



**TULANE UNIVERSITY FINANCIAL AID  
FACT SHEET & CHECKLIST FOR 2020-2021**  
School of Professional Advancement (Graduate Students)

**Welcome!** We're ready to assist you in exploring the financing options of a Tulane degree!  
The important facts below can help ensure your success with the financial aid process. v.09/24/20

**GENERAL INFORMATION:**

- ▶ **Financial Aid Office Location:** Building #14 Science and Engineering Lab Complex, Room 205
- ▶ **Contact information:** Phone 504-865-5723; Fax – 504-862-8750; Email- [finaid@tulane.edu](mailto:finaid@tulane.edu)
- ▶ **Counseling Hours:** Monday, Wednesday, Thursday, and Friday from 9:00am-4:30pm and Tuesday 12:00noon– 4:30pm. Reception area in room 205 is open daily from 9:00am -5:00pm. Website: <https://financialaid.tulane.edu>
- ▶ **SoPA section of Financial Aid website:** <https://financialaid.tulane.edu/sopa>
- ▶ **Your Tulane email address** – All important information will be sent to your official Tulane email address.

**FEDERAL DIRECT LOAN AGGREGATE LIMIT:**

- ☐ Total lifetime aggregate loan limit for graduate students:

Academic Career	Maximum Combined Subsidized (from undergraduate) and Unsubsidized
Graduate	\$138,500 (includes undergraduate loans)

- ☐ **BORROW CONSERVATIVELY!**
- ☐ **Know what you owe: VIEW YOUR** loan history via the National Student Loan Data System (NSLDS) online at [https://nslds.ed.gov/nslds/nslds\\_SA/](https://nslds.ed.gov/nslds/nslds_SA/) ! \*You will need your FSA Username and password to gain access to the NSLDS portal. If you need to request your username or password, please do so online at <https://fsaid.ed.gov/npas/index.htm>

**ENROLLMENT CHANGES:**

- ☐ SoPA students are billed per credit hour, and financial aid awards for SoPA students are based on actual registered hours of enrollment and/or enrollment hours as reported on the SoPA financial aid addendum.
- ☐ Dropping a class (reducing hours) may result in a Tulane student account being charged for the return of federal aid funds. Such action may negatively impact a student's eligibility for future federal aid (due to failure to meet the Satisfactory Academic Progress or SAP standards) and/or ability to register for subsequent semesters (due to a balance being owed to Tulane for return of federal aid).
- ☐ Please speak with your assigned financial aid counselor if you're considering dropping any classes.

**SATISFACTORY ACADEMIC PROGRESS (SAP):**

- ▶ Students must make academic progress towards their degree by completing a minimum amount of credit hours and maintain a minimum grade point average each semester in order to remain eligible for federal aid consideration. The Financial Aid Office evaluates the Satisfactory Academic Progress (SAP) of every student after the completion of each semester.
- ▶ **The three component of Tulane's SAP policy are:**
  1. **Grade Point Average (GPA):**
    - Minimum cumulative GPA of **1.75** for 30 attempted hours or less;
    - Minimum cumulative GPA of **1.85** for attempted hours of more than 30 but less than 48;
    - Minimum cumulative GPA of **2.00** for 48 attempted hours or more.
  2. **Completion Rate:** Must successfully earn (pass) at least two-thirds of cumulative attempted credit hours (equates to successfully passing 66% of overall attempted hours).
  3. **Maximum Time Frame:** The maximum time frame for completion of an 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.
- ▶ **To read the full SAP policy please visit –** <https://financialaid.tulane.edu/resources/eligibility/sap>

**RETURN OF FEDERAL AID:**

- ▶ Federal regulations require Tulane to perform a "Return of Title IV" funds calculation for a student receiving federal student financial aid (Title IV aid) when a student officially **or unofficially** discontinues study for a semester for which Title IV aid was awarded.
- ▶ Please note that a student who begins attendance but **fails to earn a passing grade** in at least one course in the semester (and who did not officially withdraw) is considered as having **unofficially withdrawn**.
- ▶ **IMPORTANT:** If you are considering withdrawing from the institution or otherwise discontinuing study, please note that your financial aid may be adjusted, which means you may owe Tulane for the return of your federal aid funds to the Department of Education.
- ▶ **For more details please visit:** <https://financialaid.tulane.edu/resources/eligibility/title-IV>



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**Use this checklist throughout your financial aid application & awarding process.** v. 11/22/19

**INITIAL APPLICATION STEPS:**

- ☐ Review all of the materials applicable to School of Professional Advancement students seeking to apply for financial aid which are found on our website: <https://financialaid.tulane.edu/sopa>.
- ☐ If you wish to be considered for federal student aid programs, then you must complete a **2020-2021 FAFSA**, which became available on 10/01/2019 at <https://studentaid.gov/>. Be sure to list Tulane's federal school code of **002029**. You may complete a FAFSA prior to being admitted, but we wait until you're admitted before we will review the application.
- ☐ Complete the appropriate on-line Financial Aid Addendum (2020-2021 Graduate Financial Aid Addendum.) The addendum is available at: <https://financialaid.tulane.edu/forms>.
- ☐ Send all requested documentation directly to Tulane using the following address:  
Tulane University Financial Aid  
6823 St. Charles Av., Room 205, Building 14  
New Orleans, LA 70118-5698  
  
Or FAX to 504.862.8750  
  
OR upload electronically at <https://finaidforms.tulane.edu/Home/Account/Login>
- ☐ Monitor your financial aid application status via Tulane's secure on-line Gibson portal. **Only if you're admitted will your financial aid application be reviewed.** If you are admitted by the School of Professional Advancement, Tulane will e-mail you your Gibson Login and Password credentials. You access Gibson at: <https://gibson.tulane.edu/>
- ☐ **Input your Social Security Number into Gibson, if prompted.** Tulane University must have your Social Security Number in our system in order to be able to download your FAFSA, and thus, offer federal aid.

**STEPS AFTER AWARD NOTIFICATION:**

- ☐ Upon Tulane's review of all of your financial aid application materials, you will receive an e-mail notification (sent to your Tulane e-mail address) notifying you to securely navigate to Tulane's on-line Gibson portal to view your award details.
- ☐ Accept the Terms & Conditions via Gibson on-line (instructions can be found at this website: <https://financialaid.tulane.edu/my-aid>, then you accept/decline/reduce aid that has been offered. Review all messages contained with your award.
- ☐ Notify the Tulane Financial Aid Office of any additional financial aid you may receive from other sources (within or outside of Tulane University).
- ☐ Notify the Tulane Financial Aid Office of any change in your anticipated level of enrollment (plans to increase or decrease your hours of enrollment each semester).
- ☐ Continue to monitor your financial aid application status via Tulane's secure on-line Gibson portal for any additional "TO DO" items needing to be completed and/or submitted.

**STEPS IF BORROWING STUDENT LOANS:**

- ☐ Via the Tulane Gibson portal you **MUST ACCEPT** the level of Federal Direct Subsidized and/or Unsubsidized Loan that has been offered. Only after you have accepted a loan will Tulane officially submit certification of your loan(s) to the U.S. Department of Education for processing. Every year you must accept a level of loans offered to initiate the certification processing.
- ☐ If you're a first time borrower of a Federal Direct student loan you must complete a **Federal Direct Loan Master Promissory Note (MPN)**. Navigate to <https://studentaid.gov/> to successfully complete the necessary on-line MPN. Once completed and loan funds disburse, the MPN is valid for up to 10 years.
- ☐ A first time borrower of a Federal Direct student loan you must complete Federal Direct Loan **Entrance Counseling**. This requires that you again navigate to <https://studentaid.gov/> to successfully complete the necessary on-line tutorial referred to as Entrance Counseling. This step does not need to be repeated in future years; however you'll be required to complete similar on-line Exit Counseling upon the end of your Tulane enrollment.
- ☐ Recognize that your Federal Direct student loan(s) will not disburse at the start of the semester unless **all** MPN and Entrance Counseling have been successfully completed.
- ☐ Students wishing to borrow a non-federal, private alternative educational loan should review the informational material Tulane provides on this topic, which is found on our website: <https://financialaid.tulane.edu/types-of-aid/loans/private-alternative>. Other private loan lenders may be found in addition to those identified on the aforementioned website. The choice of lender is yours.

**FINALLY:**

- ☐ Identify your professional Tulane financial aid counselor, who is always available to help answer any questions you might have throughout the aid application process. To find your counselor's name and contact information visit our website: <https://financialaid.tulane.edu/meet-us>.
- ☐ If you anticipate that your financial aid will exceed your tuition and fee costs for the semester, resulting in an excess amount that will be refunded to you for other educational expenses (such costs associated with living expenses), then
  - Don't forget to visit the Accounts Receivable Office website: <https://studentaccounts.tulane.edu/> to set-up the direct deposit refund process AND to complete a Title IV Release Form.