

**UNDERGRADUATE FINANCIAL AID INSTRUCTIONS, TERMS AND CONDITIONS 2017-2018****INSTRUCTIONS**

- 1. Review the aid you have been awarded.**
  - If you wish to decline or decrease any awards, please email us at **faoffice@duq.edu**. Please be sure to include your Duquesne ID.
- 2. Review your estimated costs and directly billed expenses.**
  - Please note that tuition costs vary by academic program. Use the Academic Year Net Cost Worksheet in Section V.
- 3. Review Loan requirements.**
  - Loan programs require that borrowers complete additional documentation, including promissory notes and entrance counseling. We recommend you complete your loan requirements in the summer before the start of the fall semester.
- 4. Report outside scholarships (received from organizations outside of Duquesne University) to the Financial Aid Office.**

**TERMS AND CONDITIONS****I. GENERAL PROVISIONS**

- a. **AWARD LETTER / SELF SERVICE BANNER:** Freshmen undergraduates, new graduate students and new law students who have not yet enrolled at Duquesne University will receive a traditional paper award letter detailing their Financial Aid package. In future years, returning students will receive an email message to notify them when their Financial Aid package has been completed and is viewable. The Financial Aid package, as well as other Financial Aid requirements and information can be viewed through the Duquesne online portal DORI at:  
**<https://portal.duq.edu>**.
- b. **DURATION OF AWARDS:** All aid including University scholarships/grants is awarded for fall and/or spring terms only, unless otherwise stated.
- c. **CREDIT TO ACCOUNTS:** All finalized awards with the exception of student employment are credited to the student's account and deducted from total charges, provided that all requirements are met and the student is registered for the minimum number of credits required by the award. Loans listed below (see Program Information – f.) are credited upon receipt of a properly completed promissory note. No ESTIMATED awards are credited to accounts.
- d. **ADDITIONAL AID:** The receipt of any scholarship/grant not listed on the Award Letter or in Financial Aid Self Service Banner may result in an adjustment to your aid package. Aid awards received after this notice must be reported to the Financial Aid Office. When reporting an award to the Financial Aid Office, indicate the name and amount of the award and whether the award is renewable in future years. Notice should come directly from the aid source. **NOTE:** All financial aid awards are credited to the student's University account equally between the fall and spring semesters, unless otherwise noted in writing by the University and/or outside organization.
- e. **ADJUSTMENTS:** The University reserves the right to adjust awards in accordance with University, Federal and State policies. Financial aid awards may be adjusted according to current program funding levels and/or regulations.
- f. **REFUNDS:** Credit refunds created by financial aid awards will not be made until actual funds are RECEIVED AND PROCESSED FOR ALL SOURCES OF AID. All refunds are processed by the Student Accounts Office. Should the student later become ineligible for any part of the financial aid package, he/she will be responsible for returning funds to Duquesne University.
- g. **ENROLLMENT CHANGES:** Certain changes to enrollment status may impact financial aid awards. When a student changes their enrollment (i.e. full-time to part-time, or less than half-time, etc.) their financial aid will be adjusted accordingly.
- h. **WITHDRAWAL:** Recipients of financial aid who plan to withdraw from the University should arrange an appointment with the Financial Aid Office prior to withdrawal. A student's financial aid award may be adjusted or cancelled based upon the student's official/unofficial withdrawal from the University.
- i. All financial aid awards are considered final; however, should a family's financial circumstances change dramatically during the 2017-2018 academic year, the Financial Aid Office should be contacted in writing, outlining and documenting the special

circumstances for possible adjustment. Additional forms may be required.

## II. PROGRAM INFORMATION

- a. **FEDERAL PELL GRANT:** The Pell Grant is a need-based grant offered to eligible undergraduate students enrolled in a degree-seeking program. Eligibility is based on a formula established each year by the Federal Government as well as the student's enrollment status. Lifetime maximum Pell Grant amount = 600%, the equivalent of six years of full-time enrollment.
- b. **STATE GRANT:** A State Grant indicated on the award letter is based on notification received from the state agency. An **estimated** award is based on projected eligibility and is NOT an official award. It is assumed that the student will apply for the award prior to deadline dates and will meet all requirements of the award including submitting any requested documentation required by the state agency. Students must maintain academic progress to continue eligibility. State Grant awards can be withdrawn if students fail to meet academic progress requirements as outlined by the State Grant agency. (Students enrolled in over 50% of on-line classes per semester may be eligible for State Grant assistance.)
- c. **UNIVERSITY SCHOLARSHIPS/GRANTS:** Academic scholarship awards to incoming full-time undergraduate students are made to qualified students by the Admissions Office. Additional academic scholarships to currently enrolled undergraduates are not available. University scholarships and grants are awarded for a maximum of 8 semesters, (10 semesters for Pharmacy students). Some additional awards from endowed scholarship funds may be available to students based upon a combination of factors including financial need, academic qualification, and funding levels. These awards may be available to students who complete a minimum of 30 credits and requires full-time enrollment. Restrictions apply. There is no additional application needed for these endowed funds. Tuition scholarships are non-taxable. In certain situations, Room awards may be taxable. Please consult your tax advisor for more information. On Campus Room awards cannot be combined with other University housing discounts. On Campus Room awards are for University-owned and operated housing charges only.
- d. **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG):** Offered to enrolled full-time students with exceptional need and is based on available funding levels. Preference is given to Federal Pell Grant recipients in accordance with the guidelines established by the Federal government and the Financial Aid Office.
- e. Financial Aid Office administered scholarships, grant funds, and Catholic high school discounts are restricted to first degree full-time undergraduate students.
- f. **INSTITUTIONAL LOANS:** Institutional loans, including Perkins, Nursing, and Health Professions loans are awarded based on demonstrated need and available funding. Federal Perkins loans are available to undergraduates; Nursing loans are available to dependent full-time first year undergraduate Nursing students; Health Profession Loans are available to dependent full-time undergraduate Pharmacy students. The Federal Perkins Loan program will be ending on September 30, 2017 per the Federal Perkins Loan Program Extension Act of 2015, enacted on December 18, 2015.

Repayment begins after enrollment ceases at a 5% interest rate and generally extends over a 10-year period. University Loans are: Alcoa, Gaston, Gulf, Heinz, Powers, and Kerschgens. Interest and repayment terms vary – see promissory note for details.

If Federal Perkins Loan, Nursing Loan, Health Profession Loan eligibility is listed on the Award Letter/Self Service Banner, a Promissory Note must be completed if the student wishes to borrow from these loan programs. The loan will be processed for the amount listed on the Award Letter/Self Service Banner unless the student declines or accepts a lesser loan amount. Loans are subject to cancellation if a promissory note and/or entrance counseling is not submitted.

Loan funds will not be disbursed to the student account without a completed promissory note and completed entrance counseling. All Institutional Loans, with the exception of Federal Perkins Loan, must complete a series of four (4) online disclosure statements. The link to the disclosure statement will be sent to your Duquesne e-mail address.

**NEW INSTITUTIONAL LOAN BORROWERS:** Entrance Loan Counseling is required for all new borrowers and can be completed at:  
**<http://www.duq.edu/admissions-and-aid/financial-aid/loans>**

- g. **FEDERAL DIRECT SUBSIDIZED AND UNSUBSIDIZED STAFFORD LOANS:** The terms of the Subsidized and Unsubsidized Federal Direct Stafford Loan program require that student borrowers repay with interest this source of financial assistance. This program is referred to as Subsidized because the interest is paid by the federal government while the student is enrolled in school at least half-time. For loans that are Unsubsidized, the federal government does not pay the in-school interest to the lender while the student is enrolled in school. Interest on the unsubsidized loan begins to accrue after the loan has been disbursed; however the student may choose to have the payment of interest deferred during enrollment and later capitalized (added to principal) at the time repayment begins.

**NEW BORROWERS:** Federal Direct Stafford Loan Master Promissory Note (MPN) must be completed if you wish to borrow from the Federal Direct Stafford Loan program. The Federal Direct Stafford Loan MPN can be completed at **[www.studentloans.gov](http://www.studentloans.gov)**.

**ENTRANCE LOAN COUNSELING:** Must be completed at **[www.studentloans.gov](http://www.studentloans.gov)**.

**ALL BORROWERS:** If Federal Direct subsidized and/or unsubsidized Stafford Loan eligibility is listed on the Award Letter/Self Service Banner, the loans will be processed for the amount listed unless the student contacts the Financial Aid Office to reduce the loan amount(s). If you wish to cancel Stafford Loans, you must notify our office within 14 days of disbursement.

**150% DIRECT SUBSIDIZED LOAN LIMIT:** Students who are first-time Direct Loan borrowers after July 1, 2013 are subject to a 150% Subsidized loan limit. Eligibility for Direct Subsidized Loans is restricted to a period not to exceed 150% of the length of the borrower's educational program. The length of the educational program is determined by how long it would take a full-time student to complete the program in years. Example: A student in a 4 year bachelor degree program would have eligibility for Direct Subsidized loans for 6 years while enrolled in the same program. For more detailed information, please consult **<https://studentloans.gov/myDirectLoan/directSubsidizedLoanTimeLimitation.action>**.

- h. **FEDERAL DIRECT PARENT PLUS LOANS:** Federal Direct PLUS loans are available to creditworthy parents of dependent, undergraduate students enrolled at least half-time. Apply online at **[www.studentloans.gov](http://www.studentloans.gov)**.
- i. **FEDERAL WORK-STUDY:** Federal Work-Study is a need-based program for eligible full-time students. Award amount shown is an estimate of potential earnings and is contingent upon available jobs and actual hours worked. The offer of Federal Work-Study eligibility is not a guarantee of employment or earnings. Earnings are paid directly to the student via a paycheck/direct deposit to a bank account (not to the student's University account), and cannot be deducted from the student's account. The Office of Human Resource Management is responsible for actual placement in available positions.
- j. **CATHOLIC HIGH SCHOOL GRADUATE DISCOUNTS:** Graduates of a Roman Catholic High School in the Diocese of Pittsburgh, Greensburg, or Altoona-Johnstown are given a discount equal to 10% of Basic Tuition Rate. All of the above students must enroll full-time in the fall term immediately following high school graduation. This discount cannot be combined with other discounts. Students must continue to be enrolled full-time for both regular terms of each academic year following initial enrollment. Dropping below full-time status renders student ineligible for that term as well as all future periods of enrollment.
- k. **VETERANS BENEFITS FOR CHAPTER 33/POST-9/11:** Students that receive less than 100% from the Chapter 33/Post-9/11 cannot receive non-federal aid (i.e. Academic Scholarship, Duquesne Grant, Tuition Remission, etc.) to exceed the billable tuition and fee charges of the school of enrollment in combination with Chapter 33/Post-9/11 funding.

### III. RENEWAL PROCEDURE

- a. An annual FAFSA application (Free Application for Federal Student Aid) is required for consideration of Federal, State, and University need-based aid. IT IS EACH STUDENT'S RESPONSIBILITY to complete and submit the FAFSA prior to the published deadline dates. The Duquesne Financial Aid Application is required only for part-time students. Please visit **[www.duq.edu/financial-aid](http://www.duq.edu/financial-aid)** for links and other information regarding Financial Aid. Deadline is MAY 1.
- b. **ACADEMIC AWARDS:** Students must maintain a 2.0 cumulative GPA and be enrolled as a full-time student for the following scholarships: Duquesne Academic, Chancellor's, Leading Teacher Program (LTP) 50% Award, Laval, and ROTC Scholars Award. Students who meet renewal requirements and have not exceeded the number of eligible semesters will have their awards renewed automatically.

Students who do not meet the minimum cumulative GPA requirement or have received awards for the maximum number of semesters are not eligible to receive the academic awards listed above (Section II, Part c). A student who raises his/her cumulative GPA to the minimum requirement will be reviewed to receive the academic award in future semesters. Students who raise their cumulative GPA between the fall and spring semesters of an academic year will be reviewed to receive the academic award for the spring semester only of that academic year. In addition, Education majors who have received the Leading Teacher Program (LTP) 50% Award must remain enrolled in the School of Education for their award to be renewed. Education majors who change their academic program and are no longer in the School of Education are not eligible for the 50% tuition award and will be evaluated for Duquesne Academic Scholarship. The combination of Duquesne Academic Scholarship and Leading Teacher Program (LTP) 50% Award is limited to 8 semesters of eligibility.

- c. FEDERAL VERIFICATION: If selected for verification, students (and parents, if applicable) must submit additional information as requested such as U.S. Federal Income Tax Return Transcripts, Non-Filer statements, W-2's, and/or a completed Household Information Worksheet.
- d. DUQUESNE GRANT: In addition to demonstrated need, to receive the Duquesne Grant, a cumulative 2.0 GPA requirement must be met.
- e. SATISFACTORY ACADEMIC PROGRESS (SAP): All students must demonstrate progress towards the completion of their degree to remain eligible for financial aid. Please refer to [www.duq.edu/financial-aid/SAP](http://www.duq.edu/financial-aid/SAP) for a complete description.

**IV. COST OF ATTENDANCE for Fall 2017 and Spring 2018 – ESTIMATED\*\***

	<u>Resident</u>	<u>Commuter</u>	<u>Other full-time Undergraduate tuition rates</u>	
Basic Undergraduate Tuition	\$36,394	\$36,394	Pre-Pharmacy (years 1-2)	\$41,944
Room & Board/Home Maintenance	\$12,123*	\$1,500*	Health Sciences	\$41,944
Books	\$1,400	\$1,400	Music	\$44,408
Personal Expenses	\$1,000	\$1,000	PharmD (years 3-5)	\$1,440/cr.
Transportation	\$1,200	\$1,200	2 <sup>nd</sup> Degree Nursing (fall/spring)	\$33,579
TOTAL	\$52,117	\$41,494	Center for Adult Learners	\$21,076

\*Your room & board budget for financial aid is based on the housing status reported on the FAFSA. A standard/median on-campus room & board budget of \$12,123 will be used for all Living-Learning Centers and Residence Halls across campus, as well as for off-campus housing, for the purposes of determining financial aid eligibility for students.

\*\*Actual Tuition and Room & Board rates for 2017-2018 will be available by mid Spring 2017.

**V. ACADEMIC YEAR NET COST WORKSHEET**

Enter values from this document and your Financial Aid Award letter:

<b>A. Estimated Billed Expenses:</b>	
Tuition + Fees:	
+ On campus room and board:	
= Total Estimated Billed Expenses:	<b>A</b>
<b>B. Financial Aid Summary:</b>	
Scholarship / Grant Aid:	
+ Loan Options:	
= Total Financial Aid (excluding Work Study):	<b>B</b>
<b>C. Net Costs for Academic Year: A – B</b>	
Total Estimated Billed Expenses <b>minus</b>	
Total Financial Aid (excluding Work Study):	

If financial resources are needed beyond the Family Contribution to meet the net costs listed above, there are several financing options available including: a payment plan offered by Duquesne University, the Federal PLUS Loan program for parents, and non-Federal private education loans. More information on these options is available on our web site: <http://www.duq.edu/financial-aid>.