Your offer of financial aid

Reconsideration of Aid
Some students and their families experience unique circumstances that affect their ability to pay their college costs. Families facing severe financial challenges due to job loss, death of a parent, or business decline should contact the Office of Financial Aid for a review of their financial aid eligibility. You must be able to provide documentation of your circumstances, including but not limited to a letter of termination from an employer or tax statements showing reduced income, either personal or business. A request submitted without additional documentation will not be reviewed.

Renewing Your Financial Aid in Subsequent Years
Because USF offers need-based financial aid and merit scholarships, students are required to reapply for assistance each year. Financial need is reassessed each year; as a result, you may see an increase or decrease in the amount of financial aid offered each year. All documents are due to our office by April 15 of each year.

Forms to Renew Financial Aid Eligibility
Domestic Students
- The Free Application for Federal Student Aid (FAFSA), a free application, is required for all U.S. Citizens and Permanent Residents who are applying for Federal Student Aid.
- Current federal tax returns

Students Living Off Campus
For students living off campus, the charge for tuition and fees is paid directly to the Student Accounts Office. Students should note that the budget for off-campus room and board is the same as the budget for on-campus room and board. If a student’s total grant and loan aid is greater than the sum of the charges for tuition and fees, the student will receive a refund of the excess amount to assist with payment of off-campus living expenses. Refunds are provided within the first 10 days after the start of classes.

Refunds When a Student Withdraws and is Not Charged Full Tuition or Room and Board
A student who withdraws, takes a leave of absence, or changes the number of course enrollments after the first day of classes in any semester, the Office of Financial Aid calculates the amount of funds to be returned to the federal, state, and institutional aid programs, and to the student.

When returning federal funds, the U.S. Department of Education “Return of Title IV Funds” policy is applied and funds are returned in the following order:
1) Unsubsidized Stafford Loan; 2) Subsidized Stafford Loan; 3) Perkins Loan; 4) Parent Loan for Undergraduate Student (PLUS); 5) Pell Grant; 6) Supplemental Educational Opportunity Grant (SEOG); and 7) Other Title IV programs. Students are responsible for obtaining proof of registration or GPA verification from the Registrar in a timely manner. If USF does not receive the outside scholarship funds, the student’s award will be reconfigured. Please note that if the student receives the outside scholarship check directly, the student must forward the check to the Office of Financial Aid.

Confidentiality Policy
Since families disclose sensitive financial information to USF in the aid application process, we use all available measures to hold this data in strict confidence. Electronic material is protected with current technological safeguards to prevent unauthorized access. Paper records are similarly held in safe storage, and disposed of when necessary in a proper manner such as shredding. There are strict limitations on sharing information with parties other than students and their immediate family members. Organizations outside USF must obtain permission from the student and provide a signed release before receiving aid records. USF’s confidentiality policy assures families that their financial aid information will be used only for its intended purpose.

Notification of Rights under FERPA for Postsecondary Institutions
The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older who attends a postsecondary institution.) Please refer to the University of San Francisco website for a full description.

Complaints may be sent to:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, NW
Washington, DC 20202
Congratulations on your acceptance to the University of San Francisco! USF is committed to supporting and sustaining a strong, vibrant, and diverse community. We want to attract students with strong academic ability from all socioeconomic backgrounds, to encourage faculty and students to be bold, independent, and creative thinkers; and to provide the infrastructure to support teaching, research, scholarship, and service for present and future generations. The Office of Financial Services is here to help guide you and your parents through the financial aid and student billing process, and we look forward to welcoming you to campus in the fall. The enclosed Offer of Financial Aid details your financial aid package for the coming year. In this brochure, you will find some of the information you need to understand what it means for you and your family. More detailed information can be found on our website at myusf.usfca.edu/onestop.

We know the prospect of financing four years of college can be challenging, and financial aid plays an important role in helping to make your USF education possible. You'll find myriad opportunities here and in the community to discover and follow your passions — whether you go on to a job, prestigious graduate program, national fellowship, or public service.

You’ll have access to faculty who know how to make a difference. Our faculty earned their advanced degrees from some of the best schools in the world, and they remain thought leaders in their fields. You’ll have direct access to them since nearly 70% of classes have fewer than 20 students. They care about your future.

How Your Financial Need was Determined
We give personal attention to every admitted student’s application for financial assistance. Parental contributions are determined after a thorough review of the information contained in the CSS Profile and the FAFSA as well as tax documents and any other information provided to our office.

To calculate how much financial aid you are eligible to receive, we first determine your parents’ ability to contribute to college costs — how much they can afford to pay after aid is applied — based on income, assets, total number of family members, and the number of family members attending college. This computation also allows for necessary family expenditures, such as reasonable living costs, college savings for siblings, taxes, and unusual medical expenses.

A portion of the family’s assets is protected for family emergencies and college savings for siblings. After reasonable parent and student contributions have been determined, the calculated family contribution is deducted from the cost of attendance; the difference equals demonstrated financial need. Need is not met 100%, still, we hope the offer will make it possible for you to enroll at USF.

Cost of Attendance for 2017–2018
Your financial aid budget is based on an estimated cost of attendance comprising both direct and indirect costs. Direct costs include fixed amounts for tuition, fees, room, and board, and health insurance. * Indirect costs consist of estimated amounts for books, personal expenses, and travel. This total is factored in when determining the amount you and your parents will be expected to contribute toward the cost of attending USF. 

Please note that tuition, fees, and room and board typically increase slightly each year. Over the last few years, annual increases have ranged from 3.5% to 4.9%. Our estimate of personal expenses includes such things as laundry supplies, telephone expenses, and recreation. This estimate does not include the cost of travel to and from USF, which may range from $150 to $450 per semester. *Medical insurance cost will be available later in the summer.

Sources of Financial Aid in Your Package
Your financial aid package includes aid from a mix of sources:

1. Gift Aid: USF awards merit scholarships based on the strength of your admission application. Need-based University grants are awarded based on the information provided in your FAFSA and on CSS Profile. The FAFSA is required for all students who wish to apply for federal and state aid programs. Sources include Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and State Grants. For more detailed information please refer to the financial aid section of our website.

2. Student Employment: Students are packaged with either Federal Work Study or Campus Employment.

3. Federal Loans: Federal loan eligibility is based on the maximum amount available for both subsidized and unsubsidized loans. Please refer to our website for additional information on federal loans or visit www.studentaid.gov for information on the federal loan process and required forms if you plan to accept your federal loans or apply for a Parent PLUS loan.

4. Private Outside Scholarships: Funds from private sources including tuition grants from employers and awards from organizations or other private clubs are coordinated with USF aid by first reducing the gap between need and aid awarded, then replacing a student’s employment award; if the private scholarship exceeds these amounts, the USF scholarship is reduced by the remaining portion of the outside award.

Accepting the Offer of Financial Aid
To accept the offer of financial aid, admitted students must:

1. Accept admission by taking the required steps to enroll, including sending the required deposit to the Office of Admissions.

2. Go to the myUSF secure portal to review and accept your financial aid.

3. If not done previously, submit signed copies of the student’s and parents’ 2015 federal income tax returns, including all schedules and copies of W-2s. Differences between the amounts reported on the actual tax documents and the information provided on the aid application may result in a revision in the family’s contribution and aid eligibility.

4. Complete and submit all required loan documents for timely disbursement of federal loans accepted.

5. Notify the Financial Services Office of any ANTICIPATED OUTSIDE SCHOLARSHIPS not included in the offer. These would include any privately sponsored outside scholarships or parent employer sponsored tuition benefits.

Financial Options

FINANCING OPTIONS
The University of San Francisco Monthly Payment Plan
The University of San Francisco Monthly Payment Plan allows families to make their annual payments to USF in eight installments, four each semester. Ninety percent is charged, however, there is a $50-per-semester service fee ($100 annually) as well as penalties for late payments. Payments begin in August and end in April, with no payment due in December. The application must be received by the University of San Francisco Student Accounts Office no later than June 1.

Federal Loans
Students may borrow through the Federal Direct Student Loan program and must complete entrance counseling and a promissory note. Parents may borrow through the Federal Parent Loan program (PLUS loan). To apply for Federal Direct Student Loans, students must first complete a Federal Direct Loan Request form up to the total cost of attendance. The $4,500 unsubsidized loan and $2,600 unsubsidized loan terms with a credit-worthy cosigner. Additional information on private loans is available at www.studentaid.gov.

Private Educational Loans
We encourage you to exhaust your federal loan options before exploring private loan options. Private loans are credit tested. Students may get more favorable loan terms with a credit-worthy cosigner. Additional information on private loans is available at usfca.edu/admissions/financial-aid/types-of-aid/loans.

Campus Employment
The University of San Francisco Student Employment Program is a valuable part of the college experience. Not only is it a practical way for students to earn money to contribute toward their educational expenses, it also gives students the opportunity to gain valuable work experience, time-management skills, and establishes a vital support to local nonprofit organizations.

Campus employment is available to all students who are eligible to work; however, students are not required to have a campus job. The Student