**SSW FINANCIAL AID CHECKLIST**

In order for your financial aid to appear as pending or as a credit to your Student Account, the following items must be complete and accurate. Please see below for more information:

- **FAFSA COMPLETE AND ACCURATE**  
  Your FAFSA data can be found online at [www.fafsa.gov](http://www.fafsa.gov). Please check your data to see if you are required to submit any additional documentation or make any corrections. Be sure to use the IRS Data Retrieval Tool in the FAFSA, especially if you submitted your FAFSA using estimated tax information. If Summer 2015 is your first semester at Boston University, you must complete your 2015-2016 FAFSA in order to be considered for a Summer Direct Loan.

- **REGISTERED**  
  You must be registered for the proper number of credits for your status. As a part-time student, you must be registered for 6 to 11 credits to be eligible for financial aid.

- **ENTRANCE COUNSELING**  
  If you are borrowing a Federal Direct Unsubsidized Loan for the first time at Boston University, you must complete the Entrance Counseling requirement. You can complete the requirement at [www.studentloans.gov](http://www.studentloans.gov).

- **MASTER PROMISSORY NOTE**  
  If you are borrowing a Federal Direct Unsubsidized Loan for the first time at Boston University, you must complete the Master Promissory Note requirement. You can complete the requirement at [www.studentloans.gov](http://www.studentloans.gov).

- **FEDERAL DIRECT UNSUBSIDIZED LOAN REQUEST FORM**  
  To apply for the Federal Direct Unsubsidized Loan you must submit a Direct Loan Request Form. You can find information and the appropriate Direct Loan Request Form attached to this packet. Since a 1.073% loan fee is deducted from the amount you borrow, make sure to request enough to cover the cost of your tuition and fees, including the 1.073% loan fee. Please see the attached example on the Standard SSW Online Student Budget of Expenses. If you enter for the first time in summer 2015, borrow for the summer only at this time. You can borrow up to $20,500 per year which includes the summer sessions.

Please contact Sandra Butler at sebutler@bu.edu or 617-353-3750 for more information.
Summer 2015 Standard Budget Sample - SSW Online Student Charges

<table>
<thead>
<tr>
<th>BILLING ITEMS</th>
<th>ESTIMATED CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$705 Per Credit</td>
</tr>
<tr>
<td>Part-time Student Service Fee</td>
<td>$60 Per Semester/Session</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$60 Per Credit</td>
</tr>
<tr>
<td>Loan Origination Fee</td>
<td>(1.073% of loan amount requested)</td>
</tr>
</tbody>
</table>

Example of Actual Charges for student taking a total of 6 credits for Summer 2015:

<table>
<thead>
<tr>
<th>BILLING ITEMS</th>
<th>ESTIMATED CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition for 6 Credits ($705 X 6)</td>
<td>$4,230</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>120</td>
</tr>
<tr>
<td>Technology Fee ($60 X 6) This fee is not charged for Field Ed. Credits</td>
<td>360</td>
</tr>
<tr>
<td>Total Cost</td>
<td>4,710</td>
</tr>
<tr>
<td>Add Loan Origination Fee ($4,710 X 1.073%)</td>
<td>50</td>
</tr>
<tr>
<td>Total Loan To Request To Cover Cost</td>
<td>$4,760</td>
</tr>
</tbody>
</table>

***Please register for Summer 1 and Summer 2 classes before completing your Loan Request Form.
The Federal Unsubsidized Stafford Loan is offered to assist students with postsecondary educational expenses. During the 2014/2015 academic year, the interest rate was established at 6.21%, fixed for the life of the loan. Upon completion of your loan application, you will be sent a disclosure statement which confirms your interest rate and your loan amount. Interest accrues and must be paid by the borrower or is capitalized during periods of in-school enrollment, grace and/or deferment. Repayment begins six months after the borrower ceases to be enrolled at least half-time.

Students must meet federal eligibility criteria to qualify for the Unsubsidized Stafford loan. Eligibility is determined by a federally legislated analysis of family financial information provided on a 2014/2015 or 2015/2016 Free Application for Federal Student Aid (FAFSA). Refer to #1 on the back of this form to determine which federal form applies to you.

WHO IS ELIGIBLE TO APPLY?
Students are eligible to participate in the Stafford Loan Program if they: (1) are U.S. citizens or permanent residents, (2) are enrolled in a degree program, (3) are registered for at least 6 credit hours which are accepted towards the degree program and are not repeat classes, (4) demonstrate financial eligibility as determined by federal regulations, (5) do not have an outstanding balance from a prior period of enrollment at Boston University, and (6) are making satisfactory academic progress.

HOW MUCH MAY I BORROW?
The maximum annual loan amount for graduate and professional students is $20,500. The maximum cumulative Federal Direct Stafford Loan amount is $138,500, including any amount borrowed for undergraduate study.

SUBMIT YOUR APPLICATION EARLY
Loan eligibility cannot be determined until you are registered for the Summer Session. It is important that your request be submitted as soon as possible after registering for your summer classes. Your application will take approximately seven to ten business days to review.
HOW DO I APPLY?

1. Complete the Free Application for Federal Student Aid (FAFSA) online at fafsa.gov, if you have not already done so.
   - Submit the 2015/2016 FAFSA if you are a NEW student, a student who has already borrowed the annual limit of $20,500 during the 2014/2015 academic year or a student who is enrolling in classes that begin on or after 7/1/15
   - Your 2014/2015 FAFSA information may be utilized if you are a current student and did not borrow up to the Stafford loan annual limit of $20,500 during the 2014/2015 academic year.

1. If you wish to be considered for non-federal summer financial aid, additional forms may be required. For information on requirements, graduate students should contact their individual school aid office regarding specific school funds and application processes.

2. If you have already completed a Master Promissory Note during the 2014/2015 academic year, you will not need to sign another promissory note for the summer term. First time borrowers will need to complete a DIRECT LOAN MASTER PROMISSORY NOTE. You can complete the promissory note online at studentloans.gov. You will need your federal personal identification number (PIN) to sign in. If you do not have a PIN or cannot recall it, you can request a duplicate PIN at www.pin.ed.gov. Boston University will be notified within 3-5 business days that you have completed your promissory note online.

3. Failure to complete the promissory note requirement before the end of the loan period will result in cancellation of the loan.

4. A First time borrower must complete an entrance counseling session, which is required by the federal government prior to the crediting of your loan funds to your student account. You can complete this requirement online at studentloans.gov. You will need your federal personal identification number (PIN) to sign in. If you do not have a PIN or cannot recall it, you can request a duplicate PIN at www.pin.ed.gov. Entrance Counseling must be completed before your loan eligibility can be finalized and before your loan can be used to settle the balance on your student account.

WHEN WILL THE LOAN FUNDS BE AVAILABLE?
Once your loan has been approved by the Direct Loan Center, disbursement of funds will be scheduled. A loan fee of 1.073% will be deducted from the Stafford Loan prior to disbursement.

Your loan can be disbursed in up to 2 installments. The first installment will occur no earlier than 10 days before the start of your loan period and will be available to you no earlier than the first day of classes. The second installment will occur midway through the loan period. For first time borrowers, funds cannot be disbursed until the Entrance Counseling and Promissory Note requirements have been fulfilled. You must also be registered for the appropriate number of credits for disbursement to take place.

CONSORTIUM AGREEMENTS:
If you are enrolled in a degree program at Boston University and take classes at a different institution, you must have a Consortium Agreement completed by two parties: (1) Financial Aid Office at the institution you are attending during the summer and (2) your school’s academic office at Boston University. The completed Consortium Agreement should be forwarded to Boston University Financial Assistance with your Stafford Loan Request Form. The consortium agreement must be submitted at least 3 weeks before the end of your summer classes in order for Boston University to review your summer loan request.

If you are enrolled in a degree program at another institution and take classes at Boston University, you may be eligible for a summer Stafford Loan. You should first check with your home institution (where you are matriculated as a degree candidate) to see if your home institution will process the summer loan. If they are unwilling, you may submit your request for a summer loan to Boston University along with a Consortium Agreement completed by your home institution.
Restrictions on Summer & Academic Year Direct Stafford Loan Borrowing:

The Federal Stafford annual loan borrowing limit is $20,500. You will be notified of your eligibility under separate cover. A disclosure statement listing your approved loan amount will be sent to you once Boston University has successfully processed your summer loan request with the Federal Processor.

Students who provide written documentation that they will complete their degree at the end of the Summer Term will be permitted to borrow up to the full annual amount if they meet other eligibility requirements (e.g. calculated financial eligibility). Exceptions may also be made to the policy outlined above if a student submits a written request and adequately documents that alternative sources of funding are available for the Fall 2015 semester and their Stafford Loan will not be required to pay for educational expenses.

SUMMER 2015 FEDERAL STAFFORD LOAN REQUEST (PLEASE PRINT)

Please PRINT and COMPLETE the Loan Request form below and submit it to the SSW Admissions and Financial Aid Office:

Fax: 617-353-5612  Attn: Sandra Butler
Email Scanned Copy: sebutler@bu.edu

Student Name: Last First

BU Identification Number

Expected Graduation Date

E-mail Address

BUSSW CAMPUS: 

I wish to apply for a Stafford Loan for Summer 2015 in the amount of $__________________.

I understand my responsibility to provide BU Financial Assistance with the following:

Number of credits:

Summer 15 Session 1 _____  Summer 15 Session 2 _____  Fall 15 _____  Spring 16 _____

Any funds anticipated for Summer 2015 from a source other than this loan:

Source__________________________  Amount $_____________
Source__________________________  Amount $_____________
Source__________________________  Amount $_____________

By my signature below I acknowledge that the above information is true and correct. I understand that I must notify Boston University Financial Assistance regarding any and all changes to the above information. I understand that changing my enrollment may reduce or eliminate my eligibility for a Stafford Loan.

___________________________________________________________________________
Signature Date

Sum15staffgrad/loancomm/summer  2/20/15