

DEPAUW

Financial Aid Office
204 East Seminary
PO Box 37
Greencastle IN 46135

Phone:
765.658.4030

Fax:
765.658.4137

E-mail:
financialaid@depauw.edu

Important Dates:

June 14, 15 & 18
– *On-campus information sessions (Optional program)*

Register online at
www.depauw.edu/fye

July 10
– *Fall semester invoices mailed*

July 23
– *Last day to submit loan paperwork to ensure that funds are available by the start of classes*

Aug. 1
– *Fall semester payment due (or deadline to sign up for a payment plan)*

Aug. 18
– *Opening day for new students*

Aug. 22
– *Classes begin*



Welcome New Students!

As you will quickly discover, DePauw is a special place where professors will inspire you and fellow students will support and challenge you to achieve your full potential.

The Financial Aid Office is here to assist you in reaching your educational goals by providing financial aid opportunities and financing options that help to make the DePauw experience more affordable for many students and their families.

We are also here as a resource to explain the financial aid process and provide information to help students and families make informed decisions.

Our office, located on the second floor of the Emison Admission Building, is open Monday through Friday from 8 a.m. to 5 p.m.

Appointments are preferred, but walk-ins are always welcome. You may also reach us by phone at the number listed in the left margin.

Check your Award Status

All students who complete a FAFSA receive an award letter from our office. At the top of each letter is the Award Status.

Students with an **ESTIMATED** status are missing critical documents necessary to confirm eligibility for need-based awards.

Each award letter confirms what items are missing and what must be returned in order to finalize the award.

Throughout the summer, the Financial Aid Office will also send missing information letters to students with an ESTIMATED status; however, financial aid awards will not appear on the July billing statements until a student's award status has been marked as **FINAL**.

Please call or e-mail us if you have any questions.

Billing and the Cash Receipts Office

The Cash Receipts Office and Financial Aid Office are two separate offices, but we work closely together throughout the year.

The Cash Receipts Office is located in the Administration Building (313 South Locust St.) and is responsible for invoicing and subsequent collection of tuition, fees, room, board and other tuition-related charges.

If you have questions regarding payment or your billing invoice, please contact the Cash Receipts Office at 765.658.4015 or cashreceipts@depauw.edu.

Billing invoices are first issued in July with payment due in early August. The invoice shows all charges and financial aid credits

that were approved at the time the invoice was created. It may be helpful to reference your financial aid award letter to better understand how the balance due was calculated.

If you have been awarded financial aid and your statement does not reflect a credit you anticipated, please contact the Financial Aid Office to determine if and when the credit will appear.

Students must sign up for a payment plan or make payment in full by the beginning of each semester in order to avoid late payment penalties.



Subsidized Stafford Loans

Students who meet certain financial-need criteria may qualify for a Subsidized Federal Stafford Loan. The federal government pays the interest on the subsidized loan while students are enrolled at least half time, during an allowed six-month grace period, and when they qualify for an authorized deferment. The interest rate for Stafford Loans is fixed at 6.8 percent.

Unsubsidized Stafford Loans

Students who do not qualify for a Subsidized Stafford Loan may be eligible for an Unsubsidized Stafford Loan. The federal government does not pay the interest on an unsubsidized loan. Students have the option of paying the interest while they are in school, or they can choose to have the interest added to their principal balance through a process called capitalization, thus increasing the amount to be repaid. The interest rate for Stafford Loans is fixed at 6.8 percent.

Applying for the Federal Direct Stafford Loan

If your financial aid package includes eligibility for a Federal Stafford Loan, it's time to begin the process for securing your loan funds to arrive by the start of school.

If you do not wish to accept a loan that is part of your financial aid award, please send us a brief statement (by mail or e-mail) indicating that you wish to decline the loan for the 2012/13 academic year.

The Federal Direct Stafford Loan has a 1 percent origination fee that is deducted from the gross amount of the loan at the time of disbursement.

To apply for the Stafford Loan, please follow ALL of the steps outlined below.

Step 1 – From the main financial aid loans Web page www.depauw.edu/admission/financial-aid/loans, select the **Federal Direct Stafford Loans** link. (We encourage you to read the information provided before proceeding with your application).

Step 2 – To begin the application process, click on *Apply Now*, found at the bottom of the page and then click *Continue*.

Step 3 – Complete the federal loan request form. You will need to indicate a requested loan amount and whether you are willing to accept unsubsidized loans (see the sidebar for an explanation concerning the difference between subsidized and unsubsidized loans). Clicking continue will direct you to the federal loan Web site: www.studentloans.gov

Step 4 – Under the tab *Manage My Direct Loan*, sign in using your FAFSA PIN.

Step 5 – Complete Entrance Counseling (you should allow approximately 30 minutes to complete this step).

Step 6 – Complete the Master Promissory Note.

Notes: You will need to provide the names, phone numbers and addresses of two personal references on the MPN. References cannot share the same address or phone number.

The entire MPN process must be completed in a single session, so be sure you have enough time before you start. The MPN generally takes approximately 30 minutes to complete.

Applying for a Federal Direct Parent PLUS Loan

The Parent PLUS Loan is available to credit-worthy parents of undergraduate students, regardless of income. This loan program allows parents to borrow the difference between the cost of education and the financial assistance the student is scheduled to receive. The interest rate is fixed at 7.9 percent.

The Federal Direct PLUS Loan has a 4 percent origination fee that is deducted from the gross amount of the loan at the time of disbursement.

To apply for the Parent PLUS Loan, please follow ALL steps outlined below.

Step 1 – Go to www.studentloans.gov (be sure to use the '.gov' extension and not '.com').

Step 2 – Before applying for the PLUS Loan, the parent borrower must sign in (under the *Manage My Direct Loan*) using his or her U.S. Department of Education Personal Identification Number (PIN).

Step 3 – When the next page opens, select Request PLUS Loan from the menu in the left-hand column (or in the center of the page).

Step 4 – Select Parent PLUS for loan type and follow the steps to complete the application and credit check. In the School Name section, be sure to

select INDIANA for the School State and DEPAUW UNIVERSITY for the School Name. Also make certain to request a loan amount that you would like to receive (or select 'maximum'). Our office will process the amount that you request as long as it does not exceed the student's eligibility (cost of attendance minus all other financial aid received). Be certain to account for a 4 percent loan fee when making your request.

Step 5 – The results of your credit check is available immediately. If your credit is approved, you will be given instructions for completing a PLUS Loan Master Promissory Note, if you have not already completed one. If your credit is not approved, you will have the option to (1) not pursue the loan, (2) obtain an endorser, or (3) appeal the credit decision.

Notes: You will need to provide two personal references on the MPN. References cannot share the same address or phone number.

We will assume that you are requesting the loan for the Fall and Spring semesters. If you would like the loan for only one semester, please let us know as soon as possible.

The MPN generally takes approximately 30 minutes to complete.

Student Employment (Work-Study)

The purpose of the student employment program is to extend part-time employment opportunities to students who are in need of earnings to meet college expenses. The role of the Financial Aid Office is not only to award federal work-study, but also to assist students in finding a work-study job.

Students must qualify for federal work-study as part of a need-based financial aid award. When a student is eligible, the work-study award is listed specifically in the financial aid award letter.

Students typically work between 8 and 10 hours per week and are paid directly every two weeks. Students are paid an hour's pay for an hour's work. Most positions pay the federal minimum wage (\$7.25 per hour).

The following options are available to receive earnings:

- Check issued to the student mailbox in the Student Union Building
- Credit to the DePauw account as a payment to tuition, room and board
- Direct deposit to a checking or savings account

To participate in the work-study program, students must complete an application, I-9 form and tax paperwork. In addition, students must successfully interview for a position with a work-study employer.

Students eligible for student employment must complete an application in order to search for a position on campus.

Student Employment Application

All work-study eligible students will be sent application instructions to their DePauw e-mail address by June 8th. Please follow the provided instructions carefully. You must have work-study eligibility listed on your financial aid award letter in order for us to process the application.

Student Employment Introductory Advising

A financial aid representative will be available to assist students with completing and validating the I-9 form. (Requires two types of identification. See list at right for examples of acceptable identification). Guidance on the job search process and electronic time card will also be provided.

All work-study eligible students should complete and submit tax withholding forms prior to arriving on campus. Additional information is available at <http://tinyurl.com/dpustuemp>.

Saturday, Aug. 18

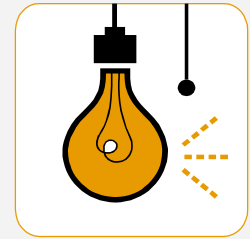
Tent on the Green
8 a.m. – 2:15 p.m.

or Monday, Aug. 20

Emission Admission Lobby
9 a.m. – 4:00 p.m.

Tuesday, Aug. 21

Hiring and interviewing begins with prospective supervisors. Employers are available at their office locations from 10 a.m. to 3 p.m.



Identification Required to Complete the I-9

The I-9 requires that a student provide proof of identity and eligibility.

Acceptable documents include (but are not limited to) the following:

- Government-issued picture ID such as a driver's license or DePauw student ID

AND

- Non-picture ID confirming citizenship status, such as an original Social Security card or the original (or certified copy) of a birth certificate.

OR

- Valid U.S. passport

Student Loan Office

The Student Loan Office is located in the Administration Building (313 South Locust St.) and is responsible for administering Federal Perkins and institutional loans at DePauw.

In addition, the Student Loan Office maintains a complete loan history for all students and is the best source of information for students and alumni with questions regarding repayment.

Unlike the Federal Direct Stafford and PLUS Loan programs – where funding is provided directly by the federal government – institutional loans and Perkins loans are funded directly by DePauw.

Eligibility is determined by the Financial Aid Office. Notification of eligibility is indicated in the award letter each year.

Promissory notes and/or disclosure notices must be signed annually for all students obtaining a Perkins or institutional loan. The Student Loan Office will mail all required documents to students during the months of July and August.

If you have questions regarding a Perkins or institutional loan that has already been awarded, please contact the Student Loan Office at 765.658.4195 or studentloanoffice@depauw.edu.

Questions regarding eligibility should be directed to the Financial Aid Office.

About the required laptop

All DePauw students are required to have a laptop computer that meets the specifications described on the DePauw Web site at www.depauw.edu/it/laptop

If you have sufficient grant, scholarship and loan funds to cover your billed tuition account, but still require a supplemental loan to purchase the laptop, contact the Financial Aid Office to discuss options that may be available.



Paying for books

The cost of textbooks and supplies is NOT included on the tuition statement. Students purchase books from the bookstore or the retailer of their choice after enrolling in specific classes.

Students should have access to sufficient funding to pay for books at the beginning of each semester. In rare circumstances, short term loans may be available to assist students with purchasing required textbooks.

Tuition Payment Plans

Payment in Full – Full payment of semester fees owed by students or their families is due by Aug. 1 for the fall semester and Feb. 1 for the spring semester. You may deduct pending financial aid and approved loans when calculating the actual balance due for the semester.

Monthly Payment Plans – This is a convenient method for planning, budgeting and paying your educational expenses. This is a monthly payment plan, not a loan; you will not be charged interest. The only cost is a non-refundable participation fee of \$40 per semester. Enrollment information is sent with the first billing invoice in July.

Pre-Paid Tuition Plan – For parents interested in stabilizing tuition charges during their child's undergraduate enrollment, DePauw University has developed a pre-payment option. The Pre-Paid Tuition Plan offers parents the opportunity to prepay tuition for two, three, or four years at the current rate of annual tuition set for the first year of participation in the plan, which protects families from probable future increases. Specific details of this plan may be obtained by contacting the Cash Receipts Office at 765.658.4015 or at cashreceipts@depauw.edu.

Outside Scholarships

In addition to the awards available through DePauw, federal and Indiana sources, there are many other organizations that offer scholarships. Outside scholarships must be reported to the Financial Aid Office as soon as notification is received, and the total, in combination with other financial assistance, cannot be more than the cost of the education (or more than the demonstrated financial need if the student receives need-based assistance). Unless specifically instructed by the scholarship provider, all awards are split between the semesters in an academic year.

The Fine Print...

Federal regulations require that institutions provide specific consumer information about the school and about financial aid to enrolled and prospective students. Additional information may be obtained online at the following Web address:
www.depauw.edu/admission/financial-aid/consumer-information

DePauw University, a residential liberal arts college, provides a diverse learning and living community which is distinctive in its rigorous intellectual engagement and international and experiential learning opportunities. DePauw teaches its students values and habits of mind which serve them throughout their lives as each of them makes a positive difference as an active citizen of the world.

Staff Listing

FINANCIAL AID | 765.658.4030

financialaid@depauw.edu

Jennie Coy, assistant director of financial aid
 Joanne Haymaker, associate director of financial aid
 Pam Hobson, financial aid specialist
 Lara Lawrence, financial aid specialist
 Judy Parent, financial aid counselor/loan counselor
 Craig Slaughter, director of financial aid

CASH RECEIPTS | 765.658.4015

cashreceipts@depauw.edu

Laura Guffey, cash receipts manager

STUDENT LOAN OFFICE | 765.658.4195

studentloanoffice@depauw.edu

Marlene Lamb, student loan coordinator