HOW TO PAY FOR YOUR USF EDUCATION

It's a life-changing investment, and we're here to help.

UNIVERSITY OF SAN FRANCISCO
Congratulations on being accepted to the University of San Francisco! We’re excited to welcome you to the Hilltop. But first, we know you and your family need to look closely at what you can afford to pay, and what help is available to make attending USF possible. This is where our Offer of Financial Aid comes in.

The enclosed letter summarizes the aid being offered to you for the 2020-2021 academic year, based on the financial information you provided. It can include merit aid, which we offer at admission to students who show exceptional promise, and federal and state aid, which is based on your family’s estimated need. When there is still a gap in what families need to help cover costs, USF steps in to provide additional financial help.

We know that this amount can’t always cover all of a family’s need, but we do the best we can to help as many students as we can with the financial aid dollars we have available. The bigger picture to keep in mind is that what you invest in a USF degree pays you back in important ways, like boosting your earning power over your career (see the back page for more). This document will guide you through the steps you need to take to accept your financial aid award and renew it in future years.

We’ll also cover the rights and responsibilities you have as a student receiving financial aid, and the basics of paying your bill. (Find more details at myusf.usfca.edu/financial-aid.) We want to do everything we can to help you and your family make an informed decision, so if you have questions about any part of this process, please contact us. We’re here to help.

HOW AID WORKS

DETERMINING YOUR FINANCIAL NEED

To figure out how much financial aid you’re eligible to receive, we first determine your parents’ ability to contribute to your college costs. We thoroughly review information in your Free Application for Federal Student Aid (FAFSA), as well as your tax documents and any other information you provided. We look at your family’s income, assets, total number of family members, and the number attending college. We take into account necessary expenses, like reasonable living costs, taxes, and any unusual medical expenses. And we set aside a portion of your family’s assets to account for things like family emergencies and college savings for siblings.

After we calculate what we think are reasonable contributions from you and your parents, we deduct that “expected family contribution” from your cost of attendance; the difference equals your demonstrated financial need. USF can’t meet 100% of every family’s need, but we hope the aid we do offer makes it possible for you to enroll at USF.

SOURCES OF FINANCIAL AID

Your financial aid package may include money from a mix of sources:

1. **GIFT AID**: This can include federal and state grants (for example, a Pell Grant or Cal Grant) and need-based university grants, all of which are awarded based on your FAFSA. It can also include merit scholarships that USF awards based on the strength of your admission application. Gift aid does not need to be repaid.

2. **STUDENT EMPLOYMENT**: Your package may include either a Federal Work Study or Campus Job Opportunity offer. These are part-time positions that pay you directly for hours worked.

3. **FEDERAL LOANS**: These can include subsidized loans (where the government pays the interest on the loan while you’re enrolled) or unsubsidized loans. The amount you can borrow varies, depending on your family’s circumstances. Visit studentaid.gov for more information and the required forms to complete if you plan to accept your federal loans or apply for a Parent PLUS loan.

4. **OUTSIDE SCHOLARSHIPS**: Money from private sources—for example, tuition grants from your parents’ employers or scholarships from organizations or clubs—are coordinated with the rest of your USF aid. We use them first to reduce the gap between your financial need and total aid awarded, then to replace any campus employment award. If your private funds exceed both of these amounts, any USF scholarship you’d received is reduced by the remaining portion of the outside award.

ESTIMATED COST OF ATTENDANCE FOR 2020–2021

Your financial aid budget is based on an estimated cost of attendance that includes both direct and indirect costs. Direct costs include estimated amounts for tuition, fees, room and board, and health insurance. Indirect costs consist of estimated amounts for books, personal expenses, and travel. The total cost of attendance is what we work from when determining the amount you and your family will be expected to contribute toward the cost of attending USF.

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<tr>
<th></th>
<th>ON CAMPUS</th>
<th>OFF CAMPUS</th>
<th>AT HOME</th>
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<tbody>
<tr>
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*Tuition, fees, and room and board typically increase each year. Over the last few years, annual increases have ranged from 2.8% to 4.5%. Our estimate of personal expenses includes things like laundry supplies, telephone expenses, and recreation. This estimate does not include the cost of travel to and from USF, which can range from $150 to $450 per semester.*

*Health insurance costs will be available later in the summer.
ACCEPTING YOUR FINANCIAL AID OFFER

Here’s what you need to do next:

- If you haven’t already, accept your admission by taking the required steps to enroll, including sending the required deposit to the Office of Admission.
- Use the myUSF portal to review and accept your financial aid offer online.
- Submit signed copies of your and your parents’ 2018 federal income tax returns, including all schedules and copies of the W-2, to our Office of Financial Aid. Any differences between the income reported on the tax documents and the information provided on your aid application may result in your family’s contribution and aid eligibility being revised.
- Complete and submit all required loan documents at studentaid.gov for timely disbursement of federal loans accepted.
- Notify our Office of Financial Aid of any anticipated outside scholarships not already included in your aid offer. These would include any privately sponsored outside scholarships or parent employer sponsored tuition benefits.

COMPLETING APPLICATION/AID REQUIREMENTS

In some instances, “expected aid” doesn’t become “actual aid” until specific documents are completed and submitted to USF or to other grant or lending agencies. These include:

1. Verification: If you are selected by the U.S. Department of Education for verification, the procedures and documents involved must be completed before any federal funds become actual aid. The Office of Financial Aid will guide you through this process.
2. Noncitizens: Students who aren’t U.S. citizens must provide proof of their eligible noncitizen status (for example, an alien registration card or other documents designated by the Office of Financial Aid) before they can receive federal funds.
3. Work awards: If you have a work award, your earnings will be paid to you directly by check or direct deposit. To receive the biweekly paychecks, you’ll submit your hours on time sheets signed by your supervisor.
4. Outside scholarships: USF’s Office of Financial Aid coordinates all of your outside aid awards as part of your overall financial aid package. Before those awards can be released to us, scholarship sponsors will typically require you to verify your registration or GPA. It’s your responsibility to get that proof from USF’s registrar in a timely way. If you receive an outside scholarship check directly, you’ll need to forward it to our Office of Financial Aid. If we don’t receive the expected outside funds, your aid award will be reconfigured.

YOUR RESPONSIBILITIES TO MAINTAIN YOUR AID

ENROLLMENT REQUIREMENT: To be eligible for any kind of financial aid, you must be enrolled at USF at least half-time. To retain your federal and state aid, you must maintain satisfactory academic progress (SAP) as defined for federal student aid and as described in USF’s SAP policy. Cal Grant funding is limited to four academic years. In order to graduate in four years, you must complete 16 or more units per semester.

SATISFACTORY ACADEMIC PROGRESS: Our SAP policy is designed to ensure that you are making adequate progress toward completing your degree program with a goal of graduating in four years. Financial aid recipients must maintain a cumulative 2.0 GPA and earn 16 credits each semester of enrollment, which is standard, full-time enrollment. Academic progress is monitored yearly, although you may be contacted sooner if current enrollment is not meeting the standard progression. More detailed information can be found at myusf.usfca.edu/financial-aid/policies.

HOW TO PAY YOUR BILL

The amount your family owes USF is based on the total cost of tuition, fees, and room and board, minus your scholarships, grants, and loans. Families can make two payments, one each semester, or pay in monthly installments through USF’s payment plan, as described below. Your online student account is where you’ll track your bills and payments. When you log in, you’ll see any outside scholarships, grants, and loans listed on your bill as credits, showing a status of “expected aid” if they haven’t been received by USF. These funds convert to “actual aid” once we’ve received them. (Your work earnings aren’t included as credits on the bill since they’re paid directly to you.)

FINANCING OPTIONS

MONTHLY PAYMENTS: USF’s semester payment plan allows families to make their tuition payments in installments. No interest is charged; however, there is a $50-per-semester enrollment fee, as well as penalties for late payments. Payments for fall begin in August and end in November. Spring payments begin in January and end in April. For more information visit myusf.usfca.edu/billing-tuition.

FEDERAL LOANS: Students can borrow through the Federal Direct Student Loan program. If you do, you must complete counseling and a promissory note to make sure you understand what you’re committing to pay back. Parents can use the Federal Direct Parent Loan program to borrow as much as the total cost of attendance plus loan fees, minus any other financial aid or loans. A promissory note and a credit check are required. Detailed Information on federal loan programs is available at 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/admission/financial-aid/types-of-aid/loans.

CAMPUS EMPLOYMENT: USF’s Student Employment Program can be a valuable part of your college experience. Not only is it a practical way for you to earn money to contribute toward your educational expenses, it also gives you the opportunity to gain valuable work experience, time-management skills, and, in some situations, provide vital support to local nonprofits. Campus employment is available to all students who are eligible to work; however, you aren’t required to have a campus job. The Student Employment Office partners with employers on and off campus to provide a wide range of job opportunities. Visit myusf.usfca.edu/student-employment.
RECONSIDERATION OF AID
Some students and their families experience unique circumstances that affect their ability to pay their college costs. Families facing severe financial problems due to job loss, death of a parent, or business declines should contact the Office of Financial Aid for a review of their financial aid eligibility. You’ll need to provide documentation of your circumstances (for example, a letter of termination from an employer or tax statements showing reduced personal or business income). A request submitted without documentation will not be reviewed.

RENEWING YOUR AID IN FUTURE YEARS
USF students are required to reapply for financial aid every year. This allows us to assess your family’s financial need based on the most current income information available. As a result, some forms of aid—like loans and federal or state grants—may increase or decrease each year. Any USF grant aid you have been awarded will in most cases stay constant.

To renew your financial aid, you must complete the following forms by March 1 each year:

DOMESTIC STUDENTS: The Free Application for Federal Student Aid (FAFSA) is required for all U.S. citizens and permanent residents who are applying for federal student aid.

DREAM/DACA STUDENTS: California residents: The Dream Act application. Out-of-state residents: The FAFSA (if you are a DACA student with a Social Security Number) or CSS Profile.

STUDENTS LIVING OFF CAMPUS
It’s important to understand that your financial aid is applied first to your tuition and fees, and is paid directly to the Office of Student Accounts. Then, if your total grant and loan aid is greater than your tuition and fees, you’ll receive a refund of the difference to help pay your off-campus living expenses. Refunds are paid within 10 days of the start of classes. (Please note that the budget we use to estimate your off-campus housing costs is the same as the budget we use for on-campus room and board.)

REFUNDS
If you reduce the number of courses you’re enrolled in after the first day of class, you can receive credit against the semester’s fees. After the Office of Student Accounts verifies the need for a refund, the Office of Financial Aid calculates the amount to be returned to any federal, state, or institutional aid programs, and to you.

When returning federal funds, the U.S. Department of Education “Return of Title IV Funds” policy is applied and funds are returned in this order: 1) Unsubsidized Stafford Loan; 2) Subsidized Stafford Loan; 3) Parent Loan for Undergraduate Student (PLUS); 4) Pell Grant; 5) Supplemental Educational Opportunity Grant (SEOG); and 6) Other Title IV programs. State funds are returned according to the individual state program requirements.

WITHDRAWAL, LEAVE OF ABSENCE
Students who withdraw or take a leave of absence on or after the first day of the semester must comply with the official USF Withdraw or Leave of Absence policy to be eligible for any tuition reversal (see myusf.usfca.edu/billing-tuition/refunds). Before you take a leave of absence, be sure to talk with the Office of Financial Aid (and with the sponsors of any outside aid you receive) to make arrangements for consideration for aid once you’re back at USF. (You’ll also need to talk through any loan obligations you might have while on leave.) When you return, you’ll apply to renew your financial aid following the same steps and deadlines as any current student.

HEALTH INSURANCE
Every student is required to have health insurance while enrolled at USF. This insurance must cover off-campus medical or specialty care and hospitalization not provided through USF. Students can either enroll in USF’s Health Insurance Plan or choose to waive automatic enrollment by providing evidence of comparable coverage on or before September 1, 2020.

DISCLOSURE STATEMENTS

CONFIDENTIALITY POLICY We hold in strict confidence any sensitive financial information that families share with us as they apply for financial aid, and we use that information only for its intended purpose. All electronic and physical records are protected to prevent unauthorized access and ensure safe storage and disposal when no longer needed. No information is shared with anyone other than students and their immediate family. Organizations outside of USF must obtain permission from the student and provide a signed release before receiving aid records.

GENERAL COLLEGE INFORMATION The University of San Francisco admits students of any race, color, national and ethnic origin, sex, and age to all the rights, privileges, programs, and activities generally accorded or made available to students at USF. It does not discriminate against any person on the basis of race, color, national and ethnic origin, sex, or age in the administration of its educational policies, admissions policies, scholarships and loan programs, or other programs administered by USF.

NOTIFICATION OF RIGHTS UNDER FERPA The Family Educational Rights and Privacy Act (FERPA) gives eligible students specific rights to protect the privacy of their education records. You can find a full description on the USF website. Any complaints may be sent to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

THE VALUE OF A USF EDUCATION

$109,900 Mid-career earnings, on average (Payscale) 90% More than 90% of 2017 graduates are either working full-time or attending grad school

TOP THREE Our alumni salaries rank in the top 3% of U.S. graduates (Federal College Scorecard)