

# Tulane University

A Comprehensive Guide  
to Graduate Financial Aid



↔ 2009-2010 ↔



The staff of Tulane's University Financial Aid Office is available to answer your general questions about types of aid and the financial aid process. Regular office hours are 9:00 am to 5 pm Monday thru Friday. Counseling hours are from 9:00 am to 4:30 pm.

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

Students at the Law School 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  
e-mail: [finaid@law.tulane.edu](mailto:finaid@law.tulane.edu)

Tulane University Health Sciences Center  
Office of Financial Aid  
1440 Canal Street, Suite 1213, TB-1  
New Orleans, LA 70112-2699  
(504) 988-6135  
FAX: (504) 988-6136  
website: [www.finaidhsc.tulane.edu](http://www.finaidhsc.tulane.edu)

For information about scholarships, assistantships, and other aid offered by the graduate divisions, contact the appropriate graduate division.

Tulane School of Architecture  
Tulane University  
Richardson Memorial Hall  
6823 St. Charles Avenue  
New Orleans, LA 70118-5698  
Phone: (504) 865-5389

Office of the Dean  
School of Liberal Arts  
102 Newcomb Hall  
Tulane University  
New Orleans, LA 70118  
Phone: (504) 865—5225

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

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Tulane University School of Social Work  
6823 St. Charles Avenue  
New Orleans, LA 70118  
(504) 865-5314, (800) 631-8234

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

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School of Continuing Studies  
Tulane University  
125 Gibson Hall  
New Orleans, LA 70118  
(504) 865-5555

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School of Public Health and Tropical Medicine  
1440 Canal Street, Suite 2460 –SL29  
New Orleans, LA 70112-2715 (504) 988-5388

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School of Medicine  
1430 Tulane Avenue SL-67  
New Orleans LA 70112

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## APPENDIX

### Consumer Information for Federal Student Financial Aid Recipients

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

The cost of a private education at a distinguished university such as Tulane is never inexpensive. However, assistance from many sources is available. A key to getting financial aid is to understand the financial aid process. We at Tulane will make every effort to help you learn about your options and the process.

The programs described in this booklet are administered by the University Financial Aid Offices on a university-wide basis. In addition, each graduate and professional division at Tulane has funds it awards to students. Because of the wide variety of types and amounts of aid available from the individual divisions, detailed descriptions are not included in this booklet. Please contact the appropriate division 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.

### What does it cost to attend Tulane?

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

The 2009-2010 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.

	<b>Resident</b>	<b>Commuter</b>
Room & Board	\$12,100	\$2,580
Books /Supplies*	\$1,500	\$1,500
Transportation**	\$2,000	\$2,000
Health	\$2,300	\$2,300
Miscellaneous	<u>\$1,470</u>	<u>\$1,470</u>
TOTAL	\$19,350	\$9,850

\*Books and supplies costs for the A. B. Freeman School of Business, School of Medicine, School of Public Health & Tropical Medicine, Law School, and Graduate Architecture 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.

### 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 need.

The federal funds (Federal Perkins Loan and Federal Work Study) administered by the Financial Aid Office 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. To receive federal aid, you must also be admitted to or enrolled in a regular degree program and making satisfactory academic progress toward graduation according to the standards set by your division. Additional federal eligibility requirements are noted in the sections that describe each of the available programs.

### **How is the student 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. 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 need for 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) 2008 income as required under the 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, veterans' benefits, and a portion of your assets are also considered. Any merit aid you may have received from Tulane counts toward meeting your financial need before federal aid is offered.

To apply for aid, complete the Free Application for Federal Student Aid (FAFSA) and mail it to the federal processor, or complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **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.

### **What financial aid is available through the Financial Aid Office?**

Tulane's Financial Aid Office administers the federally funded Federal Perkins Loan and Federal Work Study programs. During 2008-2009, more than \$6 million in Perkins loan funds were awarded to eligible graduate and professional students at Tulane.

**Federal Perkins Loans** are granted on a need basis by Tulane. The aggregate amount you may borrow during your undergraduate and graduate career is \$40,000. The most you can borrow in any one year is \$6,000. However, offers of Federal Perkins Loans are normally less than the annual allowed maximum in order to assist as many eligible students as possible. Repayment begins six to nine months after you are no longer at least a half-time student. At that time, interest of 5 percent per annum is assessed on the unpaid balance. The normal repayment period is 10 years, and repayment schedules for varying amounts of loans are available from Tulane's Student Loan Office. Deferment of repayment may be granted in certain circumstances. Information on deferments is available from the Student Loan Office and is also provided to borrowers at the time they electronically sign promissory notes. Deferment requests must be made in writing to the Student Loan Office, which determines what documentation will be required. There are 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 specific designated services or who are working in specific designated shortage areas.

**Federal Work Study (FWS)** is a federally sponsored part-time employment program. Positions are usually on campus in one of the university's many departments, but may also be in the nearby community. Most students work about 10 to 15 hours a week. Students are paid by check biweekly.

and are paid for the number of hours worked. Your work schedule can vary from free periods during the day to night or weekend work. While job placement is likely, FWS certification 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 ([www.finaidhsc.tulane.edu](http://www.finaidhsc.tulane.edu)). Parental data is required for consideration for all DHHS programs.

### **What financial aid is available from non-Tulane sources?**

**Federal Stafford Loans** are offered to U.S. citizens or permanent residents who are enrolled at least half-time in a regular degree program and who are making satisfactory academic progress according to standards set by the graduate/professional division. Loan recipients may not be in default - that is, they cannot have failed to make an installment payment when due - on any educational loans made to attend any institution, nor may they owe a refund on a grant received to attend any institution.

Subsidized Federal Stafford Loans up to \$8,500 per year are offered to students with financial need. "Subsidized" means that the interest is paid by the federal government while the student is enrolled at least half-time. Students may borrow unsubsidized Federal Stafford Loans as well. An "Unsubsidized" means that the student pays the interest on the loan while in school or agrees to capitalize the interest and add it to the principal upon repayment. Graduate and professional students may borrow a combination of subsidized and unsubsidized Federal Stafford Loan up to the annual limit of \$20,500. School of Medicine students may borrow an additional \$20,000 of unsubsidized Federal Stafford Loan. School of Public Health students may borrow an additional \$12,500 in unsubsidized Federal Stafford loan. The aggregate borrowing limits for all undergraduate and graduate education is \$138,500 in subsidized and unsubsidized combined 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 \$46,000 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. Tulane normally includes Federal Stafford Loan eligibility in its financial aid package.

All lenders are required by federal law to charge the same interest rate. The interest rate on Stafford loans made on or after July 1, 2007 is at a fixed rate of 6.8%.

For Stafford Loans, an origination fee may be deducted from the face value of the loan and some guarantors may also deduct a default fee of up to one percent

Stafford loan origination fees will be totally phased out by 2010. The 1% maximum guaranty/default fee will remain in place. The maximum Stafford loan origination fees are:

- Dropped to 1.0% on July 1, 2008
- Dropped to 0.5% on July 1, 2009
- Dropped to 0.0 % on July 1, 2010

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. For subsidized loans, an origination fee of up to 1 percent may be deducted from the face value of the loan and some guarantors may also deduct a default fee of up to one percent. 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.

The amount of subsidized Federal Stafford Loan eligibility is based on need. A need analysis is also required for an unsubsidized Federal Stafford Loan since federal regulations require that a student's eligibility for a need-based Federal Stafford Loan must be determined before an unsubsidized loan may be certified. The analysis of need comes from the standard federal need determination process. (See "How is the student contribution determined?" on

page 2.) Students whose applications are selected for verification by U.S. Department of Education criteria will be asked to submit a copy of their 2008 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 the federal loan programs and inform you of the results of the need analysis.

In addition to the need analysis form, you will need to complete a Federal Stafford Master Promissory note/application (MPN). Tulane has established streamlined processing of Federal Stafford loans through a select group of national lenders providing excellent loan terms and borrower service. However, students can select their own lender, as long as the lender participates in the Federal loan program. If you select your own lender you must submit all lender information directly to Tulane for processing. You can download complete the Tulane Non-Streamlined lender form on our website.

You should apply for a Federal 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 Stafford Loan.

**Federal Graduate PLUS Loans** are designed to assist graduate and professional students who meet federal aid criteria and who need additional educational financing. Loan approval is based on creditworthiness and is only made to those eligible for federal aid as determined by FAFSA results and subsequent verification. Federal Graduate PLUS Loans are available to students who are enrolled at least half-time\* and are pursuing a degree program at Tulane. 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 8.5 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 of up to four percent may be deducted from the loan proceeds.

\*Graduate Students half time status varies by their department:

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	5.0 credit hours

School of Medicine - all students considered full time

**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 creditworthiness and ability to repay. Alternative loans are available to students who are enrolled and pursuing a degree program at Tulane University. 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 lenders 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 this loan option:

Main Campus  
<http://www.tulane.edu/finaid/idxalternativeloan.htm>

Law School  
<http://www.law.tulane.edu/>

Medical School/School of Public Health  
<http://www.finaidhsc.tulane.edu/>

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

To be eligible for a Stafford Loan, Federal Perkins Loan and 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 have been accepted for admission to a normal degree program. Recipients must be United States citizens or permanent residents. They 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 Stafford and Federal 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.

To receive funds from the Federal Perkins, Federal Work Study, or Federal Stafford Loan programs you must meet the following additional requirements:

Students who are receiving VA educational benefits will need to provide written verification from the Veterans Administration to document the amounts they will receive during the academic year.

If you have unpaid educational loans made to attend other schools and are eligible for an in-school deferment, you must apply for deferment from the lender for each educational loan. In the case of a prior Federal Perkins Loan, the lender would be the school granting that loan. Some schools and lenders require that you submit new deferment applications each semester that you are enrolled in graduate school. Check with your lender(s) for requirements. Failure to apply for deferment of prior educational loans will result in the lender or school reporting you in default on those loans and will jeopardize your receipt of additional federal funds through Tulane for which you may otherwise be eligible.

### How do I apply for need-based aid through the Financial Aid Office?

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

1. Complete the Free Application for Federal Student Aid (FAFSA). You should complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. Be sure to designate in Step Six Tulane University as the recipient of the need analysis information. (**Tulane's code number is 002029.**) You should submit your FAFSA four weeks 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 Stafford Loans. Students whose applications are selected for verification by U.S. Department of Education criteria will be asked to submit a copy of their signed 2008 federal income tax returns and some students may be asked to verify items such as household size, number of family members in college, non-taxable income or other information used to determine need. Tax returns and any other required information are generally requested before we can review your FAFSA.

Application deadlines for each graduate division are as follows:

Architecture	February 15, 2009
Freeman School of Business	April 15, 2009
Engineering	May 1, 2009
School of Liberal Arts	May 1, 2009
Law	February 15, 2009
Medicine	March 31, 2009
Public Health and Tropical Medicine	March 31, 2009
Social Work	
incoming students	April 15, 2009
returning students	March 15, 2009

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 available from outside lenders. No applications can be considered or reconsidered after March 1, 2009.

Once your FAFSA data is received by Tulane, it goes through several processing steps in both the graduate/professional school and the University Financial Aid Office. The graduate/professional school decides what aid, if any, it will offer. Then, the University Financial Aid Office determines need and makes its decision on the Federal Perkins Loan and/or Federal Work Study employment certification and/or Federal Stafford Loan and Federal Graduate PLUS Loan eligibility. All federal aid decisions for Medical and Public Health students are made at the TUHSC Financial Aid Office. 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.

### **How will my need-based aid be packaged if I have need?**

Financial aid packages may include funds from your division, a Federal Stafford Loan, Federal Work Study employment, a Federal Perkins Loan, a Federal Graduate PLUS Loan, and/or one of the privately-funded loans described elsewhere in this brochure. The various components are usually assigned in this order. Virtually all graduate and professional students are expected to borrow under the Federal Stafford Loan Program before we consider offering Federal Work Study or Federal Perkins Loan funds. The student must initiate separate loan applications for all loans other than Federal Perkins Loan.

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

The Schools of Law, Medicine, and Public Health and Tropical Medicine notify their applicants of both their own and the University Financial Aid Office decisions. Graduate applicants from the Freeman School of Business, Science & Engineering, Architecture, School of Liberal Arts, and Social Work are notified by their school of its own award, if any, and separately by the University Financial Aid Office concerning the Federal Perkins Loan and/or Federal Stafford Loan and/or Federal Work Study and/or Federal Graduate PLUS Loan certification decision. You will receive notification by letter as early as mid-spring or as late as mid-summer. The time of notification depends on when Tulane receives allocation of federal funds and on the graduate/professional school timetable in making its own awards. When federal funds are available, the University Financial Aid Office attempts to reach its decisions within two weeks of learning of the graduate/professional school's decision.

If you have questions about your award, contact the office that notified you.

### **How will I receive my financial aid?**

Funds awarded through your graduate or professional division are credited to your account. The first step in receiving your Federal Perkins Loan and/or Federal Work Study funds is to accept them by returning the Acceptance Form copy of your Financial Aid Notification letter. Federal Perkins Loans will be credited to your account (one-half each semester) after you confirm registration and complete and electronically sign (a/k/a e-sign) the promissory notes provided by the Student Loan Office's Perkins e-sign provider: ACS. Federal Work Study is not credited; students are paid by check biweekly. When you arrive on campus, report to the Tulane Student Employment Office for assistance in job placement.

If you receive a Federal Stafford Loan and/or Federal Graduate PLUS Loan, the lender will send the funds directly to Tulane each semester for one-half of the amount borrowed minus fees. (Students applying for a loan for one semester only will receive one disbursement.) Students applying for their first Federal Stafford and Graduate PLUS Loan are required to attend a short "entrance interview" session before receiving their first disbursement. Several of these sessions are scheduled during the fall and spring orientation/registration periods. Tulane

has made arrangements with most lenders to transmit the funds electronically to be credited to your account. If a lender sends funds in the form of a check (made payable to you and to Tulane), then you must pick up the check at the Bursar's Office and deposit it to your account. Medical and Public Health students must pick up checks from the Financial Services Office on the downtown campus. To pick up a check, you will need to present a Tulane I.D. card and a driver's license. If you don't have a driver's license, be sure to have another type of picture I.D. with you. Funds are credited and checks are released after registration is confirmed and all other requirements have been met.

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.

### **Is my financial aid renewable?**

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. New FAFSA applications are required each year and are used to determine eligibility for financial assistance for the following academic year.

### **Is federal aid available if I attend summer school at Tulane?**

Limited amounts of Federal Perkins Loans are available for students who will graduate at the end of the summer or who are required by their deans to take summer courses as a condition for returning in the fall semester. Federal Stafford Loan and/or Federal Graduate PLUS Loan funds may be applied for by students who will enroll at least half-time and who have not already borrowed the maximum allowed for the academic year. Federal Work Study is usually available to help fund the costs for enrolled students. Even if you do not enroll, you may apply for Federal Work Study during the summer to earn funds to help pay for upcoming academic year costs.

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 2008-2009 or 2009-2010 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 in the Financial Aid Office in late spring. Public Health and Medical students should print their Summer Addenda from the Tulane University Health Sciences Center's Financial Aid website after 3/15/2008.

### **Can my loan payments be consolidated?**

Students who have borrowed from the Federal Stafford Loan, Federal Perkins Loan and 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 to the nearest whole percent. Additional details are available from your lender.

### **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 Tulane 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?**

An excellent source of financial aid information is on the World Wide Web at [www.finaid.org](http://www.finaid.org). Other possible sources of funding include:

**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. For information, contact Tuition Management Systems, 127 John Clarke Road, Newport, RI 02842 (800-722-4867).

**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. Students work an average of 12 hours a week and earn approximately \$2,500 per academic year. 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 their website at: <http://www.hiretulane.com/>

## **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 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. In most cases, the document used to verify information is the prior year's federal income tax return; however, additional documents may be requested depending upon the information to be verified. Applicants should submit the requested information to the Financial Aid Office as quickly as possible (the letter will request the documents within two weeks). The financial aid application is considered incomplete until verification is completed (that is, no aid offer will be made until verification is complete). Aid is offered throughout the year on a funds-available basis. However, we will not be able to consider or reconsider applications for the spring 2009 semester after March 1, 2009.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Students receiving federal student financial aid must maintain "satisfactory academic progress" at the institution in order to continue to be eligible to receive this aid. The Financial Aid Office evaluates Satisfactory Academic Progress after the completion of each academic year, generally two semesters. There are three components of satisfactory progress: a qualitative standard (i.e., grade point average), an incremental quantitative standard (number of credits attempted and earned for each year of study), and a Maximum Time Frame for the degree or program. All semesters of enrollment, including summer, must be considered in the determination of satisfactory academic progress.

Satisfactory Academic Progress requirements for all divisions are shown on the following pages. Grades of "W" are counted as courses attempted and count toward the maximum time frame. Attempted hours include all credit hours for which the student is enrolled and charged on the 10th day of the semester. Transfer credits accepted for the student's academic program or degree are counted when measuring the maximum time frame to complete the degree or program, but do not affect the qualitative standard. Tulane University does not accept for credit any transfer grades lower than "C". Satisfactory Academic Progress cannot be determined until all grades of "I" (incomplete) are resolved. Guidelines for repeated coursework, if allowed, are specified in the catalog of each academic division. Pass/Fail courses accepted toward the academic program are included when measuring academic progress. Audited courses do not count toward the qualitative or quantitative standards. Credit is not granted for audited courses. Students switching degree programs at the undergraduate level will bring all grades earned in the other division, but only the courses acceptable for credit toward the new degree will count toward the quantitative standard and the maximum time frame. Both qualitative and quantitative standards begin anew for students seeking a graduate or professional degree after completing an undergraduate degree.

### **Probationary Period**

Students who fail to meet the minimum requirements, other than Maximum Time Frame, will be allowed one probationary semester to restore satisfactory standing. Financial aid will be processed for one semester only. Further review will be required at the end of the probationary semester. Graduate or professional students enrolled in the School of Law must earn a minimum 2.0 (C grade) for all courses attempted, students enrolled in the Business School must earn a minimum 2.67 for all courses attempted, all other graduate and professional students must earn a minimum 3.0 (B grade) for all courses attempted. Students having reached the Maximum Time Frame to complete a program cannot receive a probationary semester. After receiving aid for one probationary semester, students who consistently continue to meet the same standards outlined above for the probationary semester in each subsequent semester will be considered to be making satisfactory academic progress for purposes of receiving federal student aid, provided that they do not exceed the specified Maximum Time Frame for degree completion. Students who fail to earn the minimum requirements during the probationary semester will be considered as not making satisfactory academic progress and all financial assistance will be terminated or suspended until the student regains minimum satisfactory academic progress standards.

**For School of Law:** Full-time students must have earned at least 20 credits during the previous year and must maintain a cumulative GPA of 2.0. Part-time students must pass each course attempted with at least a "C" grade. The maximum time frame for completing the Juris Doctor degree is 9 semesters.

**For School of Medicine:** The normal timeframe for completion of required coursework for the M.D. degree is four academic years. Students are occasionally required to repeat all or part of a year of study (subsequent to incomplete or unsatisfactory course work or an approved leave). Students must satisfactorily complete any course that is being repeated for the first time. Students must satisfactorily complete all courses for a given year when repeating that year for the first time. To be considered making satisfactory academic progress, students must complete the first two years of the curriculum by the end of the third year after initial enrollment. The maximum time frame for completing the M.D. degree is 5-1/2 years. Note: The Tulane University School of Medicine employs a grading system that consists of the following: Honors; High Pass; Pass; Condition; and Fail.

**For School of Public Health:** Full-time students must have earned at least 18 credits during the previous year. Students may not earn more than one "F" and must meet any probationary conditions established by the Dean. Students must achieve a cumulative GPA of 2.75 by the end of the second year (maximum of 5 semesters). Maximum time frames for degrees are as follows: MPH--2-1/2 years, MPH & TM--2 years; MSPH--2 years; MHA--3 years; MBA/MPH--5 years, MBA/MHA--5 years; MSW/MPH--3 years; JD/MPH--5 years; MD/MPH--see Medical School standards; Dr.P.H.--6 years, SC.D.--6 years; MA/MPH--see Graduate School standards.

Part-time students must maintain a cumulative GPA of 2.5 on 13 or fewer credits completed and a cumulative GPA of 2.67 on more than 13 credits completed. Maximum time frame for part-time students is 14 semesters (this includes MPH Distance Learning Program).

**A Medical or Public Health student** who fails to meet one or more of the standards of progress shall be placed on financial aid probation. While on probation, the student may receive financial aid for half an academic year. At the end of this probationary period, the student must have met the satisfactory academic progress standards. As student who does not comply with each standard by the end of the probationary period is suspended from financial aid eligibility. A student shall be reinstated for financial aid eligibility when he/she has satisfactorily completed sufficient course work to meet the academic standards of progress.

**For Freeman School of Business (Graduate Program):** Full-time students must maintain a cumulative GPA of 2.5 on 16 or fewer credits completed or a cumulative GPA of 2.67 on 17 or more credits completed. The maximum time frame for completing the full-time MBA is 3 years. Part-time students must maintain a cumulative GPA of 2.5 on 13 or fewer credits completed and a cumulative GPA of 2.67 on 13 or more credits completed. The maximum time frame for part-time students is 14 semesters.

**For School of Social Work:** Full-time students must have earned at least 24 credits during the previous year. During the first two semesters a student may not earn 2 F's; or 1 F and 2 C's; or 1 F and 2 Incompletes; or 3 Incompletes; or one Unsatisfactory plus 1 F, or 2 C's, or 1 C and 1 Incomplete, or 2 Incompletes. Students must achieve a cumulative GPA of "B" by the end of the fourth semester. The maximum time frame for earning the MSW degree is 5 semesters. Part-time students must earn at least a "C" grade in all courses attempted and must maintain a cumulative GPA of "B". The maximum time frame for part time students is 8 semesters, except under extraordinary circumstances.

**For School of Architecture:** A student is considered to be making satisfactory progress so long as his/her cumulative grade point average equals or exceeds 3.0 and the number of terms of full-time enrollment does not exceed six semesters for a master's degree and fourteen semesters for a Ph.D. or other doctoral degree. For part-time enrollment in a Master's program, the maximum time frame is 5 years for the Master's program and seven years for a PhD or doctoral program. A student admitted to the School of Architecture in a graduate degree program must be in continuous registration in a degree-granting division of the University until the awarding of the degree.

**For School of Liberal Arts:** A student is considered to be making satisfactory progress so long as his/her cumulative grade point average equals or exceeds 3.0 and the number of terms of full-time enrollment does not exceed eight semesters for a master's degree and sixteen semesters for a Ph.D. or other doctoral degree. For part-time enrollment in a Master's program, the maximum time frame is five years for the Master's program and eight years for a PhD or doctoral program. A student admitted to the School of Liberal Arts in a graduate degree program must be in continuous registration in a degree-granting division of the University until the awarding of the degree.

**For School of Science and Engineering:** A student is considered to be making satisfactory progress so long as his/her cumulative grade point average equals or exceeds 3.0 and the number of terms of full-time enrollment does not exceed six semesters for a master's degree and fourteen semesters for a Ph.D. or other doctoral degree. For part-time enrollment in a Master's program, the maximum time frame is 5 years for the Master's program and seven years for a PhD or doctoral program. A student admitted to the School of Science and Engineering in a graduate degree program must be in continuous registration in a degree-granting division of the University until the awarding of the degree.

**For School of Continuing Studies:** A student is considered to be making satisfactory progress so long as his/her cumulative grade point average equals or exceeds 3.0 and the number of terms of full-time enrollment does not exceed six semesters for a master's degree and fourteen semesters for a Ph.D. or other doctoral degree. For part-time enrollment in a Master's program, the maximum time frame is 5 years for the Master's program and seven years for a PhD or doctoral program. A student admitted to the School of Continuing Studies in a graduate degree program must be in continuous registration in a degree-granting division of the University until the awarding of the degree.

#### **Appeals for Students Denied Federal Aid**

In any division, a student who is denied aid because of a failure to meet satisfactory progress standards after the probationary semester 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, circumstances that seriously affected academic performance. Examples of possible mitigating circumstances are serious illness, severe injury, death of a family member, and other similar situations. Students may re-establish eligibility for upcoming periods by achieving the satisfactory progress standards. After a student has re-established eligibility, he/she may be considered for aid for upcoming periods but not for periods during which the standard had not been met.

## TERMS AND CONDITIONS FOR STUDENT EMPLOYMENT THROUGH FEDERAL WORK STUDY

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. 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

Monthly payments vary on Federal Stafford loans and are based on the total amount borrowed. The student can view online at <http://www.finaid.org/calculators/loanpayments.phtml> a loan calculator. The minimum payment amount is \$50. The student should contact the lender to discuss payment options.

Student should contact the Tulane Student Loan office at 504-865-5366 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.

## Terms and Conditions Under Which Students Receiving Federal Education Loans May Obtain Deferments for Certain Types of Public Service

Peace Corps Deferments, Action Program Deferments and Tax Exempt Organization Volunteer Deferments are available only to borrowers who have an outstanding Stafford Loan that was disbursed before July 1, 1993 or a PLUS loan disbursed before August 15, 1983, and have agreed to volunteer on a full-time basis for at least one year. Deferment forms are available directly from the holder of the student's loan.

## RETURN OF TITLE IV FEDERAL STUDENT FINANCIAL AID FUNDS

A student must officially withdraw from the university to obtain a refund. Failure to attend does not constitute an official withdrawal. 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 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.

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 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 institution must consider the midpoint of the semester as the official date of withdrawal. The student must contact his or her academic Dean's Office to provide official notification of intent to withdraw.

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. 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 Stafford loans, Subsidized Federal 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 university has 30 days to provide this notice to the student or parent. **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 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. The distribution of institutional refunds for students on financial aid is based on the principle that the primary responsibility for meeting educational costs rests with the 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.

**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.

## NOTES

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# Tulane University

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