Tulane University

A Comprehensive Guide to Graduate Financial Aid

2011-2012
The staff of Tulane's University Financial Aid Office is available to answer your general questions about financial aid types and the financial aid process. Regular office hours are Monday through Friday, 9 a.m. to 5 p.m. Counseling hours are 9 a.m. to 4:30 pm.

University Financial Aid Office
205 Science & Engineering Lab Complex, Bldg. 14
Tulane University
New Orleans, LA 70118-5698
(504) 865-5723 or (800) 335-3210
FAX: (504) 862-8750
e-mail: finaid@tulane.edu

Students at the Law School (seeking a JD or LLM degree) and School of Medicine/School of Public Health and Tropical Medicine should contact the respective financial aid offices listed below.

Tulane University School of Law
Financial Aid Office
6329 Freret Street
New Orleans, LA 70118-5670
(504) 865-5931
FAX: (504) 865-6710
e-mail: finaid@law.tulane.edu

For information about scholarships, assistantships, and other aid offered to graduate students, contact the appropriate school.

A.B. Freeman School of Business
Goldring/Woldenberg Hall
7 McAlister Drive
Tulane University
New Orleans, LA 70118
(504) 865-5410, (800) 223-5402

Office of the Dean
School of Science and Engineering
201 Lindy Boggs Center
Tulane University
New Orleans, LA 70118
(504) 865-5764

Tulane University School of Medicine
Office of Admissions and Student Affairs
1430 Tulane Ave SL-67
New Orleans, LA 70112
(504) 988-5387
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The information on federally funded, subsidized, or guaranteed programs in this brochure is based on guidelines and interpretations available at the time of this printing. The regulations, and thus the guidelines described, are subject to revision by governmental action.
Introduction

For most students, financing an education is one of the most sizable and important investments you will ever make. A Tulane degree is a valuable asset, increasing earning power in the job market.

The programs described in this booklet are administered by the University Financial Aid Offices on a university-wide basis. In addition, each school at Tulane may have funds to award to graduate and professional students. Because of the wide variety of types and amounts of aid available from the individual schools, detailed descriptions are not included in this booklet. Please contact the appropriate school for further information.

Whether or not you apply for financial aid, the various admission committees evaluate applicants for admission to Tulane on a "need blind" basis. This means that your ability to pay for your education will in no way influence the admission decision.

We want to assure you of the university’s own financial commitment to helping you bridge the gap between what you can afford and the cost of a Tulane education. The information in this booklet will direct you to both Tulane and non-Tulane sources of financial assistance.

If you have additional questions, and for the latest information on all areas of financial aid at Tulane, please visit our website www.finaid.tulane.edu.

What does it cost to attend Tulane?

Tuition and fees vary according to the different graduate/professional schools.

The 2011-12 costs shown here represent moderate but reasonable living expenses for the New Orleans area. These costs are adjusted annually to reflect the rate of inflation and are consistent with federal guidelines. Local transportation and normal automobile maintenance expenses are included, but an allowance for car payments is not. For students with dependents, additional living allowances are included in the need determination process established by the federal government.

"Resident" refers to students who live either in an on-campus residence hall or off campus in an apartment not with parents. "Commuter" refers to students who live at home with parents.

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<th>Resident</th>
<th>Commuter</th>
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<td>Room &amp; Board</td>
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<tr>
<td>Books &amp; Supplies*</td>
<td>1,500</td>
<td>1,500</td>
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<td>Miscellaneous</td>
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<tr>
<td><strong>TOTAL</strong></td>
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*Books and supplies costs for the School of Medicine, School of Public Health & Tropical Medicine, Law School, and are higher than amounts indicated. Books are based on $50 per credit hour. Amount assumed is based on full-time enrollment which varies per program.

**Transportation costs are higher for the School of Medicine and the School of Public Health and Tropical Medicine due to higher downtown parking costs.

What is financial aid?

Financial aid makes it possible for students who cannot meet full costs--tuition, room and board, transportation to and from school, books, and personal expenses--to attend the school of their choice. A financial aid package may include one or more types of aid. There are three general categories of aid: gift, loan, and employment:

- Tuition waivers, scholarships, fellowships, and grants are outright gifts that do not have to be repaid.
- Loans from a variety of federal programs and from outside lending agencies must be repaid with interest.
- Employment is available to students on a part-time basis.

Aid is granted on the basis of "need" or "merit" or both. Tuition waivers, scholarships, and fellowships awarded by the graduate and professional divisions are often granted on the
basis of merit. Certain federal funds (for example, Federal Perkins Loan and Federal Work Study) are awarded on the basis of need. Financial need is the difference between the cost of education (tuition, fees, books, and standard living budget) and what a standardized need analysis determines that you should be able to contribute based on your available resources.

Some types of aid are neither merit nor need based. Your total financial aid cannot exceed your total cost of attendance.

**What types of aid are available through the graduate and professional divisions?**

As mentioned in the introduction, there are a variety of funds, awarded on the basis of need or merit, available through each of the graduate and professional divisions. These may include tuition waivers, scholarships, fellowships, stipends, teaching and research assistantships, and traineeships. Applicants or students who have been offered scholarship (or other gift aid, such as fellowship) from their school are responsible for making sure the gift aid is reflected in their personal financial aid package from the Tulane Financial Aid Office; otherwise, the package is inaccurate and invalid.

**Can I live within budget constraints?**

A limit on total financial aid (including private and federal educational loans) is maintained by the financial aid office. Financial aid budgets vary by school program (most often due to tuition and fee variations). Even though a student’s actual expenses may be more or less than the "standard budget" established for his or her financial aid purposes, total financial aid (all scholarships, educational loans and work-study eligibility) for the academic year is limited to the total budget established for the academic year for the student.

If actual living expenses exceed the financial aid budget for living expenses, the excess cannot be covered with additional educational borrowing or other financial aid, so a student should budget carefully.

Also, students may not use educational borrowing or other forms of financial aid to pay for costs not allowed in the financial aid budget. These include moving costs, car loan payments, payments on pre-existing debt (like credit cards), and living expenses associated with days before or after an academic period. Financial aid is not available for summer expenses other than standard costs associated with days during which a student is enrolled at least half-time. Costs not allowed in the financial aid budget must be paid with a source other than financial aid.

The 2011-2012 Tulane University Standard Cost of Attendance for graduate students is delineated below: tuition and fees, which vary by program; $8,300 housing allowance; $4,750 food; $1,500 misc.; $2,050 transportation allowance; $2,350 health costs; $1,500 book allowance.

During 2011-12, the allotment for housing (rent and utilities) for Tulane University graduate students is about $922 per month. A higher housing expense might have been covered by spending less in other categories (for example, less than $673 per month for food and transportation), but could not be covered with additional educational loans or other financial aid.

**How is my contribution determined?**

Under current federal guidelines, all graduate and professional students are considered "independent" of their parents for the purpose of applying for federal student financial aid regardless of what is indicated on your parents’ tax forms.

Even though a student may be independent according to federal criteria, information about parents’ income and assets may be required to complete an application for aid. Medical and Public Health students are required to provide parental data for determination of Title VII aid eligibility, as well as for any institutional need-based scholarship consideration.

In determining your eligibility for need-based financial aid, Tulane evaluates your overall financial strength. This evaluation includes an estimated contribution based on your (and your spouse’s if you are married) 2010 income and reported assets as required under the federal methodology established by the United States
Congress. In very unusual circumstances exceptions to this requirement may be made.

Other resources such as outside scholarships and loans are also considered. Any merit aid you may receive from Tulane counts toward meeting your financial need before federal aid is offered.

How do I apply for federal aid?

To apply for a Federal Perkins Loan, Federal Work Study, or a Federal Direct Stafford Loan, complete the following first three steps.

1. To apply for federal aid, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Use of estimated figures in lieu of a completed tax return is acceptable, but please be aware need-based financial aid may change upon receipt of actual figures, especially if there are discrepancies with the original data reported.

2. Be sure to designate Tulane University as the recipient of the need analysis information. (Tulane's code number is 002029.) You should submit your FAFSA at least one week before the application deadline for your division.

3. The federal government requires us to verify for selected students the family financial information used to determine eligibility for Federal Perkins Loans, Federal Work Study and Federal Direct Stafford Loans. Students whose FAFSA applications are selected for verification by the U.S. Department of Education criteria will be asked to submit a copy of their signed 2010 federal income tax returns and may be asked to verify additional items on their applications used to determine need. When Tulane has received your FAFSA data, income tax return, if required, and any other required information, we will calculate your eligibility for federal aid and you may view your financial aid package through Gibson Online (see How Can I View My Financial Aid Package Online? for more details).

4. NOTE: All Medical and Public Health Students are encouraged to also complete their school's respective "Financial Aid Addendums" (available on-line at the TUHSC website or from the TUHSC Office of Financial Aid) to assure timely processing as well as full consideration for all institutional need-based funding programs. Students submitting applications in late summer or whose applications are still considered incomplete at that time should expect at least a four-week delay in notification.

Suggested application deadlines for each graduate division for the 2011-12 academic year are:

- School of Architecture: 02/15/11
- School of Continuing Studies: 05/01/11
- School of Law (pursuing JD or LLM degree): 02/15/11
- School of Social Work (incoming student): 04/15/11
- School of Social Work (returning student): 03/15/11
- School of Science & Engineering: 05/01/11
- School of Liberal Arts: 05/01/11
- School of Public Health: 03/15/11
- Freeman School of Business: 04/15/11
- Payson Center at School of Law: 05/01/11
- School of Medicine: 03/15/11

The university normally has sufficient Federal Perkins Loan and Federal Work Study funds to assist qualified students who complete their applications by the published deadlines. Depending on federal allocations to Tulane, the university may or may not have these funds available for late applicants. However, applications completed after these deadlines can be processed for the higher interest rate loan programs.

No financial aid applications can be considered/reconsidered once fewer than four weeks remain in the applicant's academic period under consideration.

Once your FAFSA data is received by Tulane, the University Financial Aid Office determines need and makes its decision on all eligible federal student aid. The graduate/professional school decides what aid, if any, it will offer, and in some cases, federal student aid must then be adjusted to "make room" for the school's aid. It is therefore important that you see any expected school aid (for example, any expected fellowship or tuition waiver) listed in your financial aid package: a financial aid package is not final if it does not include your school's final aid for the academic period. In addition, a financial aid package is not final if your total financial aid exceeds your total cost of attendance for the academic period or if your need-based financial
aid exceeds your financial need for the academic period: over-awards must be resolved with the subsequent adjustment of aid.

**Are there any other requirements for receiving aid from federal programs?**

To be eligible for a Federal Direct Subsidized Stafford Loans, Federal Perkins Loans and/or Federal Work Study, you must demonstrate financial need. In addition, you must either be enrolled in a normal degree program -- in good standing and maintaining satisfactory and measurable progress according to the standards set by your division -- or accepted for admission to a degree program. Recipients must be United States citizens or permanent residents. You must not owe a refund on a grant previously received from any institution, or be in default (i.e., failed to make an installment payment when due) on a loan made to attend any institution.

To be eligible for Federal Direct Stafford and/or Federal Direct Grad Plus loan funds, a graduate student must be enrolled at least half-time.* Students must be enrolled for credited coursework, dissertation, or master’s research in order to be considered for financial aid.

*Graduate Students’ half time status varies:
- School of Architecture: 6.0 credit hours
- School of Continuing Studies: 6.0 credit hours
- School of Law: 5.0 credit hours
- School of Social Work: 6.0 credit hours
- School of Science & Engineering: 4.5 credit hours
- School of Liberal Arts: 4.5 credit hours
- School of Public Health: 5.0 credit hours
- Freeman School of Business: 6.0 credit hours
- Payson Center at School of Law: 5.0 credit hours
- School of Medicine: all are full time

**What are the specific details about the financial aid that is available?**

**Federal Perkins Loans** are subsidized loans requiring that recipients demonstrate a financial need. Since available Perkins Loan funds are limited, Tulane’s offers of Federal Perkins Loans are normally less than the annual allowed maximum ($8,000) in order to assist as many eligible students as possible. The aggregate amount you may borrow during your undergraduate and graduate career is $60,000. Repayment begins at the end of your specific grace period (initially defined as nine months after ceasing at least half-time enrollment). During periods of repayment or forbearance, interest of 5 percent per annum is assessed on the unpaid balance. The standard repayment period is 10 years; however, there is no penalty for prepayment. Deferment requests along with all required documentation must be submitted to the Student Loan Office. The Perkins Loan program has forgiveness or cancellation provisions for combat military service, for service in specific volunteer agencies, or for teachers, nurses, medical technicians, and social work professionals who are providing designated services or who are working in specific shortage areas. Federal Perkins Loans require completion of a promissory note provided by the Student Loan Office’s Perkins servicer ACS. The promissory note is produced after initial acceptance of the loan by the student, and may be signed electronically. Contact Tulane’s Student Loan Office for additional repayment information as well as deferment and cancellation information.

**Federal Work Study** (FWS) is a need-based federally sponsored part-time employment program available to students demonstrating a financial need. Since FWS funding is limited, generally awards are limited to approximately $3,000 per year, and not all students may receive FWS awards. Most FWS employment opportunities are posted at www.HireTulane.com and represent on-campus positions; however, a few opportunities also exist off-campus in the nearby community. Most recipients of FWS work an average of 10 to 15 hours a week. Students are paid via direct deposit into their specific bank account. While job placement is likely, the receipt of a FWS award does not guarantee a job or total earnings. (Medical students typically do not participate in the FWS program.)

**The U.S. Department of Health and Human Services (DHHS)** provides financial assistance through a variety of programs for eligible students in the health professions. Medical and Public Health students should visit the website of the Financial Aid Office at the Tulane University Health Sciences Center for more information.
Federal Direct Stafford Loans are offered to eligible students in the form of either a Subsidized Stafford Loan and/or an Unsubsidized Stafford Loan.

Subsidized Federal Direct Stafford Loans up to $8,500 per year are offered to students with demonstrated financial need, as determined by federal regulations. No interest is charged while a student is in school at least half-time, during the grace period, and during deferment periods. Students may borrow unsubsidized Federal Direct Stafford Loans as well.

Graduate and professional students may borrow a combination of subsidized and unsubsidized Federal Stafford Loans up to the annual limit of $20,500, with exceptions: the annual limit for School of Medicine students is $40,500, and the annual limit for School of Public Health students is $33,000. The aggregate borrowing limit for Stafford Loan is $138,500 ($224,000 for School of Medicine and School of Public Health students), with no more than $65,500 being subsidized. In addition, students entering a Graduate program cannot have exceeded their undergraduate loan limits. The aggregate borrowing limits for all undergraduate students are $57,000 in Subsidized and Unsubsidized Stafford Loans combined, and of this combined limit no more than $23,000 can be in the form of Subsidized Stafford Loans. Tulane medical school and public health students have an aggregate borrowing limit of $224,000.

Stafford Loans made on or after 7/1/10 have an interest rate of 6.8%.

Fees on Stafford Loans disbursed on or after July 1, 2010 will be assessed a 1% fee. However, a rebate equal to 0.5% is made at disbursement in anticipation of the borrower making the first 12 consecutive payments on the direct loan on time. Late remittances on the first 12 consecutive payments due will result in the rebate being added back in to the loan.

Repayment begins six months after you are no longer enrolled at least half-time. Certain other repayment deferments are available; details can be obtained from your lender.

Students accepting a subsidized and/or unsubsidized Stafford Loan will need to complete a Federal Direct Stafford Master Promissory note/application (MPN) as well as Entrance Counseling. Both of these requirements can be completed online by visiting www.studentloans.gov.

You should apply for a Federal Direct Stafford Loan before you apply for any of the following programs, as the terms are more attractive. Applying for these other loans first could reduce the amount of your Federal Direct Stafford Loan.

Federal Direct Graduate PLUS Loans are designed to assist eligible graduate and professional students needing to borrow additional funds up to Tulane’s specified cost of attendance. Loan approval is based on creditworthiness standards set by the U.S. Department of Education. As with any loan, careful consideration should be made in determining the amount to be borrowed, as the loan must be repaid. The interest is set at a fixed rate of 7.90 percent and accrues while the borrower is in school. However, repayment can be deferred until after graduation or when the borrower ceases to be enrolled at least half time. Students may borrow up to the cost of attendance less other aid. Fees on Graduate PLUS Loans disbursed on or after July 1, 2010 will be assessed a 4% fee. However, a rebate equal to 1.5% is made at disbursement in anticipation of the borrower making the first 12 consecutive payments on the direct loan on time. Late remittances on the first 12 consecutive payments due will result in the rebate being added back in to the loan.

Alternative Loans are designed to assist graduate students who either are not eligible for Federal loan funds, or who need additional education financing. Loan approval is based on the lender’s creditworthiness standards and the lender’s assessment of your ability to repay. As with any loan, careful consideration should be made in determining amounts to be borrowed, as the loan must be repaid. The interest on most alternative loans accrues while the student is in school. However, it can be deferred (in many cases) until after graduation or when the student
ceases to be enrolled at least half time. Students should review each lender’s website, paying special attention to the interest rate, additional fees charged, and whether or not the loan can be deferred while in school. Students should apply online directly with a lender. The websites below will link you to information regarding various loan options:

Main Campus
http://financialaid.tulane.edu/idxalternativeloan.htm
Law School
Medical School/School of Public Health
http://tulane.edu/financialaid/hsc/index.cfm

What if I Am An International Student?

An applicant who is neither a U.S. citizen nor a U.S. permanent resident does not have eligibility to apply for U.S. Federal educational loans (any exceptions are listed in the Department of Education Student Aid On the Web http://studentaid.ed.gov/PORTALSWebApp/students/english/Glossary.jsp under the definition of "eligible noncitizen"), and should not fill out a FAFSA.

However, several private (non-federal) educational loans allow application by such students if they obtain a U.S. citizen or U.S. permanent resident co-signer. The co-signer must supply a U.S. social security number, have a satisfactory credit history, and demonstrate sufficient current income to repay credit obligations (including the educational loan). The student applicant also should provide a U.S. social security number if possible. With a creditworthy co-signer, a student can borrow up to the cost of attendance. Tulane determines the borrower’s maximum loan eligibility based on the Cost of Attendance for the 2011-2012 academic year, less any other financial aid received. The interest rates are variable. For more details on these private commercial education loans (and/or to verify the latest information, which may be changed by the lenders without notice), contact each agency directly:

 Citibank Loan; www.studentloan.com; phone 1.800.STUDENT

 Smart Option Loan; https://www.salliemae.com/student-loans; phone 1.888.2.SALLIE

 Wells Fargo Graduate Loan; www.wellsfargo.com/student; phone 1.800.378.5526

Will I be affected by credit constraints?

Lenders of non-federal educational loans and Federal Graduate PLUS Loans review credit reports of applicants. If a report contains negative financial information (whether or not in error) and/or a low credit score, a loan may be denied by the lender, even if eligibility is certified by a financial aid office. If the credit report of a student contains negative financial information and/or a low credit score, a qualified cosigner or endorser may be required to pursue the loan.

Federal Direct Graduate PLUS loans are more leniently credit-based than private loans. Approval is based on the absence of adverse credit notations, and not on the student’s credit score (https://studentloans.gov/myDirectLoan/faqs.action describes what is considered adverse credit). A student who is denied a Federal Direct Graduate PLUS Loan on credit may obtain an endorser meeting credit criteria to obtain the loan.

A cosigner for a private loan must have a satisfactory credit history and score, and a debt-to-income ratio capable of supporting the new loan in addition to pre-existing debt.

There are three main credit reporting agencies:
Equifax: 800/685-1111; www.equifax.com
Experian/TRW: 888/397-3742; www.experian.com
Transunion: 800/888-4213; www.transunion.com

You may obtain a copy of one or all three credit reports free once a year as mandated by the Fair Credit Reporting Act from www.annualcreditreport.com or 877.322.8228. If you ask for one at a time, you may receive a free credit report every four months. We advise all applicants to obtain a copy of at least one credit report immediately. It is important to ascertain if credit reports contain errors (which, unfortunately, are common) in time to make any necessary corrections or to begin the process of repairing any damage to a credit rating. Optionally, detailed information from the three major credit
bureaus is provided in a side-by-side format for about a fee from www.equifax.com.

Tulane is unable to replace "denied" loans with other sources of aid, so it is critical for applicants to know whether their credit history will support planned borrowing.

How am I notified whether I will receive need-based aid?

The Schools of Law, Medicine, and Public Health and Tropical Medicine attempt to notify their applicants of the respective school’s aid and the University Financial Aid Office decisions regarding federal aid eligibility. Graduate applicants from the Payson Center, Freeman School of Business, Science & Engineering, Architecture, School of Liberal Arts, and Social Work are notified by their school of their respective award offers, if any, and separately by the University Financial Aid Office regarding federal aid eligibility. You will receive notification via your Tulane e-mail address as early as mid-spring or as late as mid-summer.

The time of notification depends on when Tulane receives your completed aid application and on the graduate/professional school timetable in making its own awards. The University Financial Aid Office attempts to reach its decisions within two weeks of receiving all necessary aid application materials. If you have questions about your award, contact the office that notified you.

How can I view my financial aid package online?

Tulane’s Gibson Online portal is the area in which federal student aid and other financial aid packaged for a Tulane applicant or student is made available for viewing online. If you are a Tulane student, you access the portal using your Tulane e-mail credentials. If you do not yet have a Tulane e-mail address and you do not have your Tulane ID and PIN, go to the Tulane website homepage. On the right hand side under “Quick Links,” click on “Gibson Online,” then click on “forgot username or password.” Provide your admission personal e-mail address when prompted, then click on the “submit” button. You will then receive an e-mail, sent to the admission e-mail address containing your Tulane ID and a PIN number with which you may access Gibson Online. If you cannot provide your admission personal e-mail address, please check with your school’s graduate level admission office to find out whether the address is on file and how and when you might be provided access to the Tulane Gibson Online portal.

How will I receive my financial aid?

Funds awarded through your graduate or professional division are credited to your Tulane Accounts Receivable student account, generally in equal amounts for each semester.

If you’re borrowing a Perkins Loan, a Federal Direct Stafford Loan and/or a Federal Direct Graduate PLUS Loan, the respective loan disbursements will credit to your Tulane Accounts Receivable student account, generally in equal amounts for each semester. Please understand that, by law, funds from any of the federal programs listed above can only be credited or released to you during a semester while you are enrolled, in attendance, and are meeting all program requirements.

Federal Work Study eligibility is not credited directly to your Tulane Accounts Receivable student account; instead, your earnings are paid biweekly via direct deposit into your bank account.

Is my financial aid renewable?

New FAFSA applications are required each year and are used to determine eligibility for financial assistance for the following academic year. To continue to receive financial aid you must continue to meet the eligibility requirements of each program. For need-based programs, the level of your need may increase or decrease depending on your income and other circumstances reflected on your application. The amounts of Federal Perkins Loan or Federal Work Study offered each year to individual students are based on need and the availability of funds.

Is federal aid available if I attend summer school at Tulane?
Federal Direct Stafford Loan and/or Federal Direct Graduate PLUS Loan funds may be available for students who will enroll at least half-time. Federal Work Study is usually available to help fund the costs for enrolled students. Even if you do not enroll, you may still apply for Federal Work Study during the summer to earn funds to help pay for upcoming academic year costs; however, please note that in those cases, loan eligibility for the academic year will be reduced by the summer work study contribution amount.

Because summer need for assistance cannot be considered on its own and must be tied to an academic year, you must have applied for and be determined eligible for aid for either the 2010-2011 or 2011-2012 academic year at Tulane. Which year is applicable will depend on your summer enrollment status and/or the type of aid for which you apply. Of course, you must also meet the federal eligibility requirements described elsewhere in this brochure.

Additional details including deadline information and an application are contained in Tulane's Summer Addendum, available on-line at the Financial Aid Office’s website after March 31st. Public Health and Medical students should access on-line Summer Addendums, available after March 15th, at the Tulane University Health Sciences Center’s Financial Aid Office’s website.

What are my rights and responsibilities?

You have the right to know how your financial aid was calculated. If you are denied aid, you have the right to ask for reconsideration if there has been a substantial change in your financial situation since you submitted your application.

In turn, you (and your spouse) are expected to provide accurate information on all financial aid application materials and meet the deadlines. You should notify the University Financial Aid Office if you change your enrollment status or if you receive scholarships, gifts, grants, employee waiver, or other assistance. These or other changes might result in an adjustment in your aid award and require you to repay any excess funds you have received.

The federal government requires that Tulane make every effort to insure that financial information obtained from all sources is accurate and non-contradictory. All awards are, of course, subject to revision should the financial information from any verification document differ from the information on your application.

Are there any other ways to help finance my education?

The cost of education may be offset with scholarships from entities other than schools. An excellent source of financial aid information to research these outside scholarship opportunities is found at FastWeb at www.finaid.org. Also, public libraries often have graduate scholarship and fellowship reference books that may reveal gift aid opportunities.

Payment plans allow costs to be absorbed over several months. Tuition Management Systems is Tulane’s education payment partner that allows students and their families to put college costs on a "pay as you go" basis by paying in monthly installments. Visit www.afford.com for details.

Job Location and Development is a Tulane referral service that helps students, regardless of their financial need, find employment off campus in the metropolitan New Orleans area. While jobs relating to a student’s academic interest are possible, most placements are in the areas of hotel administration, sales, food management, and clerical work. For more information, contact Tulane’s Student Employment Office (504) 865-5107 or visit www.hiretulane.com.

What about loan repayment?

Calculators to predict how much your student loans will cost you and to plan for successful repayment before you borrow can be found at www.finaid.org/calculators. We recommend that students borrow as conservatively as possible. Cancellation and/or public service loan forgiveness is available for federal loans under certain circumstances: see www.studentloan.gov or www.finaid.org/loans for more details.

Students who have borrowed from the Federal Direct Stafford Loan, Federal Perkins Loan and
certain Health Professions Student Loan programs may consolidate these loans if they are in a grace period preceding repayment or are in repayment and not more than 90 days delinquent, or, if in delinquent or default status, will reenter repayment through loan consolidation. The interest rate is equal to the weighted average of the interest rate on the loans consolidated, rounded up to the nearest one-eighth percent. Additional details on Federal Direct Consolidation Loans are available on our website, on www.studentloans.gov and on www.finaid.org.
APPENDIX

Consumer Information for Federal Student Financial Aid Recipients

Information about academic programs, accreditation, facilities, faculty, retention, and number of students completing programs may be obtained from publications available from your dean's office, as well as from staff members in these offices. For career planning and opportunities, contact the Director of Placement. Disabled students should contact the Office of Disability Services. The main university telephone number is (504) 865-5000.

The criteria for selecting recipients for federal funds under university control and for determining the amount of awards is as follows. In general, blocks of funds are allocated to each graduate/professional division. Award amounts are set to attempt to provide a reasonable level of help to the majority of students expected to apply. Awards are then made until the block of funds has been committed. Further information about selection and awarding can be obtained from the University Financial Aid Office counselors.

STATE SCHOLARSHIP PROGRAMS
A number of states award scholarships to residents who meet their specific requirements. Since a few of these states will allow recipients to use their state grants at schools located in other states, we would encourage all students to apply. Tulane's Financial Aid Office can provide the names and addresses of the state agencies you may contact for more information.

ADDITIONAL INFORMATION ON THE FEDERAL VERIFICATION PROCEDURE
As stated in this brochure, some applicants are selected by the federal processor for verification of information submitted on financial aid applications. If you have been selected for verification, you will be notified by mail and/or e-mail. In most cases the documents used to verify information are the prior year's federal income tax return and a Verification Worksheet; additional documents may be requested depending upon the information to be verified. Applicants are asked to submit the requested information to the Financial Aid Office within two weeks. For incoming students, no loans will be certified and no aid will be credited until the verification process is complete. Verification remaining incomplete past the financial aid processing deadline (four weeks before the end of the academic term for which aid is intended or the student's last date of attendance, whichever comes first) may prevent a student from receiving aid. For returning students, the financial aid application is considered incomplete until verification is completed and no aid offer will be made until verification is complete. If your aid offer must be adjusted because of information submitted as part of the verification process, you will be notified through a revised Financial Aid Notification letter and/or electronic package. If you are eligible for a Federal Pell Grant and corrections must be made as a result of verification, corrections will be submitted by Tulane to the federal processor. Aid is offered on a funds-available basis, and in order to allow for processing time, we will not be able to consider applications received within four weeks of the semester's end or after the student's last date of attendance, whichever comes first.

FEDERAL AID DEADLINES AND REVISIONS
You must apply for federal aid at least five weeks before the end of the Tulane semester for which financial aid is intended. This Tulane deadline is set to allow time for the financial aid office to package your aid so that you might meet the Tulane federal aid acceptance deadline (at least a month before the end of the semester for which it is offered or your withdrawal date, whichever comes first). We cannot process aid for a semester in which you are no longer attending.

Receipt of any non-federal aid must be included when determining or re-determining your eligibility for federal aid. If you withdraw, do not attend, or earn no passing grade during a semester, your aid may be retroactively adjusted as per federal regulations. Disbursement and retention of your federal aid offer is contingent on your meeting: 1) Satisfactory Academic Progress standards toward your degree as defined by Tulane policy and 2) all other federal aid eligibility requirements.

A student cannot receive federal funds from Tulane while attending another school. It is the students' responsibility to inform Tulane if enrolled at another University.

FEDERAL SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY (Effective August 4, 2010)
Students receiving Federal student financial aid must maintain "Satisfactory Academic Progress" at Tulane in order to remain eligible for Federal aid consideration. The Financial Aid Office evaluates Satisfactory Academic Progress (SAP) after the completion of each semester (Fall, Spring, and/or Summer). All semesters of enrollment, including summer, must be considered in the determination of SAP (even periods in which the student did not receive federal student aid funds must be counted). Students academically dismissed from their academic programs are automatically recognized as failing to meet SAP standards.

Satisfactory Academic Progress tests three components:
1.) a qualitative component (i.e., grade point average),
2.) an incremental quantitative component (number of credits attempted and earned for each semester, also known as the completion rate), and
3.) an overall quantitative component (maximum time frame for the completion of a student's degree or certificate program).

Grades and Credits
Courses with grades of "W" (withdrawn), "I" (incomplete), "WF" (withdrawn with failure), "UW" (unofficial withdrawal), "U" (unsatisfactory), and/or "F" (failed) are counted as courses attempted but not earned AND count toward the maximum time frame. Transfer credits (accepted for the student's academic program or degree) are counted when measuring the maximum time frame to complete the degree or certificate program and establishing benchmark points for the qualitative standard, but do not impact the grade point average tested.

Guidelines for repeated coursework, if allowed, remedial coursework, if required, and/or English as a Second Language (ESL) coursework, if offered, are specified in the catalog of each academic division. Satisfactory Academic Progress status will include repeated, remedial, and ESL coursework, unless determined otherwise by the Tulane Satisfactory Academic Progress Appeals Committee. Course graded solely on a Pass/Fail basis that are accepted toward the academic program are included when measuring academic progress. Audited courses count as unearned credit hours in the evaluation of the qualitative and quantitative standards. Both qualitative and quantitative standards begin anew for students seeking a graduate or professional degree after completing an undergraduate degree.

The Tulane Financial Aid Office will NOT automatically adjust a student's Satisfactory Academic Progress status when grades are changed or finally reported, but rather ONLY upon request from the student. In such cases, grades must be reflected on Tulane's student records system prior to a review of a student's status. For any grade change (especially regarding a prior grade of "I" incomplete that has now been assigned a traditional letter grade), a student is responsible for notifying the Tulane Financial Aid Office of such a change and requesting a review of their Satisfactory Academic Progress evaluation. Note that such a review is not considered an appeal. If a class grade is unreported, on the other hand, then Satisfactory Academic Progress is not established and a student's future receipt of Federal aid is immediately halted. In such a scenario a student must notify the Tulane Financial Aid Office when a previously unreported grade becomes complete and make a request for a review of their Satisfactory Academic Progress status.

Three SAP Standards
1. Qualitative Grade Point Average and Academic Standing:
Students academically dismissed from their academic program are automatically recognized as failing to meet Tulane's Satisfactory Academic Progress standards. Otherwise, as a student progresses through their academic program, their cumulative GPA must meet the following benchmarks:
   - If aggregate attempted and transferred credit hours is less than 30, then cumulative GPA must be at least 1.75;
   - If aggregate attempted and transferred credit hours is greater than 30, but less than 48, then cumulative GPA must be at least 1.85;
   - If aggregate attempted and transferred credit hours is 48 or more (or the midpoint or more), then cumulative GPA must be at least 2.00. A student's cumulative grade point average (GPA) must be at least 2.00 (or the equivalent) at the midpoint of their academic program. The midpoint of an academic program is defined as 48 credit hours OR one-half of the necessary completed credit hours as stipulated in the catalog of the respective academic division, whichever is less. Every attempted and transferred credit hour counts towards the midpoint measurement.

2. Quantitative Completion Rate:
A student must successfully earn at least two-thirds of attempted credit hours each semester.

3. Quantitative Maximum Time Frame:
A student’s maximum time frame for completion of their academic program must not exceed 150% of the primary program length specified in the catalog of each academic division. This means that a student's attempted and transferred credit hours cannot exceed 150% of the credit hours necessary for completion of their primary degree or certificate. The maximum time frame is not increased for dual-degree or combined degree candidates, but rather is always based on the program length associated with a student’s primary academic program.

Automatic Warning Semester
Students who fail to meet any of the requirements for Satisfactory Academic Progress will be notified and allowed one automatic Warning Semester associated with their next semester of enrollment to restore their satisfactory academic progress standing. During the Warning Semester a student will be awarded Federal financial aid for which they have applied and are otherwise eligible. A student is not allowed to receive consecutive Warning Semesters of Federal aid. A Warning Semester assignment is not contingent on the student's application for federal student aid.

Appeal for Probationary Semester
Students who fail to meet any of the minimum requirements for Satisfactory Academic Progress at the conclusion of their Warning Semester will lose all Federal aid eligibility until the student regains minimum satisfactory academic progress standards. A student who is denied Federal aid because of a failure to meet Satisfactory Academic Progress standards after the Warning Semester has concluded may appeal this determination to the Satisfactory Academic Progress Appeals Committee of the Financial Aid Office by completing a Student Appeal Form. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance. Examples of possible mitigating circumstances are serious illness, severe injury, death of a family member, and other similar situations. Students opting to appeal are encouraged to also submit an Appeal Support Form to substantiate their case. Please note that merely filing an appeal does NOT guarantee continued eligibility for Federal aid.

If an appeal for a probationary semester is denied by the Committee, the student will be notified and the decision is final for that semester. The student may re-establish eligibility to be considered for federal aid for a subsequent semester by taking action that brings him or her into compliance with the qualitative and quantitative components of Tulane's SAP standard.
If a student's appeal is approved by the Committee, the student will be notified. The student will be considered for federal aid during the probationary semester for which the student has applied and is otherwise eligible. Once the probationary semester has concluded, the student may re-establish eligibility to be considered for federal aid for a subsequent semester by either:

1. Taking action that brings him or her into compliance with the qualitative and quantitative components of Tulane's SAP standard; OR
2. Meeting the specific academic plan and standards for the Probationary Semester as established by the Appeals Committee.

MEDICAL WITHDRAWAL AND FINANCIAL AID

Upon taking a medical withdrawal, it is important that graduate students understand the impact this will have on their current and future financial aid. The first question to ask is "What type of aid do I have?"

- Federal aid – Current federal aid may need adjustment to reflect the percentage of aid earned for the semester. (Generally, this is the percentage of the semester attended before withdrawal, but attendance of more than 60 percent requires no adjustment.) Students must meet Satisfactory Academic Progress (SAP) guidelines for their division and successfully apply for federal financial aid to continue to receive federal financial aid. The SAP guidelines can be found in the Financial Aid Sourcebook, on our website at http://finaid.tulane.edu. Students are allowed one probationary semester of federal aid once they are not meeting SAP guidelines. If a student has received a probationary semester and has not met the SAP guidelines, an appeal process is available.
- Appeals – The Appeals committee will consider appeals for students planning to return in the fall semester if these appeals are submitted by June 1, spring semester if submitted by November 1, and summer semester if submitted by April 1.

TERMS AND CONDITIONS FOR STUDENT EMPLOYMENT THROUGH FEDERAL WORK STUDY

Students who are offered Federal Work Study may obtain a position through the HireTulane.com website or through consultation with the Tulane Student Employment Office (504-865-5147; representatives are available weekdays 8:30 am – 5:00 pm in Diboll Complex and at University Square). Students who are offered Federal Work Study are referred to positions based on their qualifications. Opportunities for community service are available. Students are permitted to work a maximum of 37.5 hours per week on campus or 40 hours per week off campus, but the typical work schedule for full-time students is 10 - 15 hours per week. Work schedules are arranged between the student and his/her supervisor and may vary from early in the morning to late in the evening. The federal minimum wage is paid for most Federal Work Study jobs. Wages above the minimum may be paid if technical skills are required. Students are paid by the hour and checks are issued biweekly into the student’s chosen bank account (NOT the student’s Tulane Accounts Receivable student account). Paychecks are based upon time reports submitted by each department at the end of each two-week pay period. Students must notify their employers if they will be absent from work or must resign from a job. Students should report any employment problems to the Student Employment Office. A student may be dismissed because of unsatisfactory job performance. Falsifying a time report constitutes grounds for immediate dismissal. A student who is dismissed may appeal to the Student Employment Office.

LOAN REPAYMENT PROVISIONS

Borrowers should log into The National Student Loan Data System http://www.nslds.ed.gov to review their federal loan details on record, including the identity of assigned servicers. The National Student Loan Data System (NSLDS) is the U.S. Department of Education’s (ED’s) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. If you have trouble making your education loan payments, contact immediately the organization that services your loan. You might qualify for a deferment, forbearance, or other form of payment relief. It’s important to take action before you are charged late fees. Monthly payments vary on Federal Direct Stafford loans and are based on the total amount borrowed. Loan repayment calculators may be viewed online at websites such as www.finaid.org. The minimum monthly payment amount is generally $50 per loan. The borrower should contact the lender (in many cases, the U.S. Department of Education is the lender, and the servicer assigned to the loan by the Department should be contacted) for specific repayment information available for their loans.

Students should contact the Tulane Student Loan office at 504-865-5366 (or their servicer ACS) to discuss monthly payments on Federal Perkins loans. The minimum quarterly payment is $90. The Student Loan Office is located in room 105 of Phelps building.

WITHDRAWALS AND RETURN OF TITLE IV FEDERAL STUDENT FINANCIAL AID FUNDS POLICY

When a student withdraws, any tuition, housing or meal plan "refund" (CREDITED to the student) is NOT directly related to the determination of whether financial aid funds must be "refunded" to the source (and CHARGED to the student).

A student must officially withdraw from the university to obtain a refund of tuition. Failure to attend does not constitute an official withdrawal. The student must contact his or her academic Dean's Office to provide official notification of intent to withdraw. To obtain a remission of tuition, the student must complete drop/add form(s) with the dean of the college in which he/she is enrolled. Tulane's tuition refund policy for a typical semester (68-70 class days) is prepared by the Registrar. Please consult the academic calendar for specific dates. Fees are not refundable.

Students considering a full withdrawal should consult with a financial aid counselor to discuss the impact of withdrawal on financial aid funding.

Federal aid processed for a student who never attends class is unearned and must be cancelled. Similarly, when a recipient of federal financial aid funds withdraws from the university during a period of enrollment (i.e. semester) in which the recipient began attendance, the institution must determine the amount of federal loan or grant assistance that the student earned as of the student's withdrawal date. The withdrawal may be official or unofficial. Unofficial withdrawal status is assigned (for purposes of the return of federal financial aid funds) to students who earn no passing grade for the period of enrollment and whose official withdrawal was not processed while the period of enrollment was in session.
The percentage of aid that has been earned by the student is equal to the percentage of the semester that the student completed as of the student’s withdrawal date. If this date occurs after the completion of 60% of the semester, the student is considered to have earned 100% of the federal grant and/or loan assistance for the semester. Please note that in cases where a student ceases attendance without providing official notification to the university of his or her withdrawal from the university, (the student must contact his or her academic Dean’s Office to do this) the institution must consider the midpoint of the semester as the official date of withdrawal.

If the total amount of federal grant or loan assistance, or both, that the student earned is less than the amount of federal grant or loan assistance that was disbursed to the student or on behalf of the student in the case of a PLUS loan, the difference between these amounts must be returned to the federal aid programs within 45 days of the date the financial aid office was made aware of the withdrawal. The amounts of unearned federal aid must be returned regardless of whether the student is eligible to receive a refund of a portion of university fees, such as tuition, fees, or room and board fees.

The amount to be returned to the federal student financial aid accounts will be returned to the programs from which the student received aid up to the amount of aid disbursed in the following priority order: Federal Graduate PLUS loans, Unsubsidized Federal Direct Stafford loans, Subsidized Federal Direct Stafford loans, Federal Perkins Loan, Federal PLUS loans received on behalf of the student, Federal Pell Grants, Federal SEOG grants, and LEAP grants.

If the total amount of federal grant or loan assistance, or both, that the student earned is greater than the total amount of federal grant and/or loan assistance that was disbursed to the student or on behalf of the student as of the date of the institution’s determination that the student withdrew, the difference between these amounts must be treated as a post-withdrawal disbursement. If federal loan funds are used to credit a post-withdrawal disbursement, the university must provide the student, or the parent in the case of a PLUS loan, the opportunity to cancel all or a portion of the post-withdrawal disbursement. The student or parent must respond to the notice within 14 days of the date the institution sent the notification. If the student or parent does not respond, the university cannot make a post-withdrawal disbursement of federal loan funds.

After determining the return of funds to federal student financial aid, any amounts of institutional tuition or room and board refunds in excess of the amount of aid returned to the federal aid accounts will be returned to the Tulane aid accounts on a pro-rated basis up to the amount of aid disbursed. Any remaining amounts of institutional refund left over are then returned to the student and his/her family. Federal Work-Study funds are not included in the Return of Federal Title IV Funds formula because these funds were received for work performed.

Students considering a full withdrawal should consult with a financial aid counselor to discuss the impact of withdrawal on financial aid funding.

STUDY ABROAD PROGRAMS
A student who is enrolled at Tulane and is participating in a study abroad program offered by Tulane is eligible to be considered for federal student financial assistance.

PLEASE NOTE
Tulane University is an Affirmative Action/Equal Employment Opportunity institution, and consequently its policy of nondiscrimination includes recruitment, employment, retention, and promotion of the most qualified students, faculty and staff, regardless of an individual’s race, sex, color, religion, national/ethnic origin, citizenship, marital status, sexual orientation, handicap, or veteran status. Tulane University does not discriminate in its provision of services and benefits and in its treatment of students, patients, and employees.

The information on federally funded, subsidized, or guaranteed programs in this brochure is based on guidelines and interpretations available at the time of this printing. The regulations, and thus the guidelines described, are subject to revision by governmental action.

Tulane University is accredited by the Commission on the Colleges of the Southern Association of Colleges and Schools [1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number (404) 679-4501] to award bachelor’s, master’s and doctoral degrees.