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Updated 12/14/2016
WELCOME!

If you have submitted the appropriate financial aid forms, your award notice will be e-mailed to you. You can view your financial aid award in your myUSF Self-Service account. Please be sure to review the award, along with this award guide to help you understand each award. In addition, be sure to review the “unsatisfied requirements” tab to ensure all required documents and information have been submitted.

Some, or all of your awards may require you to accept or decline the award. If you are required to accept any part of your award, please do so by May 1st, or within 30 days of the date of Financial Aid Award email notice, whichever is later.

The assistance being offered to you comes from available federal, state and/or University financial aid programs for which you are currently eligible. Some aid programs may require you to submit additional documentation before your eligibility can be confirmed.

We look forward to helping you make the best choice for you and your family. Please do not hesitate to contact our office with any questions you may have.

Sincerely,

USF Financial Aid

Important: The award offer you have received is for the 2017-2018 award year only and is based on the information made available to us on the most recent FAFSA and/or CSS Profile transaction we received at the time of making the award offer. Please note that subsequent changes or corrections to your FAFSA/CSS Profile information through tax verification or other updates can result in adjustments to your financial aid eligibility and your USF Financial Aid offer. If revisions to your award offer become necessary, you will be notified by myUSF email to view your revised award offer online on myUSF.

Financial Aid funds that have outstanding requirements will not be reflected as a credit towards charges on a student’s bill, and cannot be paid to a student’s tuition and fee account.

Financial Aid Office Contact Information
One Stop Student Enrollment Services - Lone Mountain 261
Phone: 415-422-2020 Fax: 415-422-6084
E-mail: onestop@usfca.edu
Financial Aid Verification

If your aid application has been selected for tax verification, you and your parent(s) will be required to complete a tax verification worksheet and submit the completed form to the Financial Aid Office.

For more detailed information about verification, please visit our verification webpage:
https://myusf.usfca.edu/onestop/financial-aid/verification

Tax filers are also required to complete the IRS Data Retrieval Tool on the online FAFSA, or submit an official IRS Tax Return Transcript with the verification worksheet. If you and/or your parent were not required to file a 2015 Federal tax return, you must submit a copy of all Federal W2s for income earned from work and a Verification of Non-Filing Letter from the IRS. You may print the tax verification worksheet directly from the requirements page of your myUSF Self-Service account, or you may go to our Financial Aid Forms page.

**Important:** Financial Aid funds that have outstanding requirements will not be reflected as a credit towards charges on a student’s bill, and cannot be paid to a student’s tuition and fee account.

**Cost of Attendance (COA):**

COA includes tuition and fees; room and board (or a housing and food allowance); and allowances for books, supplies, transportation, loan fees, and dependent care.

It also includes miscellaneous and personal expenses. The COA is not the direct costs you will be paying to USF, but includes the overall, estimated costs to attend college. The actual COA will be different for each student and situation depending on enrollment, living arrangements, etc.

**Direct Expenses:** These are the expenses that you will be billed for at USF. These expenses include tuition, fees, room and board (if on-campus), and other applicable fees/charges by the University.

**Indirect Expenses:** These are expenses that you will incur while attending college, but are not paid directly to USF. These include books and supplies, transportation, and other personal expenses.

Tutorials
You can find useful tutorials on myUSF that help you learn how to accept/decline your financial aid, how to find unsatisfied requirements, how to make payments, and how to register, among others. These tutorials can be found at https://myusf.usfca.edu/onestop/vtutorials.
Financial Aid Award Programs

USF Merit Awards

**University Scholars:**
Scholars are students with exceptional academic credentials who are identified through the admission process. This tuition award cannot exceed eight semesters.

**USF President’s, Provost’s, and Hilltop Merit Awards:**
Students admitted as timely new freshmen to USF may be awarded one of three USF Academic Merit Tuition Awards based on their prior achievement. Merit scholarships provide up to eight semesters of tuition assistance.

**Transfer Academic Scholarship:**
Students admitted as transfers at USF may be awarded a merit scholarship based on their prior academic achievement. This merit scholarship is for tuition only, up-to six semesters of full-time enrollment at USF, and students must maintain Satisfactory Academic Progress.

All merit awards, including University Scholars, are meant to assist with the cost of tuition only.

University Tuition Grant and Named Scholarships

The University provides need-based tuition assistance to undergraduate students through its Tuition Grant Program and named scholarship programs. For new freshmen, the University Tuition Grant is available for up to eight semesters of undergraduate study (six semesters for Transfer students) as long as the student reapplies for aid each year by the continuing student priority deadline of February 1st, continues to demonstrate need, and makes Satisfactory Academic Progress.

Some students without eligibility for need-based University grants, but who were not offered a Merit award through the Admissions process, may be offered a Dean’s Award as additional assistance towards USF tuition charges. The Dean’s award is for eight semesters at USF.

California State Grants

**Cal Grants A & B:** The California Student Aid Commission (CSAC) provides grant assistance to eligible California residents. The Financial Aid Office may estimate the eligibility of new applicants but only the Commission can award a grant. Eligibility for renewal of a Cal Grant award is determined by the California Student Aid Commission each year based on the renewal of the FAFSA and/or DREAM Act Application.

Please note: changes to the Cal Grant program may occur through the State budget process that might impact your award offer. The final amount of your award will be determined based on your verified high school graduation, enrollment status and confirmation of the State budget. If you see an estimated Cal Grant in your financial aid award offer and you are notified by CSAC that you will not receive a Cal Grant, you must inform us without delay.

You will not be able to accept or decline a Cal Grant offer online. The Financial Aid office will verify your Cal Grant eligibility and change the awarded status from “estimated” to “accepted” as we confirm eligibility with CSAC.

For more information on Cal Grants, please visit [www.calgrants.org](http://www.calgrants.org).
Federal Grants

Federal Pell Grant:
This Federally funded program provides grant assistance to needy undergraduates pursuing a first undergraduate degree. Eligibility for the Pell Grant is based on the financial information from the FAFSA. Students are limited to 600% (typically six years) of Pell Grant eligibility over their lifetime.

Federal Supplemental Educational Opportunity Grant (SEOG):
The Federal Supplemental Educational Opportunity Grant Program provides Federal funds to the neediest Pell Grant recipients. USF has a limited amount of SEOG funds to award each year.

For more information about federal grants, please visit Federal Student Aid on the Web at: http://studentaid.ed.gov/PORTALSWebApp/students/english/grants.jsp

Personal Scholarships

Personal Scholarship Pending:
A student who has been awarded scholarship funds from an outside organization must notify the Office of Financial Aid so that these funds can be included in the financial aid package. Once a copy of the official notification has been received by our office, the amount of the scholarship is included in the award notice as pending until payment is received.

Personal Scholarship Received:
Once the USF Financial Aid Office receives the check for outside scholarships, the award will be changed to received and will apply towards you tuition and fee account.

Work Awards

Federal Work Study:
The University offers undergraduate students the opportunity to earn part of what they need to meet out-of-pocket educational expenses through this student employment program funded, in part, by the Federal Student Aid programs. Accepting a work award does not guarantee a job—full-time students must complete an I-9 form, receive a work clearance form from the Student Employment office, interview, be offered a position, and be placed on the payroll before receiving a paycheck. A work study student may only be employed in one Federal work-study position at a time. Visit the Student Employment website at http://myusf.usfca.edu/onestop/student-employment for information regarding student employment at USF.

Campus Job Opportunity:
The University offers undergraduate students the opportunity to earn part of what they need to meet out-of-pocket educational expenses through this student employment program funded by the University. Accepting a work award does not guarantee a job—students must meet the same student employment requirements listed above.

Important: When calculating out-of-pocket costs, do not include Work Study or Campus Job Opportunity funds.

These awards will not apply towards a student’s charges at USF.
## Federal Student Loans

<table>
<thead>
<tr>
<th>William D. Ford Federal Direct Loan</th>
<th>William D. Ford Federal Direct Loan</th>
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</thead>
<tbody>
<tr>
<td><strong>Subsidized</strong></td>
<td><strong>Unsubsidized</strong></td>
</tr>
<tr>
<td><strong>Interest Rate:</strong> 3.76% fixed rate*</td>
<td><strong>Interest Rate:</strong> 3.76% fixed rate*</td>
</tr>
<tr>
<td><strong>Origination Fee:</strong> 1.069%*</td>
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</tr>
<tr>
<td><strong>Grace Period:</strong> 6 months after graduation, ceasing attendance, or dropping below half-time enrollment.</td>
<td><strong>Grace Period:</strong> 6 months after graduation, ceasing attendance, or dropping below half-time enrollment.</td>
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</table>

**About:** The Direct Subsidized Loan is a need-based, deferred interest, deferred payment loan. The interest is paid by the Federal government while the borrower is in school. Repayment of interest and principal begins 6 months after the borrower graduates, ceases attendance, or drops below half-time enrollment.

**Additional Requirements:** Students who accept the Direct Subsidized Loan will be required to complete a Master Promissory Note (MPN) and Direct Loan Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov). Students should only need to do this one time as a student at USF. Your Direct Loan cannot be disbursed until the MPN and Entrance Counseling are completed.

*Note: Interest rates and origination fees are subject to change each year based on congressional action.*

## Federal Perkins Loan and Nursing Student Loan:

**Interest Rate:** 5.00% fixed rate*

**Origination Fee:** 0%

**Grace Period:** 9 months after graduation, ceasing attendance, or dropping below half-time enrollment.

**Additional Requirements:** Students who accept a Nursing Loan may be required to complete a Loan Self-Certification Form and Perkins loan students will be contacted by the Office of Student Accounts with instructions for completing a required promissory note. If you fail to sign the note, the loan will be canceled.

**Important:** The Federal Perkins Loan program will end in September of 2017.
Additional Education Resources

Unmet Eligibility:
It is not always possible for the Financial Aid Office to meet all of an applicant’s need from the aid funds that are available to the University. USF offers a payment plan to help students and families pay university charges not covered by financial aid. In addition, there are a number of loan programs that provide assistance to students and their families to meet need or to replace some or all of the Expected Family Contribution (EFC). It is highly recommended that student aid applicants search for valuable outside scholarships to help cover the cost of their education.

Outside Resources:
Your current financial aid offer is based on the FAFSA and CSS Profile plus outside resources available at the time of awarding. Payments made on your behalf from outside agencies, organizations and institutions that are credited directly to your USF student account are additional educational resources that must be included by the Financial Aid Office when determining your eligibility for student financial aid. Receiving such resources may require adjustment of your current financial aid offer. If an adjustment is necessary, you will be notified.

Federal Direct Parent PLUS Loan (Credit Based)

Interest Rate: 6.31%*

Origination Fee: 4.276%*

Application: www.studentloans.gov - Please see page 11 for directions.

About: The Federal Direct PLUS Loan Program is a credit based loan in the parent’s name that allows parents to borrow to meet the educational expenses of dependent undergraduates. A parent may borrow up-to the difference between the student’s cost of attendance and the student’s estimated financial aid.

Additional Requirements: Parents must complete the Parent PLUS Loan application at www.studentloans.gov available after April 15, 2017. The parent should indicate the requested amount of the loan on the application. Upon completion, the parent will receive a credit decision. If approved, the parent must complete a Master Promissory Note on studentloans.gov.

*Interest rates and origination fees are subject to change each year based on congressional action.

Financial Education:
USF is committed to ensuring that our students have a good understanding of financial education and student loan borrowing. Be sure to check-out our Financial Education section on our website. You can find the page here: http://myusf.usfca.edu/onestop/financial-aid/financial-education
Privately Funded Educational Loans:
University of San Francisco students may also borrow from private/alternative student loan programs. These privately funded loans are offered to credit-worthy borrowers and the terms and conditions vary from program to program. We recommend that only students who have successfully completed at least one academic year consider these loans. Students who are enrolled in a degree program and meet the credit criteria, or apply with creditworthy co-borrower, are eligible to apply for these loans. Students may borrow up-to cost of attendance minus other aid.

More information on alternative loan programs that USF students are presently using is available at http://myusf.usfca.edu/onestop/financial-aid/loans/private-loans

Financial Aid Appeals

Recognizing that the information collected by the FAFSA and/or the CSS Profile does not always reflect an applicant’s current financial circumstances, the Financial Aid Office may re-evaluate eligibility for student aid under specific and limited circumstances. Financial Aid applicants who have experienced a change in circumstances in 2016 should consider submitting a Financial Aid Appeal. Appeals will not be available until Early Spring and will be based on completed 2016 tax information. After July 1st, appeals will only be considered for Federal financial aid. Appeals are subject to approval by the Financial Aid Office, and are only meant for specific circumstances listed on the appeal form.

Important Financial Aid Policies

<table>
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<tr>
<th>Federal Return to Title IV</th>
<th>Satisfactory Academic Progress (SAP)</th>
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<tbody>
<tr>
<td>Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded.</td>
<td>Federal regulations require USF to set a Satisfactory Academic Progress standard for all students. Undergraduate students are required to meet the following SAP requirements:</td>
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<tr>
<td>When a federal financial aid recipient withdraws from all courses or receives no credit for attempted courses (e.g. all F or W grades, including incompletes) in a given semester for any reason, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive.</td>
<td>• Meet a minimum 2.0 GPA;</td>
</tr>
<tr>
<td>The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal.</td>
<td>• Complete 67% of their courses;</td>
</tr>
<tr>
<td></td>
<td>• and, complete their academic program within 150% of the program length.</td>
</tr>
<tr>
<td></td>
<td>Failure to meet SAP requirements could mean the loss of financial aid. If a student does not meet the requirements for SAP after the end of the Spring semester, the student will first be made “unsatisfactory.” Students who are made “unsatisfactory” may appeal only one time while attending USF.</td>
</tr>
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</table>

Review all Financial Aid Policies on our policies webpage: http://myusf.usfca.edu/onestop/financial-aid/policies
myUSF - Steps to View your Financial Aid

Please follow this guide to help you view your financial aid information on myUSF.

**Step 1:** Log on to myUSF at [myusf.usfca.edu](https://myusf.usfca.edu). New students: You will need to use your myUSF account information provided to you through Admissions. If you have been admitted but have not yet received instructions on how to set up your myUSF account, you may contact our ITS Help desk at 415-422-6668 for assistance.

**Step 2:** Once you are logged on, click on the “Student” button in the yellow square for Self-Service.

**Step 3:** Once you are in Student Self-Service, click on the “Financial Aid” tab at the top of the page. Then click on the “Financial Aid Status” link and choose the appropriate award year from the pull-down menu.

**Step 4:** On the “Financial Aid Status” page, you will see a series of links that you can use to view information about your financial aid status and eligibility. At minimum, you should view the following information:

Click on the “Student Requirements” link to view any unsatisfied/outstanding financial aid requirements. Some requirement items will link you to forms or information when you click on the requirement name. Please carefully review the description and next steps for each requirement. Once your required documents have been received by our office, they will be moved to the bottom of the page under “Satisfied Requirements.”

Click on the “Awarded” link. On this page, you will see several important tabs.

Under the “Award Overview” tab, you will see all the necessary information regarding your award package, including the cost of attendance used in determining your award, your anticipated housing and enrollment status, which correspond to your answers from the FAFSA, your actual Financial Aid Award by term, and the status (offered/accepted/declined) of each fund that you have been awarded.

Click on each fund name for a description. Review the status of each fund. Most of the financial aid offered to you will remain in an “offered” status until you accept or decline. After the last day to drop with full tuition credit in each semester, the Financial Aid office may cancel any financial aid that is still in an offered status.

You can accept or decline all or part of an offered award under the “Accept Award Offer” tab.

Click on the “Special Messages” tab to view any special messages that may have been sent to you by the Financial Aid office.
Financial Aid Check-List

Print this check-list and stay on track. Be sure to complete each step, if required, to ensure your financial aid is applied to your student account.

- View your Financial Aid Award and use the Understanding Your Cost of Attendance page to determine your out-of-pocket expenses.
- After submitting your admissions deposit, login to myUSF Self-Service and accept/decline offered aid.
- View your “unsatisfied requirements” on myUSF Self-Service and be sure to complete and/or submit all requirements.
- If you accept any Federal Direct Loans, visit www.studentloans.gov and complete the Master Promissory Note and Direct Loan Entrance Counseling.
- Regularly check your “unsatisfied requirements” on myUSF Self-Service to be sure that all requirements are met. In addition, be sure to check your myUSF e-mail on a regular basis.
- Apply for additional educational resources if needed. Refer to page 6 of this guide for more information.
- Contact the Financial Aid Office through One Stop Student Enrollment Services if you have any questions.
- Review your student bill which will be received in early July and arrange payment options prior to August 1.
Steps to Apply for a Parent PLUS Loan

1. To request, visit www.studentloans.gov.
2. Click the green “Sign In” button. Note: Parents should sign in as themselves, not the student.
3. Select “Apply for a PLUS Loan.”
4. Read the disclosure information then click “Parent PLUS.”
5. Next, you will be asked to Select an Award Year. Choose 2017-2018.
6. Continue through the application and include USF on your request (school code: 001325).
7. Once you reach the “Loan Amount Requested,” it is important that you borrow smart and only borrow the amount of loan you need for educational expenses.
   a. If you know the exact amount you would like to borrow, enter this amount.
   b. If you would like to borrow your Cost of Attendance minus other awards, select “maximum.”
   c. If you choose “I do not know...” USF will process the request at the maximum amount.
8. Choosing the appropriate loan period is very important for timely, accurate processing. The standard loan period is Fall/Spring (August 2017 – May 2018).
9. Review the information and click “Continue.”
10. Next input the borrower information. Parents enter your information. Note: the parent completing the PLUS Request must be on the FAFSA.
11. Click “Continue.” You will again be asked to review the information. Be sure to review this information very carefully. Click “Continue.”
12. You will now be asked to agree to two statements. If you agree, check the boxes and click “Continue.”
   
   *Important: Once you click continue, a credit check will be processed.*
13. If approved, you must now complete a Master Promissory Note (MPN) for the Direct PLUS Loan (if a PLUS MPN has not previously been completed at USF).
14. If denied, the Department of Education will inform you of your options.

For more information on the Direct PLUS Loan, please visit https://studentaid.ed.gov/types/loans