

Financial Aid

INFORMATION GUIDE

Brandeis University
Office of Student Financial Services
2012-13



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 *CSS/Financial Aid PROFILE*, student and parent tax returns (if submitted prior to review), 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 toward 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 from your custodial parent's new spouse if he or she has remarried. (Your custodial parent is the parent with whom you live.) Please note that, in 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 his or her tax return. **The formula used to determine your eligibility expects**

all students to use 20–25 percent 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 accurately to us. The university may request verification of certain application items, including, but not limited to, your and/or your family's income and assets, your academic-year residency status and your sibling(s)' enrollment in an undergraduate program at another postsecondary 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 have 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 may not declare yourself independent for reasons other than those outlined in step three of 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 orphans or wards of the court (or were wards of the court until age 18) and may, in fact, expect a parent contribution before awarding any institutional funds.

HOW WAS MY AWARD DETERMINED?

Demonstrated financial need determines the amount of grant/scholarship assistance offered. Students should expect some combination of grant, scholarship, loan, and/or work awards in their financial aid offers.

Your **financial aid award letter** may include one or more of the financial-aid sources detailed below. Your award letter assumes a level of federal and state appropriations that is frequently not finalized at the time the awards are made; therefore, if funds fail to be appropriated as anticipated, offers may have to be reduced or canceled. Your initial financial aid award is tentative and cannot be finalized until you have listed Brandeis University as a recipient of the information on your FAFSA. You may also be required to submit copies of your and/or your parent(s)' 2011 federal income tax returns to verify the income figures listed on the *CSS/Financial Aid PROFILE* and *FAFSA*. **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 SCHOLARSHIP

The Alumni and Friends Scholarship is direct-gift aid from the university that a student does not need to repay. Eligibility for this fund is based on financial need. Gifts and donations from alumni, parents and friends of the university provide funds for this scholarship, 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. Brandeis selects recipients 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 \$1,000.

FEDERAL PELL GRANT

The Federal Pell Grant is funded by the federal government and provides awards from \$555 to \$5,550 to eligible undergraduates enrolled on at least a half-time basis. Any amount indicated on the financial aid award letter is estimated based on the information provided on the *CSS/Financial Aid PROFILE* application and the federal appropriation levels available at the time of the award.

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, be an undergraduate or graduate student, be enrolled in coursework necessary to begin a career in teaching (or plan to complete such coursework), have a 3.25 cumulative GPA or have scored in the 75th percentile on at least one admissions test, 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 awarded, 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. Any amount indicated on the financial aid award letter is estimated based on the information provided on the *CSS/Financial Aid PROFILE*. University funds cannot replace 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 his or her state.

GILBERT GRANT

The Gilbert Grant is funding provided to Brandeis University by the Commonwealth of Massachusetts. The university awards this grant to legal residents of Massachusetts who qualify for both a Federal Pell Grant and a MASSGrant. The maximum award is \$2,500 per year; however, awards generally do not exceed \$2,000.

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 2012-13 academic year, the interest rate on both versions of the Stafford Loan will be a fixed rate of 6.8 percent. 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, he or she 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 complete the required multiyear Master Promissory Note, as well as entrance counseling, online at studentloans.gov, at the beginning of their entering semester 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 documents mentioned above. Anticipated credits on a student's account will be canceled if all required forms are not completed.

FEDERAL PERKINS LOAN

The Federal Perkins Loan is a low-interest, fixed-rate (5 percent) 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. Repayment of 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, he or she enters a grace period of nine months. Repayment begins at the conclusion of the grace period.

Students who are awarded this loan must obtain and complete the required multiyear Master Promissory Note, as well as any supplemental loan forms, at the beginning of their entering semester 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 canceled if all required forms are not completed.

STUDENT EMPLOYMENT

FEDERAL WORK-STUDY (FWS)

Federal Work-Study (FWS) is a work program funded by Brandeis and the federal government. Students may work either at 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 he or she is considered for financial aid for the following year. The Federal Work-Study allotment offered to a student represents the maximum gross earnings that he or she 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. It is the student's responsibility to secure and maintain a position that will allow her or 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 to the university identification 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 available to students who do not qualify for Federal Work-Study funds. Students who are not awarded University Employment or Federal Work-Study as part of their financial aid packages must wait until after October 1 to seek employment. The University Employment allotment is **not** credited to the student's account. Instead, students receive a weekly paycheck based on actual hours worked. A student's actual earnings will depend on the availability of hours involved in any given position.

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 <https://careers.brandeis.edu/studentjobs>.) It is the student's responsibility to secure and maintain a position that will allow him or her 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.

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 10, 2012, and spring-semester bills will be due January 4, 2013.

An interactive worksheet is available online at www.brandeis.edu/sfs/tuition/costs.html to help you estimate 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 calculated 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. Books and personal and travel expenses should be considered in determining your full cost of attendance.

If the net cost to you and your family is positive, there will be a balance due for each semester that must be paid by the deadlines set by the Office of Student Financial Services. The balance due indicated on each bill must be paid prior to the start of the semester to avoid assessment of late fees and so that you may register.

If the net cost is zero or negative, no payment should be due from you or your family. A refund of any credit balance may be requested only after all funds are finalized/actual (e.g., all loan promissory notes are signed) and after you have registered. Checks for credit refunds will not be available until at least 10 days before the start of each semester; therefore, you should budget your finances accordingly for payment of off-campus living expenses, books, transportation and so on.



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 toward 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 more information about financing options, please visit go.brandeis.edu/financing.

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. They may **not** be used to replace your or your family's contribution. Any outside award amount will first reduce the need-based self-help (loan and/or work) used to meet institutional financial need and then the grant components of the student's need-based award. Students receiving need-based financial aid or scholarship will not be permitted to keep outside awards in excess of the total cost of attendance.

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 in order to meet a portion of their calculated eligibility. If you choose to decline all or a portion of your work-study award, it 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.

HOW DO I RENEW MY AID EACH YEAR?

Your financial aid is awarded only 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 situation, the costs of attending Brandeis and the availability of funding, which may affect the amount of your Alumni and Friends 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 toward your degree.

If you are currently receiving financial aid, a letter detailing the required renewal materials will be mailed to your permanent address during the February break. A list of required renewal documents also will be available on our website at www.brandeis.edu/sfs/finaid/filing.html. Renewal applications should be filed by April 27 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 WISH TO STUDY ABROAD OR CHANGE MY ACADEMIC PROGRAM?

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

If you withdraw from the university during a semester, you may be charged a prorated amount of tuition and fees and may be eligible for a prorated 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.

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 forms 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.

WHOM SHOULD I CONTACT?

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	TITLE	SPECIALIZATION	LAST NAMES
Stacey R. Jones	Student Financial Services Representative	Student Accounts	A-G
Catherine M. Nelson	Senior Assistant Director of Financial Aid	Financial Aid	A-G
Silva Bedrossian	Senior Student Financial Services Representative	Student Accounts	H-O
TJ Griffis	Assistant Director of Financial Aid	Financial Aid	H-O
Paula J. Quinn	Student Financial Services Representative	Student Accounts	P-Z
Karen Bousquet	Assistant Director of Financial Aid	Financial Aid	P-Z
Steven Doona	Assistant Director of Student Loans	Student Loans	
Kristyn Burke	Assistant Director of Student Employment	Student Employment	
Sherri M. Avery	Director of Financial Aid and Student Employment	Financial Aid Student Employment	International
Claudia H. Kitada	Director of Student Accounts and Student Loans	Student Accounts Student Loans	
Nicole Bonanni	Assistant Director of Student Services		
Jean M. Langill	Senior Department Coordinator		
Peter M. Giumette	Dean		

Brandeis University is committed to providing its students, faculty and staff with an environment conducive to learning and working and where all people are treated with respect and dignity. Toward that end, it is essential that Brandeis be free from discrimination and harassment on the basis of race; color; ancestry; religious creed; gender identity and expression; national or ethnic origin; sex; sexual orientation; age; genetic information; disability; Vietnam-era veteran, qualified special, disabled veteran, or other eligible veteran status; or any other category protected by law. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President of Human Resources, Bernstein-Marcus building, 781-736-4464.

Office of Communications
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