WELCOME!

The 2018-2019 School of Management Financial Aid Guide is a tool for students and parents to gain a basic understanding of the financial aid process at the University of San Francisco.

Financial aid options and the awarding process will vary depending on your program. Throughout this guide, we hope to provide a high level overview of your funding options and how your financial aid options may be awarded to cover your cost of attendance. For more information, please visit the financial aid office online: https://myusf.usfca.edu/onestop/financial-aid

The Office of Financial Services is here to help guide you and your family through the financial aid process.

Sincerely,
USF Office of Financial Aid
**DIRECT LOAN AWARDING**

School of Management student’s direct loans will be awarded evenly over Fall/Spring. The visual aid below is an example of the awarding process and may not represent your financial aid awards. Amounts represent the annual maximum for a Federal Direct Unsubsidized Loan of $20,500. For students enrolled during summer, you may submit a financial aid revision form to have your unsub disbursed Fall/Spring/Summer evenly and/or apply for a Direct Plus Loan.

2018-2019 Estimated Cost of Attendance- Living Off Campus- $49,190
*Unsub loan amount is total payback amount. A loan fee will be deducted before being disbursed to the school.

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<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
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<tbody>
<tr>
<td>Unsub Loan</td>
<td>$10250</td>
<td>$10250</td>
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<tr>
<td>Plus Loan</td>
<td>$14345</td>
<td>$14345</td>
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**GRADUATE/PROFESSIONAL LOAN OPTIONS**

**Direct Unsubsidized Loan**

2. Must be enrolled in at least 3 units per semester
3. Complete MPN and Entrance Counseling- www.studentloans.gov
4. Interest Rate: 6%
5. Loan Fee: 1.066%
6. Annual Loan Limit: $20,500

Lifetime Aggregate Limit: $138,500
Award Amount- Loan amount split evenly among Fall/Spring Semester.

**Direct Graduate PLUS Loan**

2. Must be enrolled in at least 3 units per semester
4. Interest Rate: 7%
5. Loan Fee: 4.264%

Annual Loan Limit- Awarded up to remaining cost of attendance eligibility.
Credit Based Loan- Approved Credit Decision Required

**Private 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.

OTHER FINANCIAL OPTIONS

Semester Payment Plans
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. For more information: https://myusf.usfca.edu/onestop/billing-tuition/payment-plan

Other Resources
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 aid. If you are a recipient of such a resource, you must notify the Financial Aid Office.

Receiving such resources may require adjustment of your current financial aid offer. If an adjustment is necessary, you will receive an updated award notification to view on your myUSF.

<table>
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<tr>
<th>Employer Tuition Benefits</th>
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<tr>
<td>USF Tuition Remission</td>
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<tr>
<td>Veteran’s Education Benefits</td>
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<tr>
<td>Public or Private Agency Benefits</td>
</tr>
</tbody>
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COST OF ATTENDANCE (COA)

The Cost of Attendance for the 12-month academic year includes both direct expenses (tuition & fees) and indirect expenses (books, supplies, transportation, personal expenses and room & board for off-campus students).

For most Professional Graduate students in the School of Management, tuition expenses included in the COA used to determine your eligibility for aid, are based on an average tuition/fees cost of $12,900 based on nine units of enrollment for the Fall, Spring, and Summer semesters combined (three units per semester). These figures are not meant to represent your specific tuition or charges for the academic year but it is an average cost against which we measure your resources to determine your eligibility for aid.

If you plan on applying for additional supplemental loans, and your COA does not reflect your anticipated tuition charges, or the semesters in which you plan to enroll, you should complete our Financial Aid Revision Request form to ensure your COA is appropriate for your charges before applying for a Graduate PLUS Loan.
2018 - 2019 COST OF ATTENDANCE COMPONENTS

<table>
<thead>
<tr>
<th>Components</th>
<th>On-Campus</th>
<th>Off-Campus</th>
<th>In Parent’s Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$12,900</td>
<td>$12,900</td>
<td>$12,900</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$24,990</td>
<td>$24,990</td>
<td>$6,300</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$2,400</td>
<td>$2,400</td>
<td>$2,400</td>
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<tr>
<td>Transportation</td>
<td>$1,800</td>
<td>$1,800</td>
<td>$1,050</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$3,900</td>
<td>$3,900</td>
<td>$3,900</td>
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<tr>
<td>Health Insurance Allowance</td>
<td>$3,200</td>
<td>$3,200</td>
<td>$3,200</td>
</tr>
<tr>
<td>Total Cost of Attendance</td>
<td>$49,190</td>
<td>$49,190</td>
<td>$29,750</td>
</tr>
</tbody>
</table>

Note: Not all of these charges will be accrued as a student. You will not be asked to pay USF the total Cost of Attendance amount. Your actual cost of attendance may be more or less depending on each student and situation.

COST OF ATTENDANCE APPEAL

Students may appeal components of their financial aid cost of attendance for the academic year 2018-2019. Examples of appeals include: Room/Board and Transportation budget increases, and a One Time Computer purchase allowance not to exceed $1,200. Limits apply to the amount the financial aid office will approve for any given appeal request. Submit your request in writing with supporting documentation. Appeal decisions are final.

FINANCIAL AID REVISION REQUEST

Students have the option to request a change to their financial aid award distribution, report changes to their enrollment, or alter their loan amount. If the revision request can be honored, and results in changes to your financial aid package, you will receive an award notification to your DON’s email account. View your updated awards from the myUSF student self-service financial aid portal. [https://myusf.usfca.edu/onestop/financial-aid/forms](https://myusf.usfca.edu/onestop/financial-aid/forms)

CHANGE IN ENROLLMENT

It is important to note that failure to complete the enrollment plans reported on the revision form may result in the cancelation or reduction in financial aid. The student is responsible for any balances caused by not completing anticipate enrollment.
STEPS TO VIEW YOUR FINANCIAL AID

Once your financial aid applications are fully processed, a letter may be mailed or published online to your myUSF student financial aid portal. The award letter serves as a means for the student to understand the potential cost of education at USF, against their expected family contribution, and offered financial aid. Award information can change throughout the funding process, thus students should refer to their myUSF online financial aid portal for the most up to date information.

Myusf.usfca.edu – click student under the self-service option- financial aid tab- financial aid information- and awards.

TERMS AND CONDITIONS/ACCEPT AWARD OFFER

Review the terms and conditions of each award from your myUSF financial aid portal. Students may also accept their financial aid awards online using the Accept Award Offer tab. Most grants and scholarships will be accepted on the student’s behalf.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students are required to meet the following SAP requirements:

- Graduate cumulative GPA of 3.00
- Earn 67 percent of attempted credits -- an "attempted credit" is defined as any credit the student remains enrolled in after the add/drop period, including credits the student withdraws from each term. Courses with an F, I, IP, U, or W grade do not count as earned credits.
- Attempt no more than 150 percent of the credits required to complete an academic program.

Failure to meet SAP requirements could mean the loss of financial aid. If a student does not meet the requirements for SAP at the end of the semester, the student will first be made “unsatisfactory.” Students may appeal at that time while attending USF.

For more information visit the financial aid policies page- https://myusf.usfca.edu/onestop/financial-aid/policies
NEXT STEPS

**Review/Accept/Decline Aid:** Most of your financial aid offer may require your online acceptance or denial. Please log on to Student Self-Services through myUSF to view your financial aid award. If you are required to accept or deny any part of your award, please do so promptly.

**Award Period:** If eligible for a Federal Direct Unsubsidized loan, it will initially be offered to you with a fall, spring, and summer award period. If you would like to request that the award period be adjusted, you will need to complete our **Financial Aid Revision Request** Form. We recommend that you request the adjustment before you accept the loan offer, and only accept the loan when the offer reflects the correct award period.

**Consider need for Supplemental Loans:** If you have maximized all primary financial aid resources (e.g., Unsubsidized loan, scholarships) you may explore supplemental credit-based loan options, such as **Graduate PLUS** or **private loans** from the bank or lender of your choice.

**Loan Requirements:** If you plan to accept any amount of Federal Direct loans, you must complete a one-time Loan Entrance Counseling and Master Promissory Note (MPN) online at [www.studentloans.gov](http://www.studentloans.gov). We cannot disburse your loans until we have received the Entrance Counseling and MPN. If you have previously completed these steps while attending USF, you should not need to again.

**POLICIES**

All students must read and review the Financial Aid Policies page found [here](http://www.studentloans.gov). Graduate students are expected to meet Satisfactory Academic Progress requirements and understand the financial impact of withdrawing or failing classes, and the federal expectations for return of un-earned financial aid.
FREQUENTLY ASKED QUESTIONS- GRADUATE STUDENTS

Will my accepted Financial Aid be credited towards my charges on my bill before it is paid to my student account? Financial Aid that has been accepted will be credited to your bill only when all necessary requirements for those funds have been completed. We recommend that all students regularly review their “Unsatisfied Requirements” in the Financial Aid Status section of their myUSF account to ensure that their financial aid will be properly credited towards charges and paid to their student account.

My Financial Aid Award Offer says that I have unmet eligibility. Is that what I will owe USF? No. Compare your accepted financial aid to your tuition (tuition = anticipated yearly units multiplied by per unit rate or use your fixed cohort rate, if applicable. If your aid is less than the tuition, then the difference is the amount you owe.

Is my Financial Aid Offer also a bill? If not, when will I receive a bill from USF? No, the Financial Aid Offer is NOT a bill and does not indicate actual charges owed. You will not receive a bill until after you are registered for classes. Once you are registered for classes, tuition is due on the corresponding semester payment due date (August 1 for Fall, January 1 for Spring, May 1 for Summer). You will not receive a paper bill. The billing statement will be sent to your myUSF email account. USF students can create Authorized Payer profiles (usernames and passwords) through View and Pay in myUSF, which allows parents, spouses, and others to receive bill notifications, view bills, and make payments online.

How do I cancel or reduce my loans? If you would like USF to cancel or reduce an accepted federal or private loan, you must make a written request to the Financial Aid Office before the loan disburses or no later than 14 calendar days after disbursement of the loan to your USF Student Account. You may still be responsible for any accrued interest and fees charged by your lender. If you receive a loan refund from USF, you may be required to return sufficient funds to your USF account before your loan reduction or cancellation request can be processed. You may also make early loan payments directly to your lender or loan servicer at any time with no pre-payment penalty.

When is my financial aid going to be paid to my account? At the beginning of each semester and once you have met all the requirements for disbursement, your aid will be paid to your USF Student account. Requirements include returning your award notice, completing verification, enrolling for the number of units you anticipated when you applied for aid, and completing the Loan Entrance Counseling. In addition, any specific information or documentation requested from you must be provided before disbursement can take place.

I'm expecting to receive a refund from my financial aid. How will I receive these funds? Credit balances created by federal student aid are refunded by check unless a student’s Direct Deposit information is provided. Please visit https://myusf.usfca.edu/onestop/billing-tuition/refunds for instructions on how to complete an online Direct Deposit Authorization Form. In general, your refund will be available within 14 days of disbursement of financial aid into your student account.

When do I apply for financial aid for the next academic year? If you will be enrolled in Fall 2019, Spring 2020, and/or Summer 2020, beginning October 1, 2018 you may complete a 2019-2020 renewal FAFSA at www.fafsa.gov to be considered for financial aid for the 2019-2020 academic year.

Additional questions? Contact the Financial Aid Office at (415) 422-6084 or email financialaid@usfca.edu.