

# Financial Aid Information Guide

2009-2010

BRANDEIS UNIVERSITY  
OFFICE OF STUDENT  
FINANCIAL SERVICES

MS 027 • 415 South Street  
Waltham, MA 02454-9110

P: (781) 736-3700

F: (781) 736-3719

[www.brandeis.edu/offices/sfs](http://www.brandeis.edu/offices/sfs)





2009-2010

# Financial Aid

## Information Guide

“How was my eligibility determined?” .....	1
“How was my award determined?” .....	3
Grants and Scholarships .....	3
Student Loans .....	6
Student Employment .....	8
“How do I renew my aid each year?” .....	10
“What if I receive an outside scholarship?” .....	11
“What do I owe? .....	12
“How do I pay what I owe?” .....	13
“How do I decline a loan or work-study award?” .....	14
“What if I study abroad or change my program?” .....	15
“Is any of my financial aid taxable?” .....	16
Staff Directory.....	17

# “How was my eligibility determined?”

Your eligibility for need-based financial aid has been determined according to federal government regulations and University policies governing financial aid programs. Using the information that you reported on the Free Application for Federal Student Aid (FAFSA), the *Brandeis University Financial Aid Application for Continuing Students* or the *CSS/Financial Aid PROFILE* (if applicable), student and parent tax returns, and other supporting documentation, the Office of Student Financial Services has calculated your **Expected Family Contribution**, the amount of family financial resources you and your parent(s) are expected to contribute towards your educational costs. *(Note: Your Expected Family Contribution is not a prediction of how much cash you actually have on hand, nor a value judgment about how much you “ought” to be able to pull from your current income, nor a measure of your liquidity. Rather, it is our best estimate of your capacity to absorb some of the costs of education over time.)* The Expected Family Contribution is subtracted from a standard budget of expected educational expenses, or **Cost of Attendance**. The difference between the Expected Family Contribution and the Cost of Attendance is your maximum eligibility for need-based assistance. ***Federal law prohibits a student from receiving financial assistance in excess of her/his calculated eligibility.***

In most cases, your Expected Family Contribution consists of a contribution from your income and assets, and a contribution from your parent(s)' income and assets. In cases of divorce or separation, a contribution is normally expected of both natural parents and/or from your custodial parent's new spouse if s/he has remarried. (Your custodial parent is the parent with whom you live.) Please note that when determining eligibility for assistance, all assets are assumed to belong to the person who reports the interest and/or dividends

earned from those assets on her/his tax return. ***The federal formula used to determine your eligibility expects all students to use 20% of their assets each year for educational expenses.***

Your Expected Family Contribution has been based upon the assumption that the information contained in your financial aid application has been reported to us accurately. The University may request verification of certain application items including, but not limited to, your and/or your parent(s)' income and assets, your academic year residency status, and your sibling(s)' enrollment in an undergraduate program at another post-secondary institution. ***Please be advised that any changes to the information originally provided to us may result in a revision of your Expected Family Contribution.***

If you qualified to have your aid eligibility determined as an independent student, you may not have an expected parent contribution. In order to be considered independent, you must meet specific federal government criteria. You cannot declare yourself independent for reasons other than those outlined on the Free Application for Federal Student Aid (FAFSA). Even though you may meet federal criteria for independence, and therefore receive federal funds as an independent student, the University requires parental information from all students unless they are an orphan or ward of the court (or were a ward of the court until age 18) and may, in fact, expect a parent contribution before awarding any institutional funds.

# “How was my award determined?”

The Office of Student Financial Services reviews a number of factors in determining each student’s financial aid award. Demonstrated financial need, high school academic achievement, and cultural and geographic diversity all play a role in the type and amount of grant/scholarship assistance offered. Students should expect some combination of grant, scholarship, loan and/or work awards in their financial aid offer. If you were awarded a merit-based scholarship (e.g., Justice Brandeis, Presidential, Martin Luther King, Jr., Rabb, Gilbert, Annenberg, Waltham, Hiatt Challenger Memorial, Penikoff, Leonard Bernstein, Brandeis Genesis, Dean’s Award or Honor Grant) in your first year at Brandeis, or were awarded the Brandeis Achievement Award as an upperclass student, your award letter will include these funds. (Please be advised that these scholarships may be revoked if, upon review of your academic transcript, the minimum GPA requirements for renewal have not been met.) Your award letter assumes a level of federal and state appropriations that is frequently not finalized at the time that the awards are made, therefore, if funds fail to be appropriated as anticipated, offers may have to be reduced or cancelled. Please be advised that any changes to the information provided and used to determine your eligibility for your initial financial aid award may result in its revision. You will be notified immediately if any changes are necessary.

## Grants and Scholarships

---

### *Alumni and Friends and Trustee Scholarship*

Alumni and Friends and Trustee Scholarship are direct gift aid from the University that a student does not need to repay. Eligibility for these funds is based on both financial need and academic achievement. Gifts and donations from alumni,

parents, and friends of the University provide these scholarship funds, including several endowed scholarships. Students may not apply for specific endowed scholarships; recipients of these awards will be selected and notified by the University.

### ***Federal Supplemental Educational Opportunity Grant (FSEOG)***

The Federal Supplemental Educational Opportunity Grant is a federally and institutionally-funded grant program. Recipients are selected by Brandeis and are students who demonstrate significant financial eligibility. This grant is generally awarded only to those students eligible for a Pell Grant. The maximum award is \$4,000 per year; however, awards generally do not exceed \$2,000.

### ***Federal Pell Grant***

The Federal Pell Grant is funded by the federal government and provides awards from \$976 to \$5350 to eligible undergraduates enrolled on at least a half-time basis.

### ***Academic Competitiveness Grant***

The Academic Competitiveness Grant is funded by the federal government and provides \$750 for the first academic year of study and \$1,300 for the second academic year of study. To be eligible for each academic year, a student must: be a U.S. citizen or permanent resident; be a Federal Pell Grant recipient; be enrolled at least half-time in a degree program; be enrolled in the first or second academic year of his or her program of study; have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student); if a first-year student, not have been previously enrolled in an undergraduate program (unless part of a secondary school program of study); and if a second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year. Eligibility for this grant will be determined upon receipt of a final high school transcript and/or AP scores.

### *National SMART Grant*

The National SMART Grant is funded by the federal government and provides \$4,000 per year for the junior and senior years of study. To be eligible for each academic year, a student must: be a U.S. citizen or permanent resident; be a Federal Pell Grant recipient; be enrolled at least half-time in a degree program; be enrolled in the junior or senior academic year of his or her program of study; have a cumulative GPA of 3.0 or above, be enrolled in an eligible major, and be enrolled in at least one course required for the eligible major each semester. Eligible majors include Biochemistry, Biological Physics, Biology, Chemistry, Computer Science, Hebrew Language and Literature, Mathematics, Neuroscience, Physics and Russian Language and Literature. A student's continued eligibility for this grant is reevaluated prior to the start of each semester.

### *TEACH Grant*

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program is funded by the federal government and provides up to \$4,000 per year to students who intend to teach full-time in a high-need field in a public or private elementary or secondary school that serves students from low-income families. To be eligible for this grant, a student must be a U.S. citizen or permanent resident; an undergraduate or graduate student; enrolled in coursework necessary to begin a career in teaching, or plan to complete such coursework; meet certain academic achievement requirements; and complete annual entrance counseling, as well as a TEACH Grant Agreement to Serve. If a TEACH Grant recipient does not complete the four-year service obligation within eight calendar years of completing the program of study for which the TEACH Grant was received, all TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan. This loan must be repaid to the U.S. Department of Education with interest charged from the date the grant was disbursed. For more information about this award, or to determine eligibility for this grant, students should contact the Office of Student Financial Services.

### *State Scholarship/Grant*

The State Scholarship/Grant is an award from the student's state of legal residence. Brandeis cannot replace with University funds any state funds for which a student is eligible but fails to apply, so it is important that the student file the FAFSA prior to the deadline designated by her/his state.

### *Gilbert Grant*

The Gilbert Grant is funding provided to Brandeis University by the Commonwealth of Massachusetts. The University awards this grant to Pell-eligible students who are legal residents of the Commonwealth of Massachusetts. The maximum award is \$2,500 per year.

## **Student Loans**

---

### *Federal Direct Stafford Loan*

The Federal Direct Stafford Loan is a low-interest, long-term educational loan available to students. Loan capital is supplied directly by the federal government. The federal government also serves as the guarantor. There are two different forms of this loan: the **Federal Direct Subsidized Stafford Loan** and the **Federal Direct Unsubsidized Stafford Loan**. Borrowers of the Federal Direct Subsidized Stafford Loan do not have to pay the interest that accrues on this loan while they are in school; instead, the federal government forgives the interest on this portion of the loan. Borrowers of the Federal Direct Unsubsidized Stafford Loan are assessed interest on the loan from the time the loan funds are disbursed. The interest may be deferred and capitalized. For the 2009-10 academic year, the interest rate on the subsidized version of the Stafford Loan will be a fixed rate of 5.6% and the interest rate on the unsubsidized version of the Stafford Loan will be a fixed rate of 6.8%. The government charges a net 0.5% origination fee and interest rebate on the total amount of the Federal Direct Stafford Loan. The loan proceeds will be disbursed directly to the student's

account, less the 0.5% fee, in two equal amounts, one payment for each half of the loan period. Repayment of the principal of the loan is deferred while a student is enrolled in school at least half-time. Once a student ceases at least half-time enrollment, s/he enters a grace period of six months. Repayment begins at the conclusion of the grace period.

First-time borrowers of the Federal Direct Stafford Loan must obtain and complete the required multi-year Master Promissory Note(s), as well as any supplemental loan forms, upon receipt of correspondence from the Office of Student Financial Services. Loan funds will be tentatively credited to the billing statement pending the completion of the above documents. Anticipated credits on a student's account will be cancelled if all required forms are not completed.

### ***Federal Perkins Loan***

The Federal Perkins Loan is a low-interest, fixed rate (5.0%) student loan. Loan capital is provided by Brandeis, the federal government and the repayment proceeds of Brandeis alumni who borrowed from the program while students. This loan is awarded only to students who demonstrate significant calculated financial eligibility. The maximum Perkins Loan is \$5,500 per year; however, awards may vary depending on funding levels. Repayment of both the interest and the principal on this loan is deferred while a student is enrolled in school at least half-time. Once the student ceases at least half-time enrollment, s/he enters a grace period of nine months. Repayment begins at the conclusion of the grace period.

First-time borrowers of this loan must obtain and complete the required multi-year Master Promissory Note(s), as well as any supplemental loan forms, upon receipt of correspondence from the Office of Student Financial Services. Loan funds will be tentatively credited to the billing statement pending the completion of the above documents. Anticipated credits on a

student's account will be cancelled if all required forms are not completed.

## Student Employment

---

### *Federal Work-Study (FWS)*

Federal Work-Study is a work program funded by Brandeis and the federal government. Students may work at either an on-campus department or office or at an approved off-campus community service agency. The FWS allotment is NOT credited to the student's account. Instead, students receive a weekly paycheck based upon actual hours worked. FWS awards are generally used toward indirect expenses such as books, supplies, transportation, and miscellaneous personal spending. Although FWS earnings are taxable, any wages earned under the FWS program will be excluded from the student's income when s/he is considered for financial aid for the following year.

The Federal Work-Study allotment offered to a student represents the maximum gross earnings that s/he may receive. (In some cases, it may be possible to increase the amount of this allotment or to receive funding under the University Employment program.) A student's actual earnings will depend upon the availability of hours involved in any given position(s). Although the Office of Student Financial Services provides students with listings of available positions on campus, it cannot guarantee employment. (Job listings can be viewed online at [www.brandeis.edu/offices/sfs](http://www.brandeis.edu/offices/sfs).) It is the student's responsibility to secure and maintain a position that will allow her/him to fulfill the work allocation. Any work allocation not earned by the end of the academic year will be forfeited.

In order to obtain a job on campus, students must be able to present identification to the University that satisfies the requirements of *Form I-9* (Employment Eligibility Verification). Appropriate forms of identification include a U.S. Passport, an

Alien Registration Card, a foreign passport with Employment Authorization, or a driver's license with an original Social Security Card or birth certificate.

### *University Employment*

University Employment is a work program funded entirely by the University. It is awarded to some international students and is also available to students who do not qualify for Federal Work-Study funds. Students who are not awarded University Employment as part of their financial aid packages must wait until after October 1st to seek employment. The University Employment allotment is NOT credited to the student's account. Instead, students receive a weekly paycheck based upon actual hours worked. A student's actual earnings will depend upon the availability of hours involved in any given position(s).

Although the Office of Student Financial Services provides students with listings of available positions on campus, it cannot guarantee employment. (Job listings can be viewed online at [www.brandeis.edu/offices/sfs](http://www.brandeis.edu/offices/sfs).) It is the student's responsibility to secure and maintain a position that will allow her/him to fulfill the work allocation. Any work allocation not earned by the end of the academic year will be forfeited.

In order to obtain a job on campus, students must be able to present identification to the University that satisfies the requirements of *Form I-9* (Employment Eligibility Verification). Appropriate forms of identification include a U.S. Passport, an Alien Registration Card, a foreign passport with Employment Authorization, or a driver's license with an original Social Security Card or birth certificate.

# “How do I renew my aid each year?”

Your financial aid is only awarded for one year at a time. You must reapply for financial aid each academic year for which you wish to be considered for assistance. The amount of financial aid that you receive after the first year may vary, reflecting changes in your family’s financial strength, the costs of attending Brandeis, and the availability of funding, which may affect the amount of increase in your Alumni and Friends or Trustee Scholarship from year to year. You should expect the amount of loan in your package to increase as you progress through your academic career at the University. Continued eligibility for aid from federal sources requires that you maintain satisfactory academic progress towards your degree.

All required forms for reapplication will be available in the Office of Student Financial Services in February, prior to the next school year. If you are currently receiving financial aid, renewal application information will be mailed to your permanent address during the first spring break. (Renewal information will be mailed to international students at their campus mailboxes.) It is your responsibility to come to the office to obtain the forms if you do not receive the renewal materials. Renewal applications should be filed by April 16 of each year. Failure to file all financial aid application materials by the appropriate deadline may result in a limited or partial award, registration complications, and/or late fees on your student account.

# “What if I receive an outside scholarship?”

If you receive an outside scholarship from an individual, a business, a foundation or your high school, you must report this assistance to the University. Please send copies of your scholarship award letters directly to the Office of Student Financial Services. The federal government requires that outside scholarships be included in need-based aid packages as an additional resource to the family. Your financial aid offer, plus any outside scholarship assistance, cannot exceed your calculated federal eligibility.

Outside scholarship assistance, even if based solely on merit, will first be used to fulfill any unmet federal financial need. Any outside award amount in excess of unmet federal financial need will reduce the self-help (loan and work) and then grant components of the student's need-based award. Students receiving need-based or merit-based aid will not be permitted to keep outside awards in excess of the total cost of attendance.

# “What do I owe?”

Knowing your eligibility for financial aid is only half the process in determining what you will owe for a year’s education at Brandeis. The Office of Student Financial Services issues billing statements prior to the beginning of each semester. Fall semester bills will be due August 14, 2008, and spring semester bills will be due January 8, 2009.

An interactive worksheet is available online at [www.brandeis.edu/offices/sfs/finaid/costs.html](http://www.brandeis.edu/offices/sfs/finaid/costs.html) to help you determine your yearly cost.

You will need to consult each semester’s billing statements for your actual costs.

Please note that Brandeis estimates \$2,500 for a student’s books and personal expenses and that travel expenses are determined based on two round-trip airfares for the state in which the student resides. No travel expenses are included in the cost of attendance for students who live within driving distance of the campus. Expenses for books, personal and travel should be considered in determining the full cost of attendance for the student.

# “How do I pay what I owe?”

There are many options available for payment of the final balance due to the University. If you and/or your family are financially able, you may pay the balance due for each semester in full by the deadlines set by the Office of Student Financial Services. If you and/or your family cannot pay the balance due at the beginning of each semester, but can set aside a certain amount of money from monthly income to pay towards the bill, then you may wish to consider a payment plan. If you and/or your family need additional assistance, you may wish to consider a parent or student education loan that allows for an extended period of payment. For comprehensive information about our 10-month payment plan and private student and parent loans, please visit our website at [go.brandeis.edu/financing](https://go.brandeis.edu/financing). Accounts with outstanding balances after the stated due dates may be subject to late fees.

# “How do I decline a loan or work-study award?”

In order to decline a loan or work-study allotment that has been awarded to you in your financial aid award letter, you must submit a written request to the Office of Student Financial Services. If you choose to decline all, or a portion of, your loan funds, they will not be replaced by grant assistance. All students who receive need-based aid are expected to borrow to meet a portion of their calculated eligibility. If you choose to decline all, or a portion of, your work-study award, it also will not be replaced with grant assistance. Although it may be possible to replace your work-study award with a student loan, failure to utilize your work-study award will usually result in forfeiture of the amount allotted to you.

# “What if I study abroad or change my program?”

If you make a change to your academic program (i.e. taking less than 4 standard credit courses, studying abroad or elsewhere domestically, graduating in less than 4 years, graduating in more than 4 years or taking a leave of absence), there may be implications for the amount and type of financial aid that you can receive. If you are considering any of the above options, you should consult your financial aid counselor first to discuss the impact that it may have on your financial aid eligibility.

If you withdraw from the University during a semester, you may be charged a pro-rated amount of tuition and fees, and may be eligible for a pro-rated portion of your financial aid for that semester. If you withdraw during a period in which you are eligible for a refund against your student account, part or all of that refund will be used to repay financial aid programs from which funds were received for that semester. Full information regarding the University’s withdrawal and refund policies is available in the *Brandeis University Bulletin* and from the Office of Student Financial Services.

If you transfer to another institution, and you previously attended that institution via Brandeis’ study abroad program, you will be required to repay any scholarship funds awarded to you by Brandeis to attend that institution.

# “Is any of my financial aid taxable?”

In accordance with the Tax Reform Act of 1986, if your aggregate scholarship and grant assistance exceeds tuition, required fees for course instruction or academic enrollment and books/supplies (for which receipts have been kept), the amount in excess must be included in your taxable income. You are responsible for determining whether your scholarship, in whole or in part, should be included as taxable income.

Wages earned through the Federal Work-Study and University Employment programs are taxable wage income and must be reported on your Income Tax Returns if you are required to file. You will receive a W-2 Wage and Income Statement from the University by January 31 for the previous tax year. *Please contact the Internal Revenue Service or a tax preparer for further information or assistance with these tax issues.*

# Staff Directory and Information

*Questions or problems related to your financial aid award, student account, student loans or student employment should be communicated to the appropriate staff member.*

Staff Name and Title	Specialization	Last Names
Stacey Jones <i>Student Financial Services Representative</i>	Student Accounts	A-G
Catherine M. Nelson <i>Assistant Director</i>	Financial Aid	A-G
Silva Bedrossian <i>Student Financial Services Representative</i>	Student Accounts	H-O
TBD	Financial Aid	H-O
Paula J. Quinn <i>Student Financial Services Representative</i>	Student Accounts	P-Z
Karen Bousquet <i>Assistant Director</i>	Financial Aid	P-Z
Steven Doona <i>Assistant Director of Student Loans</i>	Student Loans	
Kristyn Burke <i>Assistant Director of Student Employment</i>	Student Employment	
Sherri M. Avery <i>Director</i>	Financial Aid Student Employment	
Claudia H. Kitada <i>Director</i>	Student Accounts Student Loans	
Nicole Bonanni <i>Assistant Director of Student Services</i>		
Jean M. Langill <i>Senior Department Coordinator</i>		
Peter M. Giumette <i>Dean</i>		









*Brandeis University  
Office of Student Financial Services*

*MS 027  
415 South Street  
Waltham, MA 02454-9110  
Phone (781) 736-3700  
Fax (781) 736-3719  
[sfs@brandeis.edu](mailto:sfs@brandeis.edu)*

*[www.brandeis.edu/offices/sfs](http://www.brandeis.edu/offices/sfs)*