is the difference between the cost of attending Syracuse University and your EFC.

Your award is determined by assessing your particular needs. Due to limited availability of funds, Syracuse University cannot guarantee that your full financial need will be met.

Your Award Notice

Once you have completed the aid application process, you will be mailed a Financial Aid Award Notice. Your award notification will indicate your eligibility for one or more of the following types of awards.

Financial aid awards may also be viewed online at MySlice.syr.edu. Mail to syr.edu address is used to notify students when revisions occur.

Distance Degree Program (formerly ISDP) Grant

The Distance Degree Program/ISDP grant is awarded to students based on financial need. Students must apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA) each year, along with the UC Financial Aid application and required income documentation, and must demonstrate financial need to maintain eligibility for this grant. The amount of the grant a student may receive is reviewed annually, based on current policies.

Federal Stafford Loan

Most students are eligible to receive Federal Stafford Loans.

- Subsidized Stafford Loan
  - Annual Loan $8,500 Maximum
  - Unsubsidized Stafford Loan
  - Annual Loan $12,000 Maximum

Your Federal Stafford Loan may be subsidized, unsubsidized, or a combination of the two, up to the annual loan limit.

Subsidized Federal Stafford Loans are based on need and you will not be charged any interest until after you leave school. An unsubsidized loan is not based on need. You will be charged interest from the time the funds are disbursed. You may choose to defer the interest, but if you so choose, it will be capitalized (added to the principal amount). The Financial Aid Office determines your eligibility for the subsidized and/or unsubsidized Federal Stafford Loan according to the U.S. Department of Education’s regulations.

The Graduate/Professional Student PLUS loan

You will be able to request a Graduate PLUS loan after reaching the maximum Stafford Loan. Begin the PLUS application process promptly as the loan must be approved before the funds can be disbursed to your account.
at www.hesc.com. Complete a PLUS credit check. When approved, if you are a first-time Syracuse University PLUS borrower, you must also complete a PLUS e-MPN (electronic Master Promissory Note) at the HESC web site. This will initiate an electronic application being sent to Syracuse University. An updated award notice will be sent once loan eligibility is determined by SU.

Students must be enrolled at least half-time (6 credits) per term to be eligible for federal loans or to remain in student-deferment status, unless certified by the academic department as either full- or half-time equivalent. Such certification must be on file with the Bursar and Registration office before loans can be disbursed or continued in deferment status.

Loans are posted to student Bursar accounts no sooner than the first day of classes each term. It may take up to 30 days for posting after an award notice has been sent to a student.

Disbursement of Loan Funds
Federal Stafford Loan funds, minus origination and insurance fees (a maximum of four percent), are sent to the Bursar’s Office. One-half of the loan amount is sent in the fall, and one-half of the loan amount is sent in the spring.

Any overage, after the student’s University charges are paid, may be refunded upon request. Requests may be placed online using the MySlice portal, “View student account,” “request refund” button.

Other sources of aid
The Award Notice contains estimates of awards that you may receive from sources other than the Financial Aid Office. Some of these awards may require an additional application or form to be submitted. **If you are to receive an award that is not listed on your award notice, you must notify the Financial Aid Office.** This may affect the amount of financial aid you will receive from the University. Please refer to the policy on “Outside Scholarships and Grants” below.

### Estimated cost of attendance

Your Award Notice lists an estimated cost of attendance for the 2008-2009 academic year. It includes the actual costs of tuition and fees, an estimate of costs for housing and meals, and an allowance for clothing, personal needs, travel, and books.

For the 2008-2009 academic year, the estimated cost of attendance per term was calculated using the following figures:

- **Tuition (actual)**: $1,069/credit
- **6 credits**: $6,414*
- **Room and board (average)**: $5,635
- **Other expenses (average)**:
  - Books and supplies: $635
  - Transportation: $530
  - Personal expenses: $550
  - Medical expenses: $890
  - Loan Fees: $100
  - Communication Allowance: $210
- **Total cost of attendance**: $14,964*

*based on 6 credits of study

Estimated costs of attendance on Award Notices may vary due to number of credits in which student enrolls, program of study, and program fees.

The estimate for room and board is the same for all students.

The estimated cost of attendance is provided so you may make informed and appropriate plans for financing your University education. After financial aid awards are taken into consideration, you are expected to meet all remaining costs.

### Syracuse University Policies

#### Financial Aid Eligibility
- To qualify for federal student loans, you must enroll for at least six (6) credits during each of the fall, spring, and/or summer terms.
- Tax returns that you submit will be reviewed. You may be required to request a copy of your tax return from the Internal Revenue Service.
- The value of all assets and businesses are reviewed for accuracy and will be adjusted if assets appear to be under-reported.
- Income losses reported on the tax returns will be reviewed to determine the impact on the ability of the family to contribute.
- Changes in the number of people originally reported on the FAFSA as attending college will result in a review of your financial aid award. Adjustments may be made to your original financial aid award.
- All financial aid is subject to verification. At anytime, if additional information conflicts with what was originally submitted on the FAFSA, the financial aid award may be adjusted or withdrawn to reflect accurate information.
- For your loan to remain in “in school” deferment status, you must be enrolled at least half time (6 credits) in each semester (excluding summers). Enrollment below 6 credits or non-enrollment begins your 6-month grace period before repayment begins.
Outside scholarships and grants

Outside scholarships and grants are those not funded by Syracuse University, including some grant-funded awards and assistantships.

Students receiving financial aid from Syracuse University must report all scholarships and grants that they receive from sources other than the University. Federal regulations require these awards be used in determining eligibility for federally funded financial assistance.

Students who earn academic scholarships or recognition awards from outside sources may use these awards to fill any unmet need to reduce their Federal loans.

Students who receive a tuition benefit based on employment will have their need-based Distance Degree Program/ISDP grant reduced by the amount of that tuition benefit.

Syracuse University strongly encourages all students to explore outside sources of financial assistance. The University’s Office of Financial Aid and Scholarship Programs, 216 Archbold North, maintains a current listing of outside scholarships and provides assistance for enrolled students to pursue these resources.

To view the scholarship bulletin board go to the Office of Financial Aid and Scholarship Programs’ web site at financialaid.syr.edu/scholarships.htm.

Financial aid during your SU career

Reapply Annually

Federal financial aid and Distance Degree Program/ISDP grants are not renewed automatically each year and may change. To be considered for financial aid each year, you must file the Free Application for Federal Student Aid (FAFSA) and submit the University College Application if taking other than 6 credits, along with supporting tax documents, if requested.

Satisfactory Academic Progress

To continue receiving aid, you must make reasonable academic progress by earning a minimum number of credits each semester.

Dropping below 6 credits per semester during the academic year may affect your financial aid.

For details, refer to the Satisfactory Academic Progress Chart in the Student Handbook you receive each academic year, or our web site: www.YeSU.syr.edu in the “forms and links” page of the financial aid section.

Verification Requirements

Federal, state, and Syracuse University requirements for administering financial aid are detailed and strict. All information submitted on the Free Application for Federal Student Aid (FAFSA) is subject to verification. The Financial Aid Office may request supporting documentation at any time. If the information originally submitted is inaccurate or incomplete, your financial aid award may be adjusted or withdrawn. Failure to comply with verification requests will result in the loss of all financial aid and scholarship programs.

Special circumstances

The Financial Aid Office will consider special circumstances reported by students that could affect financial aid eligibility. If you or your family experience special circumstances, such as loss of income or death of a family member, you should contact the Financial Aid Office by e-mail at finaid@uc.syr.edu or in writing to the attention of your Financial Aid Advisor, Financial Aid Office, 700 University Ave., Syracuse NY 13244-2530.

Financial Aid Checklist

✔ Check off the submitted documentation:

☐ FAFSA (’08-09 for fall/spring and the ’07-08 for the summer ’08 term)
☐ Graduate Financial Aid Application, and summer application if attending in summer
☐ If you have another family member in college, submit a current printout of his/her course schedule or student account bill

Now and stepped-out returning students, continuing-returning students as requested via task list in Financial Aid Portfolio at MySlice.syr.edu

☐ Signed copy of your (and your spouse’s) federal taxes including schedules, and W2s/1099s
☐ If you did not file a tax return, submit an IRS non-filers statement (IRS toll free: 1-800-829-1040)
☐ If you have untaxed income (e.g., social services or SSI), submit untaxed income documentation
Full Legal Name: _______________________________________________________________________________________________________

Last   First   Middle   Maiden

Permanent Address: _____________________________________________________________________________________________________

Number and Street  City   State   Zip code

Area Code & Telephone: _____________________________________________________________________________________________________

Home Phone Number   Work Phone Number   Mobile Number

E-mail: ________________________________________________________________________________________________________________

Personal    School   Work

Financial Aid Information

IMPORTANT NOTE: Less than half-time enrollment (less than 6 credits) is not eligible for federal loans, or to maintain prior loans in deferment status.

1. Stafford Loan

Please tell us how much Federal Stafford Loan money you would like to borrow: Your loan will be processed up to the Cost of Attendance minus other aid, or the amount you indicate here, whichever is lower.

☐ I would like to borrow Federal loans to cover my tuition only, or
☐ I would like to borrow Federal loans to cover my tuition, plus additional funds of $ ___________________ (enter amount), or
☐ Maximum amounts allowed for Federal Subsidized & Unsubsidized loans

2. Federal Graduate PLUS

Are you interested in being awarded Federal Graduate PLUS (See section 3 of instructions)  ☐ Yes    ☐ No  If yes, amount: $ ___________________

3. Outside Awards

Do not include income earned from work, from Stafford loans, or institutional grants.

☐ Employer Tuition Benefit: $ ___________________ /  Employer

☐ Outside Scholarship: $ ___________________ /  Organization or Source

☐ Veteran’s Educational: $ ___________________ /  G.I. Bill, also called Montgomery Bill

☐ Other: $ ___________________ /  ___________________

4. Verification

Household members     Date of Birth   Relationship     Member enrolled in College?     If yes, name of school

☐ Yes  ☐ No

☐ Yes  ☐ No

☐ Yes  ☐ No

☐ Yes  ☐ No

5. Unusual Circumstances (e.g., loss of employment; high medical expenses)

Attach a separate page and supporting documents to explain any unusual circumstances affecting your financial status.

Certification

By signing this application, you agree, if asked, to provide information that will verify the accuracy of your complete financial aid application. You also certify that you (1) will use federal, state, and institutional aid only to pay the cost of attending an institution of higher education; (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it; (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it; (4) will notify your school if you default on a student loan; (5) understand the Secretary of Education has the authority to verify income reported on this application with the Internal Revenue Service. If you purposely give false or misleading information, you may be fined $10,000, sent to prison, or both. You will notify the University College Financial Aid Office of any change in your financial or academic status.

Student’s signature ____________________________  Today’s date ____________________________