

# Tulane University



## A Comprehensive Guide to Undergraduate Financial Aid 2013-2014

## University Financial Aid Office Staff

The staff of Tulane's University Financial Aid Office is available to answer your specific questions about types of aid and the financial aid process. We are here to assist you. Visit us during regular office hours Monday through Friday, 9 a.m. to 5 p.m. You can call us at 504.865.5723 or 800.335.3210, e-mail us at [finaid@tulane.edu](mailto:finaid@tulane.edu), or write to us at the following address:

Tulane University Financial Aid Office  
6823 St. Charles Avenue  
205 Science & Engineering Lab Complex, Bldg. 14  
New Orleans, LA 70118-5698

Umeka Nicholas Alexander	Assistant Director
Jermaine Allen	Student Service Specialist
Sheila Bauer	Financial Aid Counselor (Law School campus)
Jennifer Beck	Associate Director
James Bourgeois	Associate Director (Health Sciences campus)
Natica Brown	Senior Student Service Specialist
Elizabeth Daigle	Financial Aid Counselor (Law School campus)
Shirley Davis	Financial Aid Counselor (Health Sciences campus)
Donna Fasullo	Program Coordinator (Health Sciences campus)
Treshena Felder	Senior Financial Aid Counselor
Claudia Flotte	Financial Aid Counselor
Andrea Nolan	Financial Aid Counselor
Susan Giangrosso	Senior Administrative Specialist
Michael Goodman	Associate Vice President of University Financial Aid
Patricia Hinds	Associate Director
Carl Hudson	Financial Aid Counselor (Health Sciences campus)
Sonda Johnson	Associate Director
Jonathan Jouet	Financial Aid Counselor
Robyn Kiper	Financial Aid Counselor
Karen Licciardi	Financial Aid Counselor
Eileen Luquette	Senior Administrative Specialist
Keyoka Nelson	Student Service Specialist
Tess Passey	Assistant Director
Cherie Plaideau	Financial Aid Counselor
JoAnn Porter	Program Coordinator
Tanya Robichaux	Financial Aid Counselor
Cherlyn Robinson	Program Coordinator
Ternell Smith	Financial Aid Counselor
Georgia T. Whiddon	Assistant Vice President of University Financial Aid

## Contents

1	Financial Aid at Tulane
	How do I apply for aid as a freshman or transfer student?
2	How much does Tulane cost?
	What is financial aid?
3	Am I eligible for need-based aid?
	How is financial need determined?
5	Am I financially dependent on my parents?
	What information is required if my parents are divorced or separated?
6	Will my need change if there is a change in my family members attending college?
	I am not a U.S. citizen or permanent resident: am I eligible for financial aid?
	How do I apply for need-based aid as a returning student?
7	If I have need, what types of financial aid are available to me?
11	As a School of Continuing Studies student, what types of financial aid are available to me?
	How do I find out if I will be awarded Tulane Need-Based Scholarship?
	How do I accept my financial aid offer?
	Will my financial aid be affected if I receive assistance from outside sources?
	Does Tulane offer "merit only" scholarships?
14	How will I receive my financial aid?
15	Is my financial aid renewable?
16	Are there other options if I don't qualify for need-based aid?
17	Can I apply for need-based aid once I am enrolled at Tulane?
	What financial aid is available if I attend summer school at Tulane?
18	Can my loan payments be consolidated?
19	<b>APPENDIX</b>
	Consumer Information for Federal Student Aid Recipients
	State Scholarship Programs
	Additional Information on the Federal Verification Process
	Federal Aid Deadlines and Revisions
	Federal Satisfactory Academic Progress (SAP) Policy
21	Medical Withdrawal and Financial Aid
22	Terms and Conditions for Student Employment through Federal Work Study
	Loan Repayment Provisions
	Withdrawals and Return of Title IV Federal Student Aid
23	Study Abroad Programs
	Academic Requirements for Retaining Tulane Need-Based Scholarship
25	Scholarship Appeals Process

*The information on federal student aid 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.*

## Financial aid at Tulane

For many students and their families, 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 as well as improving your chance of being accepted into graduate or professional school.

When education consumers take the time to examine the facts, they generally discover that a Tulane education is surprisingly affordable. Through university-funded scholarships, Tulane awarded about \$125.8 million to undergraduates in the 2012-2013 academic year. Combine those abundant resources with federal, state, and private grants and federal loans and work-study, which comprise another \$36.9 million, and it's easy to see why Tulane is much more than a valuable education, it's an educational value. More than 81% of full-time undergraduates receive some type of financial aid (gift, loan or work-study) and nearly 76% receive funds from the University.

While cost is certainly an important factor in deciding which college to attend, need-based aid can make it possible for a student to attend the school of his or her choice. The need analysis formulas under federal and Tulane policies determine the amount your family is expected to contribute toward your educational costs. Financial need is the difference between the cost and the family contribution. Students with need are usually offered a combination of federal student financial aid (grant, loan or work-study) and Tulane Merit or Tulane Need-Based Scholarship funds. Students without demonstrated financial need may receive Tulane Merit-Based Scholarships or other financial aid that is not based on financial need. All students are encouraged to complete the application forms to determine first whether there is demonstrated financial need.

This booklet for students and their families provides a step-by-step guide to the financial aid process. It explains types of need-based aid available from Tulane and other sources. This booklet also describes financing sources that are not based on need for those who do not qualify for need-based aid or who are

interested in additional means of financing an education. Read this information and save it for future reference. If you have questions, please contact the Financial Aid Office.

## How do I apply for financial aid as a freshman or transfer student?

Some financial aid is awarded to first-time students based only on academic merit (see "Does Tulane offer 'merit only' scholarships?"). Other aid is available based on calculated financial need.

Two applications are required to apply for Tulane Need-Based Scholarship. The first application is the College Scholarship Service's Financial Aid PROFILE. Tulane uses the PROFILE to determine eligibility for Tulane Need-Based Scholarship. Applicants should register for a customized 2013-14 PROFILE application online at [www.collegeboard.com](http://www.collegeboard.com) (under the Tools section of the "Pay for College" tab) and list Tulane as a recipient (**Tulane's code for the PROFILE is 6832**). CSS offers several online payment options to pay for the processing of your PROFILE application. Be sure to complete the online form by **February 15**.

The second required application is the 2013-14 Free Application for Federal Student Aid (FAFSA). This application is required to determine eligibility for federal student financial aid, including non-need-based student loans. Applicants should complete and submit the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and list Tulane as a recipient (**Tulane's code for the FAFSA is 002029**). Use of estimated figures in lieu of a completed tax return is acceptable but please be aware need-based financial aid may change with actual figures. Be sure to complete the online form by **February 15**.

*As stated above, both the FAFSA and the PROFILE are required to be considered for Tulane Need-Based Scholarship. Applicants who file the FAFSA only will be considered for federal aid only.*

Financial aid applications are reviewed after an offer of admission has been made. Applications filed after February 15 are considered on a funds-available basis.

Some applicants may be asked for additional information to complete the review. Applicants should respond to requests for information as quickly as possible in order to be considered during the period when funds are more likely to be available.

Late applicants will be offered aid from any funds which have not been depleted. We may even continue to offer aid on a funds-available basis after the 2013-2014 academic year has begun. However, regardless of funding availability, we cease awarding Tulane Need-Based Scholarship funding for applications completed after April 1, 2014 (in the spring of the academic year).

### **How much does Tulane cost?**

For purposes of determining eligibility for financial aid, the student's "cost of attendance" includes actual costs for tuition and fees, and average estimated costs for room, board, books, personal expenses, and transportation (and your actual expenses may be more or less than the average estimates used).

Tulane has developed a Net Price Calculator (NPC) to help families make informed financial decisions about the cost of education. The NPC provides an estimate of expected aid based on the accuracy of the information entered and the current underlying methodology and packaging assumptions. The actual award package will vary depending upon the time of year packaged, prevailing regulatory and institutional policy, availability of funds, actual test scores and academic information, and subjective admission analysis, as well as verifiable financial information. The NPC is intended for use by U.S. citizens or permanent residents who plan to apply to become incoming first-year students, entering in a fall semester, pursuing their first undergraduate degree and who will be enrolled full-time. It does not apply to students enrolled in Tulane's graduate, law, or medical schools, or the School of Continuing Studies. The calculator does not estimate admission, but rather provides an estimate of financial aid should the applicant receive admission.

The Net Price Calculator can be found at <https://tulane.studentaidcalculator.com>

- **Estimated Tuition and fees**

Tuition and fees for 2013-14 have not yet been finalized. Tuition for the 2013-2014 academic year is estimated to be \$43,150. Mandatory fees for 2013-2014, which include the academic support fee, the student activity fee, the recreation center fee and the health center fee, are estimated to total \$3,780.

- **Room and board**

The estimate for room and board costs for students not living with parents or other relatives is based on the cost of a double room in a traditional residence hall plus a standard board plan. For 2013-2014, the average cost of on-campus room and board is \$12,000 for freshmen and \$12,522 for upper-class students. For students living at home with parents or other relatives, the estimated room and board cost for 2013-2014 is \$2,900.

- **Books and supplies**

For undergraduates in all divisions except for Architecture, the budget for books and supplies is \$1,200 (for Architecture, \$1,400).

- **Personal expenses**

The budget for personal expenses (personal items, etc.) is estimated at \$1,036 for 2013-2014. Health insurance costs are not included in the above expenses as most students are covered under their parents' policy.

- **Transportation**

For students outside of the New Orleans area, transportation budgets for 2013-2014 vary from \$700 to \$2,200. The budget is set by state of residence based on the average advance reservation airfares for two round trips home per year. For New Orleans area students living at home with parents, commuting expenses for 2013-2014 are estimated at \$814.

- **Estimated Freshman Resident Undergraduate Budget** for 2013-2014 (not including transportation)

Tuition and fees	\$46,930
Room and board	\$12,000
Books and supplies	\$ 1,200
Personal expense	\$ 1,036

TOTAL: \$61,166 (not including transportation)

### **What is financial aid?**

Financial aid makes it possible for students whose families cannot meet full college costs (tuition, fees, room and board, transportation to and from school, books and personal expenses) to attend the college of their choice.

Sources of financial aid can be divided into three general categories: **gift, loan, and employment:**

- Outright gifts, which do not need to be paid back, include need-based and merit scholarships from Tulane and grants from federal, state and outside sources.
- Educational loans from federal programs and lending agencies must be repaid with interest.
- Employment is available to students on a part-time basis.

In many instances, financial assistance consists of a package made up of all three categories of aid.

Both "need" and "merit" are considered when Tulane's financial aid committee makes its decisions concerning which students are eligible for Tulane Need-Based Scholarship and how much scholarship they will receive. "Need" is the difference between the cost of education and the amount we calculate you and your family can afford to contribute. "Merit" is judged by your academic record. The first determination is whether your application shows you have "need" for assistance. If there is need, then "merit" determines what percentage, if any, of your package will be made up of Tulane Need-Based Scholarship.

In keeping with federal and university guidelines, need-based aid cannot exceed your financial need and your total aid package cannot exceed your financial aid Cost of Attendance.

### **Am I eligible for need-based aid?**

Please do not assume you are not eligible for need-based financial aid. Although need-estimating calculators are available and may help families understand formulas used in determining financial aid eligibility, it is often difficult to know whether you will qualify for need-based financial aid until you apply. Family contributions can vary significantly depending

on income, asset worth, family size, number in college, and other variables. An application allows us to determine your eligibility based on your own individual circumstances. If you are a new student, the Financial Aid Office will determine your eligibility for need-based aid after you are accepted by our Office of Undergraduate Admission. If you are currently enrolled at Tulane, you must be making satisfactory academic progress according to the standards of your division in order to be considered for need-based aid.

### **How is financial need determined?**

Need is determined using data from the Financial Aid PROFILE, processed by College Scholarship Service, and from the FAFSA, processed by the Department of Education.

Federal Need Analysis Methodology is mandated by law and assumes that education is a high family priority. The results of the analysis often expect a substantial financial commitment from family resources. This standardized federal need analysis allows offsets against income for federal and state taxes. It also assumes that a certain level of income is required to adequately maintain the family. Any income above that level is considered available for discretionary spending for goods or services the family chooses to purchase, including education.

The accumulation of assets - savings, investments, businesses or farms, etc. - adds to the financial strength of the family. After making an allowance for the future retirement needs of the parents, a certain portion of net assets is assumed to be available to supplement current discretionary income. The federal need analysis produces an expected family contribution towards the cost of college expenses for an academic year, and if more than one family member (other than a parent) will be attending college at least half-time, the parental portion of the contribution is divided among the family members attending college.

The process also requires that the student's resources such as outside scholarships received or other benefits, a portion of the student's assets, and a contribution of the student's income are also considered.

As part of our need-based scholarship evaluation process we ask for validation of financial information by requesting copies of the student's and parents' 2012 federal tax returns and copies of the student's and parents' 2012W-2 forms. Validation is only required for students seeking Tulane need-based scholarship.

The U.S. Department of Education will randomly select FAFSA filers for verification of reported information. If income must be verified, then we must receive copies of the student's and parents' 2012 IRS tax transcripts and copies of the student's and parents' 2012W-2 forms. Transcripts are available at no charge from the IRS and may be requested on-line at <https://sa1.www4.irs.gov/irfof-tra/start.do>. Students whose applications are selected for further verification will be asked to verify items such as household size, number of family members in college, dependency status, nontaxable income, value of personal and business assets, or other information (such as copies of business tax returns) used to determine need.

Institutional Need Analysis Methodology is used to determine eligibility for Tulane need-based financial aid. Both the PROFILE and FAFSA are reviewed, and Tulane reviews each application individually so that we may take into consideration allowable special family circumstances. Also, in an attempt to allocate Tulane's financial aid resources equitably, we follow certain established policies which may dictate our adjusting the family contribution as calculated under the federal formula.

- Student and parent assets, including home equity, are counted for purposes of awarding Tulane Need-Based Scholarship, even though the federal formula excludes home equity and other assets in certain circumstances.
- Parents attending college are not included in the division of the parental contribution under the federal or the institutional formula. While the federal formula allows inclusion of siblings who are 24 years old or older or who are in graduate school in the number attending college if your parents

provide more than half of their support, Tulane's policy is to include only undergraduate students who are younger than 24 in the division of the parental contribution. You may tell us the amount of unreimbursed tuition your parent will pay, and we may consider a portion of this amount as an additional allowance against parental income. Unreimbursed tuition is what your parent will pay for courses minus any waivers, financial aid, or amounts paid by an employer.

- If your parents are divorced or separated, we require financial information from your non-custodial parent for the purpose of determining if there should be a contribution from that parent as well as from the parent with whom you live. There are no exceptions to this policy unless the family can document through an independent third party that the whereabouts of the non-custodial parent cannot be determined.
- If your parents own or have interest in a business/partnership, the net value is considered in both federal and institutional methodology. For the federal methodology, however, only businesses that employ more than 100 people will be considered in determining your parents' assets. Parents are required to complete a Business-Farm Supplement form and submit complete copies of federal business tax returns or schedules. We may, on occasion, ask for additional data such as financial statements or other documents in order to gain a better understanding of the financial condition of businesses and partnerships.

Entering applicants and their families are asked to fill out the 2013-2014 PROFILE and FAFSA forms from completed 2012 tax returns. Once the PROFILE is submitted, please submit copies of student's and parents' 2012 federal tax returns and copies of student's and parents' 2012 W-2 forms. Once all requested documents are collected, your application will be considered complete. We do understand that tax returns may not be finalized by February 15th, the recommended date for completing the PROFILE for entering applicants. If tax returns are not finalized, we encourage families of freshmen and transfer students to complete estimated tax returns using

preliminary information in order to complete the PROFILE and FAFSA forms by the deadlines. Copies of your and your parents' 2012 federal tax returns (and copies of your and your parents' W-2 forms) will be needed after May 1st. Of course, completing the application forms using actual tax data will help to insure more accurate data from the outset. Since we verify family income and asset information for all applicants awarded Tulane need-based scholarship, providing the most accurate data possible on your PROFILE and FAFSA forms decreases the likelihood of an award being revised during the verification process. If there are substantial discrepancies in the information provided on the application materials and the verification documents, we must revise the financial aid award.

### **Am I financially dependent on my parents?**

Virtually all undergraduate students are considered to be dependent on their parents under both university and federal guidelines. Tulane's policy in awarding our need-based scholarship funds is that an undergraduate student is dependent and must provide parental data unless he or she is an orphan or ward of the court with no legal guardian. Financial information is required from legal guardians of students.

For federal student aid programs, Tulane follows the definition of an independent student as set by the United States Congress. Under this definition, an undergraduate student is considered independent if he or she meets one of the following criteria (documentation may be required):

- is born before January 1, 1990.
- since turning age 13, was in foster care, a ward or dependent of the court and/or an orphan (both parents deceased);
- is a veteran of the United States armed forces;
- is currently serving on active duty in the U.S. Armed Forces for purposes other than training;
- is married;
- has legal dependents other than a spouse;

- is a student for whom a financial aid administrator determines and documents the student's independent status on the basis of unusual circumstances. The student must document that parental support is not available because of serious extenuating circumstances (such as abandonment or abuse) that make the parent unable to provide support, and/or provide documentation of being in legal guardianship, an emancipated minor, or an unaccompanied homeless youth.

### **What information is required if my parents are divorced or separated?**

Another concern you may have is how to file for financial aid if your parents are divorced or separated. According to federal guidelines, if your parents are divorced or separated, the parent with whom you are living more during the past twelve months should fill out your FAFSA, even though your other biological parent may also be providing support. The parent with whom you live also should complete the PROFILE. If the parent with whom you live has remarried, income and asset information about your stepparent also must be reported, regardless of any agreement between your biological parents and your stepparent concerning your education. **To be considered for Tulane-controlled funds, information from your non-custodial parent is required.**

The parent completing the PROFILE must provide all requested information about the non-custodial parent, including current address. If for any reason you cannot fully complete the information, please explain the circumstances completely in the Explanations/Special Circumstances section of the PROFILE. We will require that your non-custodial parent complete the College Scholarship Service's Noncustodial Profile (NCP) which can be found with the PROFILE on the website at [www.collegeboard.com](http://www.collegeboard.com). If your non-custodial parent is not able to provide the NCP information, we unfortunately will not be able to consider you for Tulane Need-Based Scholarship. There are no exceptions to this policy unless you can provide documentation from an independent third party (such as clergy or government agency) that it is not possible to obtain the information. Unless there are special circumstances, Tulane will use the NCP to



determine whether a contribution from your non-custodial parent will be expected to pay part of your educational costs. Both parents are expected to assist with your education if they are financially able to do so.

**Will my need change if there is a change in my family members attending college?**

Yes. The number of persons in your household who attend college is one of the most critical factors in the need analysis formula. It can significantly affect the expected contribution because the parental contribution is adjusted depending on the number of dependents in their household who attend college at least half-time. Parents attending college are not included in the number in the household who attend college. This policy recognizes that a parent attending college normally does not have the same expenses as a dependent undergraduate student.

For purposes of determining Tulane Need-Based Scholarship, only undergraduate students who are less than 24 years of age and planning to attend college at least half-time during the 2013-2014 school year will be counted in the number of a family attending college. Tulane verifies enrollment of students at mid-year.

**IMPORTANT:** Tulane Need-Based Scholarship will be adjusted if all reported students are not enrolled at least half-time for at least one term of the 2013-2014 school year. Families should expect a change, sometimes a very significant change, in the parent contribution if a sibling graduates from an undergraduate program or does not re-enroll from one year to the next. If a parent supports a sibling in graduate school, the sibling can be included in the number attending college for purposes of awarding federal aid; however, for purposes of awarding Tulane Need-Based Scholarship, siblings in graduate school are not included in the division of the parental contribution. This policy recognizes that graduate students are considered independent in applying for federal aid and have access to other aid sources. However, a parent may report to our office the actual tuition paid, less any waivers, financial aid, or employer reimbursement, and a portion of this amount may be taken into consideration.

**I am not a U.S. citizen or permanent resident: am I eligible for financial aid?**

Although we cannot offer you assistance from any program funded by the United States government, you can be considered for Tulane Need-Based Scholarship. For students who meet the "need" and "merit" requirements, we may be able to offer up to \$18,000 in scholarship. Any remaining need must be provided by family or other resources.

To apply for Tulane Need-Based Scholarship, complete the College Scholarship Service's (CSS) Financial Aid PROFILE. Applicants should register for a customized PROFILE application online at [www.collegeboard.com](http://www.collegeboard.com) by clicking on the Profile link found in the Tools section of the "Pay for College" tab.

Complete and submit your customized PROFILE application online and list Tulane as a recipient (Tulane's code for the PROFILE is 6832). CSS offers several online payment options to pay for the processing of your PROFILE application. Be sure to complete the online form by February 15 (by April 1 for currently enrolled applicants). International students must reapply each year for Tulane Need-Based Scholarship.

**How do I apply for need-based aid as a returning student?**

Students who are currently receiving or wish to be considered for receipt of Tulane Need-Based Scholarship should complete both the Free Application for Federal Student Aid (FAFSA) and the College Scholarship Service's financial aid PROFILE form. Students seeking to only apply for federal aid (either to supplement merit aid or only receive federal aid, including Federal Parent loans) and who do not wish to pursue Tulane Need-Based Scholarship consideration should complete a FAFSA.

A 2013-2014 FAFSA and any additional documentation requirements must be completed for a student to have 2013-2014 federal aid eligibility determined by the school. The FAFSA should be completed by May 1, 2013 in order to have additional documentation requirements identified and/or federal eligibility determined before the 2013-2014 academic year begins, but in all cases, the FAFSA must be received

and any additional requirement documentation satisfied prior to the processing deadline (which is 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) to allow sufficient time for review, award and certification of federal aid eligibility. You are responsible for monitoring documentation requirements made in addition to the FAFSA (requirements are posted online and may be viewed through Tulane's Gibson portal). Please understand that if federal aid is ultimately used to pay all or a portion of your University charges for the academic year, your completion of the FAFSA and/or satisfying additional requirement documentation late (that is, shortly before or after the academic year is underway) may result in your assessment of finance charges by the University.

We recommend that you wait to complete the forms until you and your parents have completed 2012 federal income tax returns (if the returns will be completed by May 1). After filing federal tax returns, you and your parents may be able to take advantage of the IRS tax data retrieval option when completing the FAFSA. Using the IRS tax retrieval option on the FAFSA and/or using data directly from your actual 2012 federal income tax returns will make completion of the forms easier and will mean fewer corrections during processing and adjustments to aid. However, please complete the forms by May 1 using estimates if tax returns are not complete.

You must complete both forms (PROFILE and FAFSA) to be considered for both Tulane and federal need-based aid. Complete all sections of each form to prevent delays which may in turn prevent you from being considered for certain aid. Be sure to list Tulane as a school to receive your FAFSA (Tulane's federal code number is 002029). Complete the forms so that results will arrive at Tulane by our returning student **May 1 deadline**.

The Office of Financial Aid will also request copies of your and your parents' 2012 federal tax returns and copies of your and your parents' W-2 forms once you have completed the PROFILE. Files are not considered

complete until IRS tax transcripts, including all W-2 forms, are received.

As noted in the section "How is financial need determined?" some students may be asked to verify additional items on their applications. The university reserves funds to assist qualified renewal applicants who complete their applications by May 1, 2013. An application for Tulane Need-Based Scholarship is not complete until we have received the PROFILE form, FAFSA, parent and student 2012 federal tax returns and student and parent W-2 forms and other verification documents as required.

Returning students should make every effort to complete their applications by the **May 1, 2012** deadline. While we understand that it is sometimes necessary to request an extension on filing a federal income tax return, your application will not be reviewed until all required documents are received. Aid will be awarded on a funds-available basis at the time the application is considered complete. We continue to offer aid on a funds-available basis after the 2013-2014 academic year has begun; however, applications completed after April 1, 2014 (that is, during the spring semester of the academic year underway) or after a student has ceased attendance, whichever comes first, will not be considered for Tulane Need-Based Scholarship funding.

#### **If I have need, what types of aid are available to me?**

Several types of aid are available to students who are determined to have financial need. Some funds are awarded directly from Tulane; others are awarded through non-Tulane sources. Scholarships and grants do not have to be repaid; loans do. To apply for all of the need-based aid described in this section, both Tulane aid and federal aid, you must complete both the PROFILE and the FAFSA.

- **Tulane Need-Based Scholarships** are awarded to full-time students in regular degree programs in the Undergraduate College, the School of Liberal Arts, the School of Science and Engineering, the School of Architecture, the School of Public Health, and the A. B. Freeman School of Business. Students enrolling in the School of Continuing Studies should see "As a

Continuing Studies student, what types of aid are available to me?" In 2012-2013, about 1,308 students received Tulane Need-Based Scholarships. By applying for financial aid through the PROFILE and FAFSA and then providing documentation to complete your file, you will be considered for Tulane Need-Based scholarship. Please note that Tulane Need-Based Scholarship will be reduced if and when other gift aid is added, with very few exceptions (for example, Tulane Valedictorian Scholarship and Tulane Band Scholarship). Tulane Need-Based Scholarship is offered on the basis of both financial need and academic merit: if need exists at the point of packaging or re-packaging, merit determines the proportion of scholarship, if any, of the package to be made up of Tulane Need-Based Scholarship. Your total financial aid package, including Tulane Need-Based Scholarship, cannot exceed Cost of Attendance. Your need-based scholarship cannot exceed Cost of Attendance less institutional Expected Family Contribution and less other gift aid (whether the other gift aid was present before or after the need-based scholarship was packaged). Tulane Need-Based Scholarship packaged before the receipt of all information required to accurately determine your financial need (such as income and asset information as well as the total amounts of gift aid and resources) will not be final. Receipt of gift aid reduces financial need. Your receipt of all gift aid is one piece of information required to accurately determine your financial aid and therefore must be included in your package before we can determine the final amount of your financial need and thus the amount of your final Tulane Need-Based Scholarship.

Continuing students must enroll full-time in a full-time division and maintain a cumulative grade point average of at least 2.300 to be considered for Tulane Need-Based Scholarship. For more details regarding the academic requirements for retaining Tulane Need-Based Scholarship, please refer to the Appendix. A student is expected to graduate within the normal number of semesters required for the program in which he or she is enrolled (eight in the Newcomb-Tulane College, Schools of Liberal Arts, Science and Engineering, Business, Public Health, or ten in Architecture). Our policy is to consider applicants for Tulane Need-Based Scholarship only for the required number of semesters in any given program, whether or

not a student enrolls for semesters in another curriculum and/or enrolls for semesters during which no Tulane Need-Based Scholarship was received. In unusual circumstances, we may consider up to two additional semesters of eligibility.

To be eligible for the following federal student financial aid programs described in this section, students must be United States citizens or permanent residents. They must be enrolled in a degree-seeking program. They must not be in default on a prior educational loan or owe a repayment on a federal grant. They must be registered with Selective Service (if required to register). Continuing students must be meeting satisfactory academic progress standards as set for the student's division of enrollment. Other specific requirements are noted in the description of each type of aid.

Funding for much of Tulane's need-based scholarships is made possible through the generosity of Tulane alumni and friends. If asked, we hope that recipients will be willing to acknowledge the donor with a brief thank you letter.

- **Tulane's No Loan Assistance (NOLA)**

Full-time freshmen entering fall 2013 and showing parental adjusted gross income (AGI on the 2012 custodial parents' federal tax return) being equal to or less than \$75,000 will be reviewed for Tulane's No Loan Assistance (NOLA) if the aid applications (including both the FAFSA and PROFILE) are submitted to be processed by February 15, 2013 (use estimated tax figures if actual figures are not yet available; however, aid may change if actual figures vary from the estimates). The NOLA scholarship will be added if gift aid\* plus Tulane's Institutional Methodology Expected Family Contribution (IM EFC)\*\* does not total at least the tuition, fees and transportation components of the student's standard Cost of Attendance, in an amount to make up the difference.

Please note that NOLA is awarded based on information on hand and will be reduced if additional information for the student's financial aid file results in an IM EFC increase, and/or non-NOLA gift aid is added or increased or is found to be higher than was

included in earlier evaluations, and/or 2012 IRS tax transcript AGI for custodial parents becomes larger than \$75,000.

*\*Gift aid includes, but is not limited to any scholarship received from Tulane or ROTC or other sources, tuition waiver, tuition exchange and/or any discount to full-time tuition or rebate of tuition; however, for the purposes of NOLA, Tulane will exclude Louisiana GO Grant and Louisiana TOPS from the gift aid total.*

*\*\*IM EFC varies according to a myriad of factors (i.e., earnings, assets, non-custodial parent contribution, number in family, children in college, state of permanent residence, age of parents, etc.), and therefore families with identical adjusted gross incomes will rarely have identical IM EFC's. The Expected Family Contribution is not an evaluation of current disposable income, but rather reflects an analysis of what the family should have available to contribute towards the student's upcoming annual educational costs.*

NOLA recipients will be reviewed for continuation of NOLA eligibility for subsequent academic years provided the student applies for financial aid on or before the April 15 preceding each academic year, maintains at least a 2.300 cumulative grade point average, and maintains full-time (at least 12 hours each fall or spring semester) undergraduate enrollment. *Exception: graduating seniors in a final semester of a program may receive NOLA scholarship funds if enrolled less than full-time, although the NOLA award will be adjusted to reflect actual tuition and fee charges. Exception: A student who is otherwise eligible to receive Tulane need-based scholarship, including NOLA, may be awarded a conditional semester of scholarship under limited circumstances; see "Conditional Year" discussion within the Tulane Scholarship section for more details.*

- **Federal Pell Grants** are awarded each year by the federal government to Tulane students whose expected family contribution is below the cutoff set by the federal government. Only students working toward a first bachelor's degree are eligible. The annual Federal Pell Grant award in 2012-2013 to full-time students enrolled in full-time divisions at Tulane ranges from \$602 to \$5,550, depending on the expected family contribution.

- **Federal Supplemental Educational Opportunity Grants** are federal grants awarded by Tulane to financially needy students each year (defined as students who are eligible for a Federal Pell Grant). Grants range from \$100 to \$1,000. Only students working toward a first bachelor's degree are eligible.

- **Federal Perkins Loans** are granted by Tulane based on need to students each year and may range from \$100 to \$5,500. A maximum of \$27,500 can be borrowed during your entire undergraduate career. Repayment begins nine months after the student borrower is no longer enrolled at least half-time. During repayment, a 5 percent interest rate is assessed on the unpaid balance.

- **Federal Direct Stafford Loans** are offered to eligible students regardless of need. The student borrower must be enrolled at least half-time. Tulane undergraduate students must take at least six credit hours to be considered enrolled at least half-time. If a student has financial need, a subsidized Federal Direct Stafford Loan will be offered. If you are offered a "subsidized" loan, the interest on the loan while you are enrolled at least half-time is paid by the federal government. Annual loan limits for subsidized Federal Direct Stafford Loans are \$3,500 for the freshman year, \$4,500 for the sophomore year, and \$5,500 per year for the remaining undergraduate years, with an aggregate maximum of \$31,000 for the entire undergraduate career, with no more than \$23,000 in subsidized Stafford loans. Total subsidized loans borrowed for undergraduate and graduate education cannot exceed \$65,500.

For students who have financial need, Tulane normally includes an assumed amount of Federal Direct Stafford Loan in its package of aid to meet need. The Federal need analysis formula is used to determine need for a Subsidized Federal Direct Stafford Loan. See "How is financial need determined?"

Although need is not a criteria for an Unsubsidized Federal Direct Stafford Loan, we are required to determine that a student is not eligible for a need-based loan before we can offer an unsubsidized loan. Therefore, students applying for unsubsidized loans must complete the Free Application for Federal Student Aid (FAFSA).

In addition to the FAFSA, you will need to complete a Federal Direct Stafford Master Promissory note/application (MPN) to obtain Stafford Loan funding for the first time. Instructions for completing a MPN are available on the Financial Aid Office website.

Undergraduate students may borrow a combination of subsidized and unsubsidized Federal Direct Stafford Loan not to exceed the annual limits of:

\$5,500 for freshman  
\$6,500 for sophomores  
\$7,500 for juniors and seniors

Undergraduate students who are considered “independent” under federal criteria may borrow additional amounts of unsubsidized Federal Direct Stafford Loans. Independent students may borrow a combination of subsidized and unsubsidized loans up to the above limits plus additional unsubsidized loans up to the following annual limits:

\$4,000 for freshman and sophomores  
\$5,000 for juniors and seniors

The aggregate limit for all undergraduate study for these independent students is \$57,500 with no more than \$23,000 in subsidized Stafford loans. The total amount borrowed for undergraduate and graduate education cannot exceed \$138,500 with no more than \$65,500 in subsidized Stafford loans.

Repayment for Federal Direct Stafford Loans begins six months (known as a grace period) after the borrower is no longer enrolled at least half-time. As of July 1, 2012, interest on Subsidized Direct Stafford loan will no longer be deferred during grace period. A default fee of up to 1 percent origination fee will be deducted from the face value of the loan.

Interest rates for all unsubsidized Federal Direct Stafford Loans disbursed after July 1 2006 have a fixed rate of 6.8%; however, over a four-year period beginning July 1, 2008, the interest rate on subsidized Stafford loans made to undergraduate students will be reduced. The applicable interest rates for loans made during this period are as follows:

Made on or after	And made before	
July 1, 2008	July 1, 2009	6.0 percent
July 1, 2009	July 1, 2010	5.6 percent
July 1, 2010	July 1, 2011	4.5 percent
July 1, 2011	July 1, 2013	3.4 percent

These changes apply to subsidized Stafford loans first disbursed on or after July 1 of each year through June 30 of the next year. This change does not affect any prior loans made to borrowers; the terms and interest rates of those loans remain the same. These reduced interest rates apply only to subsidized loans; any unsubsidized Stafford Loan for the same undergraduate borrower would continue to be made at the current fixed interest rate of 6.8 percent.

- **Federal Work Study (FWS)** is a federally sponsored part-time employment program offered on the basis of need to Tulane students each year. Once a student accepts federal work study offered in their financial aid package, it is their responsibility to locate a job through the HireTulane.com website or after consultation with a representative from the Tulane Student Employment Office (504.865.5147; representatives available weekdays 8:30 am – 5:00 pm in Diboll Complex and at University Square) to secure a position. **A FWS award does not guarantee employment.** Positions are usually on campus in one of the university's many departments, but may also be in the nearby community. A variety of community service opportunities are available for work study students. Most students work about 10 to 15 hours a week and are paid at least the federal minimum wage. Students are paid biweekly for hours worked as net earnings are directly deposited into the student's chosen bank account (not the Tulane Accounts Receivable student account). The work schedule can vary from free periods during the day to night or weekend work; however, students are not allowed to work during periods of their respective scheduled class times.

- **Louisiana GO Grant** is a need-based scholarship program funded by the state of Louisiana. The maximum amount of Louisiana GO Grant is \$2,000

per year. Tulane recipients show Louisiana as their permanent state of residence on the FAFSA and have been awarded a Federal Pell Grant, and because Louisiana GO Grant funding is limited, additional requirements for receipt are imposed each semester. The current additional requirements for receipt of the Louisiana GO Grant may be found on the Tulane Financial Aid website and on the Louisiana Office of Student Financial Assistance website [www.osfa.state.la.us](http://www.osfa.state.la.us).

- **State Matching Funds Grant** is a state of Louisiana grant available to students in the full-time division only. Approximately 20-30 students who are permanent Louisiana residents and are enrolled full-time in a regular degree program receive awards of up to \$2,000 for the academic year. These grants are awarded on the basis of both need and merit.

### **As a student in the School of Continuing Studies, what types of aid are available to me?**

The School of Continuing Studies (SCS) serves the needs and interests of non-traditional students, most of whom are part-time. If you are enrolled for at least 12 hours per semester, you are eligible to be considered for a full Federal Pell Grant. If you are enrolled for fewer than 12 hours, you are eligible to be considered for a partial Federal Pell Grant. You may also apply for a Federal Direct Stafford loan if you are enrolled for at least 6 hours. Depending on your need and the availability of funds, awards of Federal Supplemental Educational Opportunity Grants and/or Federal Perkins Loans may be offered to you. Students should complete and send the 2013-14 FAFSA application by May 1, 2013. While the School of Continuing Studies offers their own scholarships, SCS students are not eligible for Tulane Need-Based Scholarships or merit scholarships.

Special information is available from the Financial Aid Office for students who enroll in the School of Continuing Education.

### **How do I find out if I will be awarded Tulane Need-Based Scholarship?**

If you are a freshman or transfer applicant who has completed the PROFILE by February 15 and has been

offered admission, you will hear from the Financial Aid Office by April 15. If your file is completed after the deadline, your application will be considered if funds are available. Your notification information will list any offer of tentative aid and will explain details relating to student and family rights and responsibilities. Aid awards are tentative offers until you submit copies of your and your parents' 2012 federal tax returns and your and your parents' W-2 forms.

If you are a currently enrolled student applying for Tulane Need-Based Scholarship and your PROFILE application is completed by May 1st, you should receive a financial aid notification in mid-summer.

Because some funds may be depleted, financial aid packages for late applicants may not be as attractive as those for students who filed their applications by the deadline.

### **How do I accept my financial aid offer?**

Log onto Tulane's "Gibson Online" system, click "Financial Aid," on the left side click "Award Information, Terms and Conditions, Special Messages." Choose the correct aid year, click "Terms and Conditions," read and press the "Accept" button at the bottom, click "Accept Award Offer" and make acceptance decisions. Freshmen should accept aid offers by May 1, the candidate's reply date for admission. For your financial aid acceptance to be official, you must have also accepted the offer of admission and paid the required deposit by May 1.

Currently enrolled students should accept their financial aid online within two weeks of the date of the award notification.

### **Will my need-based financial aid be affected if I receive assistance from outside sources?**

Some students receive assistance from outside sources, such as a scholarship from a club or organization. If you have been offered aid to meet your need and you receive additional outside assistance, federal regulations require that your aid must be adjusted so that your need is not over-met. Every effort will be made to make any required adjustments from self-help funds

(loans and/or work study), but in some cases, Tulane scholarship may be adjusted.

**Does Tulane offer "merit only" scholarships (that is, scholarships not based on need)?**

The university offers a number of scholarships based entirely on academic merit as demonstrated in the admission application in light of the current applicant pool and available funding. These scholarships are offered only to entering freshmen or to qualified transfer students upon admission to the university by the admission office. In addition, Tulane provides several scholarships on the basis of merit in combination with other non-need considerations.

Students receiving these types of scholarships who seek additional Tulane need-based financial aid must complete both the Free Application for Federal Student Aid (FAFSA) and the College Scholarship Service's financial aid PROFILE form. Students receiving these types of scholarships who seek only federal aid must complete only the FAFSA.

Tulane scholarships are in a large part made possible through the generosity of donors to the University, and a recipient's Tulane scholarship may be partially funded through a specific donor's contribution.

With very few exceptions, students awarded more than one Tulane scholarship may not combine the scholarships, and Tulane scholarships, faculty/staff tuition waiver, Tuition Exchange scholarship and/or Reserved Officer Training Corps (ROTC) scholarship cannot be combined. The exceptions include Tulane Valedictorian Scholarship, Band Scholarship and adjusted Tulane Need-Based Scholarship (that is, scholarship which has been adjusted in light of all other aid).

*Students suspended from the university for honor or disciplinary violations will forfeit all remaining portions of any university scholarship they have been offered.*

- **Deans' Honor Scholarships** are awarded each year to approximately 50 superior new freshmen. The value of the scholarship is equivalent to full tuition for four years of undergraduate study (five for architecture). Applications, which are due on or before

December 15, can be obtained from the Office of Undergraduate Admission. The scholarships are renewable provided the student maintains a 3.00 cumulative grade point average with a full-time load, maintains continuous enrollment without interruption at Tulane University, and upholds the standards of the Code of Academic Conduct and Code of Student Conduct.

- **Paul Tulane Scholarships** are awarded each year to new freshmen. The value of the scholarship is equivalent to full tuition for four years of undergraduate study (five for architecture). Applications, which are due on or before December 15, can be obtained from the Office of Undergraduate Admission. The scholarships are renewable provided the student maintains a 3.00 cumulative grade point average with a full-time load, maintains continuous enrollment without interruption at Tulane University, and upholds the standards of the Code of Academic Conduct and Code of Student Conduct.

- **Presidential Scholar Awards, Distinguished Scholars Awards, Founders Scholarships, Academic Achievement Awards, and Leadership Award** which range from \$7,500 up to \$27,000 are awarded by Tulane to entering freshmen. To be eligible, the applicant must be considered by the Admission Committee to have outstanding academic qualifications. Freshmen must be enrolled in one of Tulane's full-time undergraduate divisions in order to qualify. The scholarship is renewable for the four years (five in Architecture) of undergraduate education provided the student maintains a 2.700 cumulative grade point average with a full-time course load and upholds the standards of the Code of Academic Conduct.

- **National Merit Scholarships** are awarded to qualified freshmen each year by both the National Merit Scholarship Corporation and Tulane on the basis of outstanding performance on the PSAT. Awards of \$2,000 per year are given to finalists who name Tulane as their first choice school according to the National Merit Process.

- **Valedictorian Scholarships** are awarded to entering Louisiana freshmen who have been officially

designated by their secondary school as the school's valedictorian. Students are awarded a \$5,000 scholarship renewable for four years (five years if the student enrolls in the School of Architecture) if the student maintains a minimum 3.00 grade point average and maintains continuous full time enrollment in a full time division at Tulane. If a school designates more than one valedictorian, the \$5,000 will be divided equally among these students. The Valedictorian scholarship in combination with other scholarships and grants may not exceed the student's cost of attendance for the academic year.

- **The John Hainkel Louisiana Scholars Award** is awarded to two superior entering Louisiana freshmen and is renewable for four years (five years if the student enrolls in the School of Architecture). This competitive academic award covers the full cost of tuition, fees, room, board, and a \$1,200 stipend for the cost of books and supplies. Continued eligibility requires the student to maintain a minimum 3.00 grade point average and to maintain continuous enrollment without interruption at Tulane University in a full time division as a full-time undergraduate and adherence to the standards of the Code of Academic Conduct. A separate application for this scholarship is required. Applications must be submitted to the Office of Undergraduate Admission by December 15.

- **The Tulane University Community Service Scholarship** rewards students who have dedicated exceptional time and effort serving their community and who plan to continue this dedication as a member of the Tulane and New Orleans community. Up to one-hundred scholarships will be awarded valued between partial and full tuition. A separate application for this scholarship is required. Applications must be submitted to the Office of Undergraduate Admission by January 15. The scholarships are renewable for four years (or five for Architecture) provided the recipients complete a minimum of community service dictated by the Center for Public Service, maintain at least a 2.700 cumulative GPA (for partial scholarships) or a 3.000 (for full tuition scholarships), along with continuous full time enrollment in a full-time division and adherence to the standards of the Code of Academic Conduct.

- **Phi Theta Kappa Achievement Awards** are offered to two-year college graduates entering Tulane as members of Phi Theta Kappa. The award is valued at \$10,000. Students must apply before November 15 for the spring term and before May 15 for the fall term. The student may not have been expelled or dismissed for any reason from the college they are currently attending. The awards are renewable through the receipt of the baccalaureate degree for a maximum of 4 years (5 years for Architecture students) if the recipient maintains a minimum 2.7 grade point average on a full-time load for all courses taken at Tulane University in a full time division.

- **Legislative Scholarships** are full-tuition, one-year scholarships funded by Tulane in accordance with Louisiana State law. Each state legislator may nominate one student per year. Applicants must be residents of and legally domiciled in Louisiana, graduates of Louisiana high schools, and be enrolled in or admitted to Tulane in the Undergraduate College, the School of Liberal Arts, School of Science and Engineering, School of Architecture, School of Business or School of Public Health. Applicants must submit the Legislative scholarship application to the Office of Undergraduate Admissions and must file the Free Application for Federal Student Aid (FAFSA) no later than February 15 if they wish to be considered in the open competition. To receive a legislator's nomination, the student must rank in the top 25% of his/her high school graduating class and have a minimum composite ACT score of 27 or combined SAT score (reading, writing and math) of 1830. Students must apply for a Legislative Scholarship each year, obtain a legislator's nomination, and maintain a 2.3 or higher GPA on a full time load to remain eligible.

A student who declines a Tulane merit-based scholarship to accept a Legislative Scholarship must understand that the merit scholarship cannot be reinstated in a subsequent academic period once it is forfeited unless the student has maintained all original requirements associated with the Tulane merit-based scholarship and submits a written request for reinstatement directly to their Financial Aid Counselor which is subsequently approved by the Vice President of Financial Aid.



Individuals submitting Legislative Scholarship application forms after January 15 will not be considered.

- **Mayoral Scholarships** are full-tuition, four-year scholarships offered each year to five students who are residents of Orleans Parish and are graduates of New Orleans high schools. Applicants must demonstrate outstanding academic performance, leadership ability and financial need. Candidates for the Mayoral Scholarship must submit by January 15 an application for admission to Tulane as a full-time degree-seeking undergraduate student, the Mayoral Scholarship application form, and the FAFSA. Recipients must maintain a 2.30 or higher GPA on a full-time course load in a full-time Tulane division to remain eligible for the scholarship.
- **Tuition Opportunity Program for Students (TOPS)** is a scholarship program funded by the state of Louisiana. Students who have been Louisiana residents for at least two years and have graduated from a Louisiana high school are eligible to apply for TOPS. Applicants must have a minimum high school grade point average of 2.5, a minimum ACT score equivalent to the prior year's state ACT average, and have completed at least 16.5 core academic units in high school. The maximum award at Tulane is the average Louisiana public college tuition and may include a stipend for students with higher grade point averages and/or ACT scores. For students receiving other forms of aid, the full value of the TOPS award can be applied to other expenses as long as the total amount of aid does not exceed the cost of attendance. Applicants must complete the Free Application for Federal Student Aid (FAFSA) by the state's specified deadline. Contact the Louisiana Office of Student Financial Assistance at P.O. Box 91202, Baton Rouge, LA 70821-9202 or call (800) 259-5626, Ext. 1012 for additional information.
- **ROTC SCHOLARSHIPS** in each branch of the armed forces provide full or partial tuition, fees, book expenses, and a monthly stipend allowance. Students completing this program are commissioned as officers upon graduation. Assistance is provided to cover the room and board expenses for some ROTC scholarship

recipients by the Tulane Cooperative Room and Board Scholarship. Students who are offered both a Tulane tuition scholarship and an ROTC scholarship must choose which scholarship is most advantageous to them. A student who declines a Tulane merit-based scholarship such as a Distinguished Scholars Award or a Founders Scholarship to accept an ROTC scholarship must understand that the Tulane merit scholarship cannot be reinstated in a subsequent academic period once it is forfeited unless the student has maintained all original requirements associated with the Tulane merit scholarship and submits a written request for reinstatement directly to their financial aid counselor, and the request is approved by the Director of Financial Aid. For more information, contact the commanding officer at Tulane for the particular service in which you are interested.

- **Athletic Scholarships** are available for men in baseball, basketball, cross-country, track & field, tennis and football, and for women in basketball, cross-country, track & field, golf, tennis, swimming/diving and volleyball. Scholarships are sometimes available for team managers and trainers.
- **Band Scholarships and Musicianship Awards** are partial scholarships awarded through the admission office and based on musical talent. The scholarships are renewable for four years (or five for Architecture) provided the recipients participate in the band or musical program as required by the band or musical director, maintain at least a 2.700 cumulative GPA with continuous full time enrollment in a full-time division and adherence to the standards of the Code of Academic Conduct.

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

Financial aid offers are based on students' need for assistance to meet educational expenses. These funds supplement your family's contributions towards meeting these costs. You are billed by the University for tuition, fees, room (if you will live on campus) and board (if you have chosen a meal plan). Other expenses, such as books, transportation, miscellaneous (and room and/or board if you choose not to live or eat on campus) are estimates of costs. Your actual costs may be higher or lower.

Because each student's costs and aid offers will vary, the expected family contribution that is calculated to determine financial need should not be considered the "bottom line" amount that your family will pay. To determine more accurately what your family will pay for each semester, add your charges (tuition, fees, room, and board) for the semester plus your estimate of your other expenses, then subtract the financial aid that will be credited or earned for that semester.

Once you accept your financial aid offer, Tulane Need-Based Scholarship, Tulane merit scholarship and/or a Federal Supplemental Educational Opportunity Grant will be credited directly to your Tulane student account when you confirm registration. If the required processing for a Federal Pell Grant has been completed, it will be credited to your account when registration is confirmed. TOPS scholarships are credited if and when the funds are received from the state. An accepted Federal Perkins Loan will be credited to your account after you electronically sign the Perkins Loan Master Promissory Notes provided by Tulane's Student Loan Office.

If you receive a Federal Direct Stafford Loan, funds will be applied directly to Tulane each semester for the amount borrowed minus any loan fees. Students applying for their first Federal Direct Stafford Loan are required to complete a Federal Direct Stafford Master Promissory Note. Students applying for their first Stafford Loan are required by law to complete "entrance" counseling. We encourage students to complete this session online.

Tulane has made arrangements with streamlined private loan lenders to transmit loan funds electronically to be credited to your Tulane Accounts Receivable student account. Some private loan lenders may send loan funds as a check made payable to you and to Tulane. If your funds are disbursed by check, you must endorse the check at the Bursar's Office to be credited to your account. To pick up a check, you must 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.

Because financial aid has multiple funding sources, different types of aid will be delivered at different points in time. If you have any questions regarding the actual credits of your financial aid in your accounts receivable account, you should contact our office.

If your credited financial aid exceeds the charges on your bill, the resulting "credit balance" can be refunded for your other educational expenses. If you complete a Release of Title IV Funds form for the Accounts Receivable Office, federal loans may be used to pay charges on your Tulane account which are not tuition, room or meal plan charges (for example, bookstore charges). Otherwise, funds may be released to you that you may subsequently use to pay other Tulane charges.

Students who work in the Federal Work Study (FWS) program are paid biweekly for the amount that they have earned via direct deposit into a bank account they have chosen (not their Tulane Accounts Receivable student account). If awarded FWS, you should explore student job opportunities on the HireTulane.com website and consult with a Student Employment Office representative when you arrive on campus (phone 504.865.5147; representatives are available weekdays 8:30 am – 5:00 pm in Diboll Complex and at University Square). Because the interview and job placement process takes time, it may not be possible to begin FWS employment within the first or two weeks of classes. You should plan to have sufficient funds available to meet personal expenses until you receive your first paycheck.

By law, funds from any of the federal or state programs listed above can be credited or released to you only during a semester while you are enrolled, in attendance, and are meeting all program requirements.

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

Your financial need must be re-evaluated each year for need-based aid. Your family is asked to complete a PROFILE and a FAFSA, and you and your parents are asked to submit copies of IRS tax transcripts each year

so that we can determine your need for aid. See "How do I apply for need-based aid as a returning student?"

Tulane University feels a special commitment to continue financial assistance to students who:

1. enter Tulane on need-based aid,
2. complete the applications for aid by the deadline,
3. continue to have financial need,
4. meet academic standards for scholarship and federal aid.

As noted previously, your total package of need-based aid (including Tulane Need-Based Scholarship, federal grants, outside scholarships, need-based loans, and employment) cannot exceed the total amount of need. If you complete the application process by the deadlines, continue to have need, and meet academic standards, you will receive need-based financial aid throughout the normal period of undergraduate studies (four years, or five in the case of Architecture students).

#### **Are there other options if I don't qualify for need-based aid?**

For those who are not seeking or are ineligible for need-based financial aid, Tulane provides access to a variety of student and parent loan programs and payment plans. These options are sometimes also available to families who are receiving need-based aid and who are interested in additional means of financing the parental contribution. Total aid packages, however, may never exceed the cost of attending Tulane, and students must meet enrollment requirements and must be in good academic standing to receive financial aid.

- **Unsubsidized Federal Direct Stafford Loans** are available to certain students who meet federal requirements described elsewhere in the brochure, and are enrolled at least half-time, regardless of need. Tulane undergraduate students must take at least six credit hours to be considered enrolled at least half-time. A student must complete a Free Application for Federal Student Aid (FAFSA) because we are required to determine if you are eligible for a subsidized Federal Direct Stafford Loan first. See "How do I apply for aid as a freshman or transfer student?" or "How do I apply

for need-based aid as a returning student?" An unsubsidized Federal Direct Stafford Loan is similar to a subsidized Federal Direct Stafford Loan except that interest rate is slightly higher and the student is responsible for paying the interest accrued on the loan while in school. Interest in school is deferred and is capitalized at repayment.

The regulations regarding maximum loan limits and eligibility requirements (other than demonstrating need) are the same as for the subsidized Federal Direct Loans. You may request a deferment as long as you are enrolled at least half-time. Information for completing a Federal Direct Stafford Loan master promissory note (MPN) is available on the Tulane Financial Aid Office's website.

- **The Federal Direct Parent PLUS Loan** is designed to assist parents who need additional educational financing. **Qualifying parents can borrow Direct PLUS up to the student's cost of education minus all other financial aid.** Loan approval is based on the absence of adverse credit. Parent loans are available to a parent whose child is pursuing a degree program at Tulane University, enrolled at least half-time, and is maintaining Satisfactory Academic Progress (please refer to the Satisfactory Academic Progress information in the Appendix). Tulane undergraduate students must take at least six credit hours to be considered enrolled at least half-time. In addition, the parent and student must have completed the Free Application for Federal Student Aid (FAFSA). Borrowers and students must be United States citizens or permanent residents. The parent cannot be in default on any educational loan made to attend any institution nor can they owe a refund on a grant received to attend any institution. The student must be registered with Selective Service (if required to register). As with any loan, careful consideration should be made in determining amounts to be borrowed, as the loan must be repaid.

The interest rate on Federal Direct PLUS loans made on or after July 1, 2006 have a fixed rate of 7.90%. For more information on the terms of the Federal Direct Parent PLUS Loan program and directions to apply, visit our website.

- **A Monthly Tuition Payment Plan** is a monthly payment plan that let parents spread institutional expenses over a number of months, without an interest charge offered through Tuition Management Systems (TMS). TMS can be reached at 800.722.4867 or online at [www.afford.com](http://www.afford.com).

- **Alternative/Private Loans** are designed to assist students and their families who either are not eligible for federal aid or who need additional education financing and choose not to apply for a full Federal Direct PLUS Loan up to the cost of attendance less other financial aid. Loan approval is generally based on creditworthiness and ability to repay. Alternative Loans are available to students who are enrolled and pursuing a degree program at Tulane. As with any loan, careful consideration should be made in determining amounts to be borrowed, as the loan must be repaid. A student or parent can borrow an alternative loan up to the Cost of Attendance minus all other aid. The student should apply directly with the lender. Links for a few alternative loan programs which have been reviewed by our financial aid staff may be found on our website.

- **State Supplemental Loans** are available in a number of states including Alaska, Illinois, Massachusetts, Minnesota, and Pennsylvania. No needs test is required. Parents are the preferred borrowers but some states allow a student to borrow, usually with a co-signer. A credit evaluation usually is required. Applicants and students must be United States citizens or permanent residents, and students must enroll at least half-time. For more details, contact the guaranty authority for your state. (It is quite possible that other states not listed above have or will be establishing supplemental loan programs.) The Tulane Financial Aid Office can provide the addresses and phone numbers of these agencies.

- **The short-term charitable remainder trust** offers parents and grandparents the opportunity to establish a trust fund that will help defray college expenses and also make a substantial gift to Tulane. A short-term charitable remainder trust is created and funded with a donation of cash or appreciated stock. The student is named beneficiary of the trust, and Tulane receives the principal at the end of the term.

Income tax savings for the donor can make this an attractive plan. Further information may be obtained from the Office of Planned Gifts at 800.999.0181.

- **Tulane Tuition Prepayment Plan** allows parents or students to prepay future years' tuition at current rates. The program is administered by the Treasurer's Office. Prepayments are separately invested and earnings accrue to the fund to offset tuition increases. Student accounts are charged and credited with each semester's cost of tuition. The program is available for a minimum of two years and a maximum of four years. The program covers basic tuition charges and the Academic Service Fee. It may not be used for student activity fees, Reily Center Fee, room, board, or other charges. Students receiving any Tulane controlled financial aid scholarships are not eligible for this program.

- **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 at 504.865.5147.

- **Outside educational assistance** is available from many business and industrial firms, labor and fraternal organizations, and other groups for applicants meeting certain qualifications, for employees or members, or for their children. These sources can be used to supplement a financial aid package, or to reduce the self-help (loan or employment) portion of a financial aid package. We recommend that you look into the possibility of such assistance. Local public libraries and high school guidance offices often have publications listing aid opportunities. You will also find excellent information including a free scholarship search online at <http://www.fastweb.org>.

**Can I apply for need-based aid once I am enrolled at Tulane?**

If you do not apply for aid as an entering freshman, you still can apply later for your sophomore, junior, and senior years. Or, if you apply but do not receive aid as a freshman, you can ask to be considered again in the following years. Current students applying for need based aid should follow the regular application process.

interest rates on the loans consolidated, rounded up to the nearest eighth of a percent. Additional details are available from the Financial Aid Office.

For the latest information on all areas of financial aid at Tulane see the Tulane University Financial Aid Office website at <http://tulane.edu/financialaid/>.

**What financial aid is available if I attend summer school at Tulane?**

Tulane feels an obligation to reserve its Tulane Need-Based Scholarship and grant funds for eligible students who enroll full-time during the regular academic year. Therefore, this type of assistance is not available for summer enrollment. Limited amounts of Federal Perkins Loans may be available for some students, depending on availability of Perkins Loan funds.

Students who will enroll at least half-time and have not already borrowed the maximum allowed for the academic year may apply for Federal Direct Stafford Loan funds. Alternative and Federal Parent PLUS Loans may be available. Federal Pell Grant is available for eligible students. 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.

Summer need for financial aid must be tied to an academic year. You must have applied for, and be determined eligible for, aid for either the prior or subsequent academic year at Tulane to be eligible for summer aid. Which year is applicable will depend on your summer enrollment status and/or the type of aid for which you apply. Additional details, including deadline information and an application, are contained in Tulane's Summer Addendum, available in the Financial Aid Office in late spring.

**Can my loan payments be consolidated?**

Borrowers of student loans from federal programs may consolidate those loans if they are in a grace period preceding repayment or are in repayment. The interest rate is equal to the weighted average of the

## **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 Goldman Office of Disability Services. The main university telephone number is 504.865.5000.

The criteria for selecting eligible recipients for federal campus-based funds under university control and for determining the amount of federal campus-based awards is done in accordance with all federal regulations. In general, blocks of Tulane's limited campus-based funds are allocated to groups of students (for example, by 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.

### **FINANCIAL ASSISTANCE DISBURSEMENTS**

In most cases, financial assistance is disbursed at Tulane semester by semester electronically into the Tulane student's Accounts Receivable account. Generally, applicants who have completed steps to be eligible for financial assistance at least two weeks prior to the commencement of a semester's period of enrollment and who have no unresolved financial aid issues (for example, unresolved conflict of information in a financial aid file regarding expected hours of enrollment for the period) will have financial assistance disbursements for the period made into their Tulane Accounts Receivable account within the first two weeks of the period. If steps to financial assistance eligibility and/or resolution of outstanding financial aid issues are completed after the commencement of the period, financial aid assistance will generally disburse within two weeks of completion, as long as the deadline for completion has not passed. Students (including but not limited to Pell-eligible students) whose total payments (including but not limited to payments from financial assistance) into their Tulane Accounts Receivable account exceeds tuition, fees, room and board charges on their Tulane Accounts Receivable account for the period may request a credit balance refund to be processed from the Tulane Accounts Receivable Office through the NetPay system available through the Tulane Gibson Online portal, in some cases in order to purchase required books and supplies.

### **FEDERAL AID DEADLINES AND DETERMINATION**

The Tulane deadline for student application of federal financial aid is at least six 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 generally 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 they are concurrently enrolled at another University.

### **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 by the Department of Education and/or Tulane. In most cases the documents used to verify information are the prior year's IRS tax transcripts and a Verification Worksheet; additional documents may be requested depending upon the information to be verified. Tulane financial aid applicants selected for federal verification currently enrolled or accepted for admission into Tulane are asked through the Tulane Gibson Online student portal to submit the requested information to the Financial Aid Office as soon as possible. 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.

### **TULANE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Students receiving Federal student financial aid must maintain Satisfactory Academic Progress (SAP) at Tulane in order to remain eligible for Federal aid consideration. All students who receive federal financial aid are expected to complete a minimum number of credit hours and maintain a minimum grade point average each semester as demonstration that they are making satisfactory academic progress. The Financial Aid

Office evaluates SAP after the completion of each semester (Fall, Spring, and/or Summer). Federal regulations require that the standards applied to students receiving financial aid also apply during periods when a student is not receiving federal financial aid. **All semesters of enrollment must be considered in SAP (even summer, and even when a student is not receiving federal financial aid).**

Satisfactory Academic Progress (SAP) tests three components:

1. A qualitative component: grade point average and/or academic standing
2. An incremental quantitative component: completion rate of credit hours earned versus attempted
3. An overall quantitative component: maximum time for the completion of a student's academic program

#### **-Evaluation Criteria**

Courses with grades of "W" (withdrawn), "I" (incomplete), "WF" (withdrawn with failure), "UW" (unofficial withdrawal), "U" (unsatisfactory), "XX" (ungraded), and/or "F" (failed) are counted as courses attempted but not earned and count toward the maximum time frame. Any courses dropped after the published "Last Day to Register/Add" deadline (as per the Tulane Registrar's academic calendar) are also counted as per federal regulation as courses attempted during the semester. Transfer credit hours (accepted for the student's academic program or degree) are counted as credit hours attempted 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. When a student commences enrollment and yet earns zero credit hours (including cases where the Tulane Financial Aid Office is able to identify that attempted hours have been removed after the commencement of the semester from the student's academic transcript), the student will be identified as having attempted hours contained in the semester.

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. Courses 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 switching academic levels (such as seeking a graduate or professional degree after completing an undergraduate degree). Dissertation, dissertation research, and practicum courses which are recognized by Tulane as being "full-time" status are counted as enrollment equivalent of a nine-credit hour course.

The Tulane Financial Aid Office will often attempt to automatically adjust a student's Satisfactory Academic Progress status when grades are changed or finally reported, however re-evaluation adjustments may not always occur automatically and therefore students should make a special request to the Tulane Financial Aid Office for a re-evaluation of their SAP when there is a change or submission of grades. 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 (for example, a prior grade of "I" incomplete or "XX" ungraded 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, and may not always result in eligibility for federal student aid (for example, if a processing deadline has passed).

#### **-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 and are no longer recognized as pursuing a credential eligible for financial aid. A GPA is not calculated for the MD program, and a null or zero GPA for an MD student is acceptable. Otherwise, as a student progresses through their academic program, his or her cumulative GPA must meet the following benchmarks:

- If aggregate attempted and transferred credit hours is less than 30, and the midpoint of the academic program has not yet been reached, then the cumulative GPA must be at least 1.75;
- If aggregate attempted and transferred credit hours is greater than 30 and less than 48, and the midpoint of the academic program has not yet been reached, then the cumulative GPA must be at least 1.85;
- If aggregate attempted and transferred credit hours is 48 or more (or the midpoint of the academic program has been reached), then the 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 overall; in addition, a student who enrolled must earn more than zero hours for a semester which contains attempted hours (or contained hours identified as having been attempted).

##### **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 (however, a student may appeal SAP suspension based on their pursuing dual-degree or combined degrees).

### **-Automatic Warning Semester**

Students who fail to meet one or more of the requirements for Satisfactory Academic Progress will be notified through the Tulane University Gibson Online student self-service portal and allowed one automatic Warning Semester associated with their next semester of enrollment to restore their satisfactory academic progress standing unless they have been academically dismissed. 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 one or more of the requirements for Satisfactory Academic Progress (SAP) at the conclusion of their Warning Semester are considered to be in a SAP suspension status, under which Federal student aid eligibility is lost. A student who is denied Federal aid because of a failure to meet SAP 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 Satisfactory Academic Progress Suspension Appeal Form.\* An appeal must be based on significant mitigating circumstances that seriously impacted academic performance (for example, serious illness or injury of the student, or death of a relative). In the SAP Appeal, a student is expected to demonstrate an understanding of what SAP measure/s were failed and what has changed that will allow the student to meet SAP at the next SAP evaluation. Please note that merely filing a SAP appeal does NOT guarantee continued eligibility for Federal aid, as an appeal may be denied.

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. Subsequent appeals will be automatically denied until the student has earned at least six more Tulane GPA/quality hours than the total earned when the prior SAP Appeal was denied by the Committee.

If a student's appeal is approved by the Committee, the student will be notified\*\* and given a probationary semester. For the probationary semester, the student will be considered academically eligible for federal aid for which the student has applied and is otherwise eligible.

Once a probationary semester has concluded, the student may re-establish eligibility to be considered for federal aid for their next semester of enrollment ONLY 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) demonstrating in a timely fashion the meeting of the specific academic plan and standards for a Probationary Semester as established by the Appeals Committee.

A student who has met neither of the above conditions may appeal the determination of SAP suspension to the Satisfactory Academic Progress Appeals Committee, but such an appeal will be automatically denied until the student has earned at least six more Tulane GPA/quality hours than the total earned by the conclusion of the probationary semester.\*

ver. 02/05/13

*\*In some cases, a SAP appeal will be denied automatically without going to the SAP Appeal Committee. For example, a SAP appeal must be completed by the deadline; otherwise, the appeal will be automatically denied. The deadline for submission of a SAP appeal to the student's Tulane Financial Aid Office is by 5PM on the Tulane Registrar's published "last day for 25% tuition refund" date for the specific semester with which the appeal is associated. Even a timely SAP appeal for academic dismissal will be automatically denied unless documentation of a reversal of the academic dismissal is provided.*

*\*\*Notification of the Committee's decision should take place within ten business days of the beginning of the semester for which appeal is made, or ten business days from the receipt of the appeal in the Tulane University Financial Aid Office, whichever is later.*

## **ATTENDANCE AND PELL-ELIGIBLE STUDENTS**

The U.S. Department of Education requires that schools are able to determine that students are actually in attendance to finalize their Federal Pell Grant eligibility, and if a student is deemed through financial aid procedures not to have begun attendance during a semester in the hours supporting the level of Pell disbursed for the semester, the school must recalculate the student's Pell Grant award based on the lower enrollment status, and the student's Tulane Accounts Receivable account will be billed for any necessary return of Pell Grant funds to the U.S. Department of Education.

## **ATTENDANCE AND FEDERAL AID**

A federal aid applicant who is deemed through financial aid procedures not to have begun attendance during a semester for which federal aid was disbursed will have any and all disbursed federal aid returned to the source: the recipient's Tulane Accounts Receivable account will be billed for any necessary return of Pell Grant funds to the U.S. Department of Education.

## **TULANE'S TUITION REFUND POLICY**

*Please note that the term "refund" can be confusing when speaking about discontinuing study. When a student withdraws, any refunds from Tulane credited to the student for any tuition, housing or meal plan "refund" is **NOT** directly related to the determination of whether financial aid funds must be "refunded" and CHARGED to the student so that the original source of the aid may be repaid. When a recipient of federal financial aid funds is deemed to have withdrawn by financial aid procedures 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. Students considering a full withdrawal should consult with a financial aid counselor to discuss the impact of withdrawal on financial aid funding.*



A student must officially withdraw from the university to seek 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 generally based on the following schedule. Please consult the Registrar's Academic Calendar for specific dates. Percentages below do not apply to summer terms.

Through the 9th class day 100%  
Through the 13th class day 75%  
Through the 18th class day 50%  
Through the 33rd class day 25%  
After the 34th class day 0%

## **REFUND OF TULANE INSTITUTIONAL SCHOLARSHIP**

Any reduction of Tulane tuition for a full-time division undergraduate student during a semester for which Tulane institutional scholarship is also awarded will result in a pro-rated reduction of the Tulane scholarship (refunded to the Tulane institutional scholarship source).

## **MEDICAL WITHDRAWAL AND FINANCIAL AID**

Upon taking a medical withdrawal, it is important that undergraduate 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. See "Withdrawals and Return of Title IV Federal Student Aid" for details. 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 upon their return. The SAP guidelines can be found in the "Tulane Satisfactory Academic Progress" section.
- Tulane need-based scholarship – If tuition is adjusted upon withdrawal, scholarship will need to be prorated for the same semester. In addition to demonstrating financial need, students must maintain full-time enrollment and meet a GPA requirement of at least 2.300 to continue to receive need-based scholarship. A student who fails to meet both of the academic requirements is granted one conditional semester of scholarship, and may, if certain conditions are met during that semester, receive a second conditional semester. Information on this may be found in the Financial Aid Sourcebook or on our website at <http://tulane.edu/financialaid/grants/needbased.cfm>.
- Tulane Merit Scholarship – If tuition is adjusted upon withdrawal, scholarship will need to be prorated for the same semester. Students must maintain full-time enrollment and meet the required GPA for their scholarship in order to continue receiving the scholarship. When a student takes a medical withdrawal, if they have the required GPA upon leaving, an automatic probationary period without appeal may be granted. This is a one-time exception. The student should meet with their Academic Advisor and they must have sought treatment through the health services at the University to be eligible for this (in addition to meeting the GPA requirement). If a student is not meeting the GPA requirement when taking a medical leave or withdrawal, or have taken the one-time medical leave exception, they will be notified at the end of the academic year that the scholarship has been lost and an appeal process is available to the student at that time.

## **WITHDRAWALS AND RETURN OF TITLE IV FEDERAL STUDENT AID:**

### **A SUMMARY OF THE REQUIREMENTS FOR RETURN OF FEDERAL STUDENT AID GRANTS AND/OR LOAN FUNDS**

*Please note that the term "refund" can be confusing when speaking about discontinuing study. When a student withdraws, any refunds from Tulane credited to the student for any tuition, housing or meal plan "refund" is **NOT** directly related to the determination of whether financial aid funds must be "refunded" and CHARGED to the student so that the original source of the aid may be repaid. When a recipient of federal financial aid funds is deemed to have withdrawn by financial aid procedures 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. Students considering a full withdrawal should consult with a financial aid counselor to discuss the impact of withdrawal on financial aid funding.*

### **Return of Title IV Federal Student Financial Aids Funds Policy**

"Return of Title IV Funds" is the federally mandated process by which a school calculates the amount of federal funds to be returned for a Title IV federal financial aid recipient who begins attendance and subsequently withdraws or who is deemed to have ceased attendance as per financial aid procedures. The calculations may result in a reduction of the student's Title IV loan and grant aid to reflect the percentage of the semester that the student earned. 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 date of withdrawal as determined by the financial aid office. 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 or Academic Advising to do this) the institution must consider EITHER the midpoint of the semester OR the last date of academic participation as uncovered through timely financial aid counselor review as the financial aid date of withdrawal.

Federal financial aid regulations require that any student who began attendance but failed to earn a passing grade in at least one course in the semester and who did not officially withdraw shall be considered as having **unofficially withdrawn**. Within 30 days of the final date of final exams of each semester, Tulane University Financial Aid will identify federal financial aid recipients who have earned no passing grades for the semester and will deem those students to have unofficially withdrawn (unless a record of official withdrawal is on record at the time of review), assigning a financial aid date of withdrawal as the midpoint of the semester OR the last date of academic participation uncovered through timely financial aid counselor review. Students will be notified via letter of this calculation. If a student feels this determination is incorrect, he/she must contact the Tulane University Financial Office immediately if he/she has information that could lead to a determination that: the student did not unofficially withdraw (but rather officially withdrew while the semester was still in session); or the student earned at least one of the non-passing grades by attending the class throughout the semester, completing the course requirements, and receiving the non-passing grade. *Although Tulane is not allowed to use information provided directly by a student to prove academic attendance through the end of a semester, such information may allow Tulane to contact instructor/s to seek proof of attendance. Students should assume instructors will not have proof of attendance and continue to follow up with the Tulane University Financial Aid Office for final determination.*

If a student officially withdraws, Tulane uses the date the withdrawal was initiated to determine the financial aid date of withdrawal, as long as the student began attendance. If a student earns a passing grade in at least one course offered over an entire period, Tulane may make the presumption that the student completed the course and, thus, completed the period.

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 total Title IV aid disbursed to the student, or that could have been disbursed to the student minus the amount of Title IV aid earned by the student yields the amount of Title IV loan and grant aid that is unearned and that must be returned: (688.22(e)).

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: Unsubsidized Stafford loan, Subsidized Stafford loan, Perkins Loan, Direct PLUS loan (Grad PLUS or Parent PLUS), Pell Grant, Federal Supplemental Opportunity Grant, and Iraq/Afghanistan Service Grant.

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. A post-withdrawal disbursement of Federal Title IV aid occurs when the amount of Title IV aid earned by the student is greater than the amount of the Title IV aid disbursed for the semester. A student eligible for a post-withdrawal disbursement will receive written notification from the university. Students have the right to accept or decline, some, or all, of the post-withdrawal disbursement that is being offered. Students are given 14 days from the date of the notification to respond. Students are encouraged to seriously consider whether it is beneficial to accept a post-withdrawal disbursement. If the Title IV disbursement is the result of a federal loan, it must be repaid under the terms of the appropriate promissory note being completed or previously completed. Also, any disbursement received from Title IV funds will reduce award eligibility for the corresponding award(s) at Tulane, or another college attended during the same award year. Any opportunity to keep loan debt at a minimum should be considered.

Federal Work-Study funds are not included in the Return of Federal Title IV Funds formula because these funds were received for work performed.

The policy statement above is for your information and reference; please call the Tulane University Financial Aid Office (504.865.5723) with questions regarding the effect and changes of your financial aid award if you are discontinuing study at Tulane. Students considering a full withdrawal should consult with a financial aid counselor to discuss the impact of withdrawal on financial aid funding.

### Example Calculation for Return of Title IV:

The following example may help you better understand the return to Title IV programs policy:

Example Institutional Costs:	
Tuition	\$5,000.00
Fees	\$1,000.00
Housing	\$3,000.00
Food	\$2,000.00
Total Institutional Costs:	\$11,000.00

Example Financial Aid:	
Pell Grant	\$2,500.00
Unsubsidized Stafford Loan	\$1,000.00
Subsidized Stafford Loan	\$2,750.00
Parent PLUS Loan	\$5,000.00
Total Financial Aid:	\$11,250.00

- Days in semester: 108 days
- Days attended (days before withdrawal date): 24 days
- Percentage of semester completed: 22.2% (if this had been greater than 60%, no further calculations would be required and no aid would be returned)

<b>Example Earned V. Unearned Financial Aid</b>	
Disbursed Title IV Aid for Semester	\$11,250.00
x Percentage Completed	22.2%
Dollar amount of Earned Aid	\$2,497.50
Unearned Aid Percentage	100% - 22.2% = 77.8%

Financial Aid	\$11,250.00
x Percentage Unearned	x 77.8%
Total Unearned Financial Aid	<b>\$8,752.50</b>

Institutional Costs	\$11,000.00
x Percentage Unearned	x 77.8%
Total Unearned Institutional Costs	<b>\$8,558.00</b>

The University must return the **lower** of either the unearned financial aid or the unearned institutional costs. This action will result in the student account being debited (increasing the balance due the University). A communication will be sent to the student in addition to an updated student account statement. In this case, \$8,558.00 would have to be returned and would show as an amount INCREASING the balance due the University from the student.

<b>Example Funds \$8,558 Returned in this Order:</b>	
Unsubsidized Stafford Loan	\$1,000.00
Subsidized Stafford Loan	\$1,750.00
Parent PLUS Loan	\$5,000.00
Pell Grant	\$ 808.00

Total Unearned Financial Aid	\$8,752.50
Less Amount the institution must return	\$8,558.00
= Amount the student must return	\$ 194.50

If the unearned institutional costs are lower than the unearned financial aid, then the **borrower** must return the **difference** (in this case, \$194.50). However, if the amount to be returned by the borrower is a loan (and not a grant), no action has to be taken by the borrower immediately, and will be contacted by the loan servicer at the appropriate time regarding repayment. Any grant (for example, Pell and/or SEOG amounts) due from the student will be returned to the Department of Education by the University. In doing this, the student account will be charged for the amounts due to the Department of Education. Students will receive notification of this action via an updated Accounts Receivable billing statement.

## STUDY ABROAD PROGRAMS

A student who is participating in a study abroad program offered by Tulane (and considered enrolled at Tulane) is eligible to be considered for federal student financial assistance by Tulane. If the program is held for a fall or spring semester, the student is eligible to be considered for Tulane scholarship (except any scholarship specifically awarded to offset New Orleans on-campus room costs or on-campus meal plans).

## ACADEMIC REQUIREMENTS POLICY FOR RETAINING TULANE NEED-BASED SCHOLARSHIP

Tulane Scholarship is awarded on the basis of both need and merit to otherwise eligible full-time division undergraduate students pursuing a first undergraduate degree for fall and/or spring semesters during which they are assessed tuition at the standard Tulane full-time undergraduate division rate and attending on a full-time basis. Merit is considered in determining the proportion of scholarship in the total aid package.

Scholarship recipients must maintain a 2.300 cumulative grade point average (GPA), be full-time students in a full-time undergraduate division, and maintain continuous primary enrollment in a full-time undergraduate division.

The scholarship is not applicable to summer semesters and is not applicable for students who are not charged full-time undergraduate division tuition at the standard rate.

Seniors in their last semester before graduation who are not required to take a full load in order to graduate (and of course who are being charged undergraduate tuition at the standard full-time undergraduate division rate) may still receive a portion of the tuition scholarship, but the amount will be adjusted on a pro-rated basis by the reduction in undergraduate tuition from the full-time rate.

### -Notice of Conditional Status

Students not meeting the criteria of maintaining the required GPA or full-time enrollment will see reference via the Tulane Gibson portal of their status regarding receipt of their "Conditional Year" for Tulane need-based scholarship under the "Satisfied Requirements" listing.

"Conditional Year" consists of one conditional semester of receiving Tulane need-based scholarship, and a second semester ONLY if certain conditions are met (see Conditions for Crediting Spring Scholarship on this sheet). Note: Students who have already received a conditional year of scholarship are NOT eligible for an additional conditional year of scholarship.

If a student who is otherwise eligible for a Tulane need-based scholarship has a cumulative GPA which falls below 2.300 at the end of any academic year or drops to less than full-time enrollment during either semester will be awarded scholarship for one conditional semester (up to two in some cases) during one "Conditional Year." During the conditional year, the fall portion of the student's scholarship

will be credited, but the spring portion will be credited ONLY if the student meets certain conditions (see Conditions for Crediting Spring Scholarship on this sheet). Students who apply late for renewal of scholarship aid for the upcoming year or who complete their applications late will be held responsible for meeting all of the deadlines and conditions of this policy. A student loses the opportunity to complete a conditional year if the conditional year is not completed within two academic years after the student first fell below the 2.300 GPA standard.

#### **-Assistance Available to Students**

During the conditional year, students will be encouraged to seek assistance from various resources offered by Tulane, such as Academic Advising and/or University Health Services, if it seems appropriate. Students are urged to take advantage of any sources of assistance offered by the University.

#### **-Conditions for Crediting Spring Scholarship**

Spring scholarship will be credited for students who achieve a 2.300 GPA for the fall semester provided they have also enrolled full-time for both the fall and spring semesters.

Spring scholarship will be canceled and NOT credited for students who did not achieve a 2.300 GPA for the fall semester and/or who did not enroll at a full-time status for the fall semester. A decision to cancel scholarship based on the failure to make a 2.300 GPA during the first semester of the conditional year CANNOT be appealed. Students will be informed by e-mail and/or mail of a decision to cancel spring scholarship.

#### **-Loss of Scholarship at End of Conditional Year**

If a student does not earn a 2.300 cumulative GPA on a full load for the conditional year (i.e., the fall and spring semester GPA averaged), he/she will not be awarded Tulane scholarship for the next academic year. Students will be informed of this decision by e-mail and/or mail. A student who attends summer school may not retain scholarship by achieving a cumulative 2.300 GPA for the year with summer school grades included. A student may reapply for Tulane need-based scholarship after one year if the student has achieved an overall cumulative GPA of 2.300 in a full-time program. Student must complete 12 hours or more each semester.

#### **-Deadline for Resolving Grade Issues**

Any "incomplete" grades or disputed grades must be resolved within six weeks of the start of the next semester in order to either release a student from the requirement of completing a conditional year or to retain Tulane scholarship after completing a conditional year. A decision to require a student to complete a conditional year or to deny scholarship at the end of a conditional year is made at the conclusion of that academic year based on the student's GPA and number of enrolled hours. This decision will not be affected if a course is repeated after either of the above determinations are made.

#### **-Appeal Procedure**

A student may appeal loss of scholarship to the Financial Aid Office. However, the decision to cancel scholarship based on the failure to make a 2.300 GPA during the first semester of the conditional year CANNOT be appealed. The basis of the appeal must be extraordinary circumstances that were beyond the student's control during the conditional year, such as a serious, extended physical or mental condition. On appeal a student must present documentation that the student's academic performance was affected during the conditional year by a serious physical or mental condition. Documentation from an academic advisor or from a private physician (channeled through University Health Service) must attest that the physical or mental problems were beyond the student's control during the conditional year and that the student has now made significant progress in addressing these problems and can be reasonably expected to achieve the required academic standing if another year of scholarship is granted.

An appeal may or may not be granted. If the appeal is granted, financial aid for the student will be recalculated and the student will be notified by e-mail and/or mail of his/her award. An award of Tulane need-based scholarship may again be conditioned upon certain requirements the student must meet. If the appeal is not granted, the student may reapply for scholarship aid after one year if the student has achieved an overall cumulative GPA of at least 2.300 with a minimum of 12 hours completed each semester. At that time, an award of Tulane need-based scholarship may be made. This award may be conditioned upon certain requirements the student must meet.

#### **-Federal Student Financial Aid**

The student may retain federal student financial aid depending upon financial need, meeting federal eligibility requirements and availability of funds.

#### **-One Conditional Year Limitation**

If a student who successfully completed one conditional year and retained Tulane scholarship for the following year falls below a 2.300 GPA and/or completes less than 12 hours a semester for any subsequent academic year, the student will not be given another conditional year and will not be offered Tulane need-based scholarship. A student loses the opportunity to complete a conditional year if the conditional year is not completed within two academic years after the student first fell below the standard for retention of Tulane need-based scholarship.

### **NOTICES TO PARENTS OF DEPENDENT STUDENTS**

The University Financial Aid Office will inform parents of dependent students of decisions that will affect the student's financial circumstances, such as scholarship conditioned on the student meeting certain requirements or loss of scholarship because of the student's failure to meet specified requirements, only as permitted by law.

## **SCHOLARSHIP APPEALS PROCESS**

A student who has not met the academic requirements for continuation of any Tulane-funded scholarship (except for Dean's Honor Scholarships, Paul Tulane Awards and Hainkel Louisiana Scholars Awards for which appeal must be made to the academic Dean) may appeal loss of the scholarship to the University Financial Aid Office. The basis for the appeal must be extraordinary circumstances that were beyond the student's control such as a serious and extended physical or mental condition. Students suspended from the university for honor or disciplinary violations will forfeit all remaining portions of any Tulane University merit scholarship they have been offered.

The Financial Aid Appeals Committee consists of the Assistant Vice President of University Financial Aid, the Associate Director of Financial Aid and representatives from Academic Advising, the Provost's Office, the Dean's Office of the School of Liberal Arts, the Dean's Office of the Newcomb-Tulane College, the School of Architecture and from the Counseling Services Center. The Associate Director of Financial Aid serves as the non-voting Chair of the Committee.

A student who wishes to appeal must submit a written request that includes the student's name, social security number, title of the scholarship, and reasons for the appeal. The student must provide supporting documentation from a professional showing that the student's academic performance during the prior year was affected by a serious physical or mental condition. Documentation from a counselor at Counseling Services or from a private physician (channeled through the University Health Service) must attest that the physical or mental problems were beyond the student's control, that the student has made significant progress in addressing these problems, and that he/she can reasonably be expected to achieve the required academic standing if another year of scholarship is granted.

If the student has lost scholarship after the end of a spring semester, the student must submit the appeal to the University Financial Aid Office no later than 30 days after the end of the academic year. Under unusual circumstances a late appeal will be considered but in no case will an appeal be accepted after August 15th. If the student has lost scholarship after the end of a fall semester, the student must submit the appeal to the University Financial Aid Office no later than 30 days after the end of the fall semester.

The Appeals Committee Chair will review the appeals and if necessary request additional information before presenting the appeal to the Committee. The appeal will then be reviewed by the Financial Aid Appeals Committee. The Committee's decision is final for the appealed semester. The student will receive a written response within two weeks from the date the appeal is reviewed. Appeals for scholarships lost after a spring semester will be reviewed before July 1 and late appeals will be reviewed before August 15.

## **REQUIREMENTS AND PROCEDURES FOR OFFICIALLY WITHDRAWING FROM TULANE**

A Student Resignation Form, available in the Academic Advising Center for full-time division undergraduate students, must be completed in order to officially withdraw from Tulane; all other students should consult their respective Dean's office for appropriate withdrawal paperwork. A Tulane student may not use add/drop forms to officially withdraw: please consult the Academic Advising Center or your Dean's office for further details.

## **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](http://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.

## **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.

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

The Federal Work-Study Program provides employment to undergraduate and graduate students with financial need. Students are employed on campus in a variety of departments and off-campus in a variety of nonprofit community service agencies.

The Tulane Student Employment Team of WFMO (phone: (504) 865-5149; email: [lgleiber@tulane.edu](mailto:lgleiber@tulane.edu)), administers the Federal Work-Study Program job placement for students. They also attempt to help students who do not qualify for Federal Work-Study find alternative employment. 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. Students are paid by the hour and receive their funds through direct bank deposits. Student wages vary and are based upon the nature of job and each student's qualifications.

The Tulane Workforce Management Organization has provided jobs on their website <http://tulane.edu/wfmo/student/index.cfm>.

It is the responsibility of the student after finding a job of interest to contact the hiring department or employer by following the application method listed online. Remember to bring a copy of your Federal Work-Study Award Letter for verification of eligibility. FWS students can have only **one** FWS job. If you have any questions or need assistance, please feel free to contact the Tulane Student Employment Team of WFMO (phone: (504) 865-5149; email: [lgleiber@tulane.edu](mailto:lgleiber@tulane.edu)).

Additional Terms and Conditions for Student Employment through Federal Work Study at Tulane University are found in the Federal Work Study Student Handbook located on the WFMO website.

**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.**

Version 1.0

02/22/13