

**FINANCIAL AID GENERAL INFORMATION
DUKE UNIVERSITY
FUQUA SCHOOL OF BUSINESS
2009-2010 Masters of Management Science**

AWARD NOTICE

- ◆ Once you receive your financial aid award notice, please read any enclosed instructions, messages, and forms for further information on how to successfully complete the financial aid process.
- ◆ **You do not need to return a signed copy of the award notice unless you are changing the amount of the financial aid offered.**

PAYMENT OF SCHOLARSHIPS

- ◆ Merit and Need-Based scholarship funds will be credited, prior to tuition and fee billing, to your student Bursar account in two equal payments - at the beginning of the Fall and Spring semester.

STUDENT LOAN DISBURSEMENTS

Federal Stafford, Perkins, Graduate PLUS, Alternative/Private, & International Student Loans

- ◆ Generally, student loan proceeds are received by Electronic Fund Transfer at the University no more than 10 days prior to the start of classes each semester and are credited to your student Bursar account in two equal payments - at the beginning of the Fall and Spring semesters.
- ◆ Please note that **required promissory notes for all student loan borrowers and entrance loan counseling sessions for Perkins, Stafford, and Graduate PLUS Loan borrowers must be completed before loans are credited to the student Bursar account:**
 - [Online Stafford and Perkins Combined Entrance Counseling](#)
 - [Online Graduate PLUS Entrance Counseling](#)
- ◆ Perkins Loan disclosure forms with the Duke University Student Loan Office must be completed before this loan is credited to the student Bursar account. See the Perkins Loan message in your Award Notice if you were offered this loan.

TUITION AND FEE STATEMENTS

- ◆ All billing and student account information is administered by the University Bursar's Office, Room 102 Allen Building. Please contact the University Bursar's Office directly if you have questions regarding your bill(s). You may reach them by e-mail or by phone; E-mail at bursar@duke.edu or by phone at (919) 684-3531 from 8:30am – 4:30pm Monday – Friday. **The Fuqua School does not send bills for tuition and fees.**
- ◆ Tuition and fees are paid twice yearly. Your enrollment deposit will reflect as a credit on the Fall semester statement. The Fall semester is usually mailed in late-June, with an early August payment due date, and the Spring semester is usually mailed in early December, with an early January payment due date. Each semester statement will include the tuition payment due date. You may receive the Billing Schedule from the Bursar's Office website (<http://www.bursar.duke.edu/>)
- ◆ All accepted aid and/or processed loans will reflect as **anticipated aid** on your statement each semester. You must have completed all application requirements with the lender before any funds are actually disbursed to Duke University. Use anticipated aid to determine any amount that you may personally need to pay before the tuition due date.

- ◆ The balance not covered by financial aid must be received by the University Bursar's Office by the stated payment due date each semester to avoid late penalty charges.
- ◆ Follow the instructions included with your tuition and fee statement regarding any response or action required, even if your financial aid will cover your entire bill for the semester.

ACES WEB: REVIEWING YOUR STUDENT ACCOUNT

- ◆ Students are responsible for reviewing their student bursar account each term to determine if there will be a remaining tuition balance or refund owed after financial aid is disbursed.
- ◆ Bursar account and anticipated financial aid information can be viewed online through ACES Web (www.bursar.duke.edu). You will need your NETID and password to access this site.
- ◆ **Once logged into ACES with your NETID and password follow the steps below to view anticipated financial aid and bursar account information:**
 - ◆ Click on the link that says "FINANCES"
 - ◆ There will be an option to view "ANTICIPATED FINANCIAL AID". This will show you the amount of aid that is scheduled to be disbursed to your student bursar account for the subsequent term.
 - ◆ The "FINANCES" link will also provide you with an option that states "VIEW UP TO DATE BURSAR ACCOUNT ACTIVITY". This will show you all tuition and fee charges applied to your student bursar account.
- ◆ **You will need to deduct the total amount of anticipated financial aid for the specified term from the account balance shown on your bursar account to determine if there will be a tuition balance or refund owed.**

REFUND OF EXCESS FINANCIAL AID THROUGH DIRECT-DEPOSIT

- ◆ If your financial aid exceeds the total charges for a semester, you will be eligible for a refund to use for other related expenses. **The refund process usually starts after the first day of classes for each semester.** When your student account has a credit balance (funds actually received) and after classes begin, the Bursar's Office will process a refund amount. **We strongly recommend that once you have a Duke account, that you sign-up for Direct Deposit through the Bursar's Office 30-days prior to the first day of classes to expedite the receipt of your refund.** Otherwise, the Bursar's Office will issue a refund check that will be mailed to your local address. Allow 3-5 working days for the processing of refunds by the university; you should also allow for local mailing time. We are not authorized to advance financial aid funds expected in a future disbursement and we do not have an emergency loan fund.

[-Access the Direct Deposit Authorization Form here-](#)

Cost of Attendance

- ◆ The estimated 2009-2010 Cost of Attendance shows the budget for Financial Aid. The University establishes the student budget to meet the required tuition and fee expenses, books and supplies, and to provide a reasonable allowance for living expenses during the academic year. The living expense portion of the budget is based on a moderate average monthly rental allowance for the Durham area and assumes that living expenses are shared or that a spouse will work to meet the shared portion of the living expenses.
- ◆ **Select your housing, taking into account that individual lifestyle choices as well as personal consumer debts are not considered in determining the student budget for purposes of applying for financial aid.**

FINANCIAL AID BUDGET ADJUSTMENTS

- ◆ Many Federal Stafford lenders do not charge loan origination and loan guarantee fees. If you choose a Stafford lender who charges these fees, please inform our Financial Aid Office so we can add this expense to your cost of attendance. You must consider this total budget when determining the amount of your additional loan borrowing eligibility.
- ◆ **Adjusting the student budget for lifestyle choices, the purchase of a car, or other discretionary spending will not be considered.**

MISCELLANEOUS INFORMATION

- ◆ **Students will need resources to cover initial purchase of books and supplies and a reserve of adequate funds to cover needs during breaks and between semesters.**
- ◆ If you falsely complete any portion of your application or if you fail to notify The Fuqua School of Business Financial Aid Office of **other assistance received** from non-Fuqua sources, your assistance may be withdrawn and you may be subject to disciplinary action under the Fuqua School Honor Code.
- ◆ Federal regulations require that we report any information that suggests that an applicant may have engaged in fraud or other criminal misconduct with his or her application for financial aid.
- ◆ We recommend that you **maintain a personal records file** for copies of all financial aid documents for future reference, **especially student loan documents.**

FEDERAL WORK-STUDY PROGRAM

- ◆ Federal Work-Study Program provides funding to cover the salary costs of part-time employment while enrolled as a student at the Fuqua School of Business. **Work-Study is need-based aid and eligibility is determined based on the FAFSA need analysis results.** Jobs are available throughout the Fuqua School and the student payroll coordinator will assist you in identifying available positions. Current wages range from \$9.50 to \$12.00 per hour, with an average work week of 6-8 hours. Students are paid biweekly for the actual hours worked.

If you will be seeking a Work-Study position, please visit the Fuqua School Financial Aid Office to determine your eligibility for the Federal Work-Study Program before starting any employment.

FUQUA SCHOOL OF BUSINESS LOAN PROCESSING AND PROCEDURES

Student loan borrowers must select a loan lender of their choice and notify the Financial Aid office of the selected lender by completing the Student Loan Request Form found in the Loan Application Instructions.

- ◆ The [Duke University Recommended Lender List](#) provides you with some participating Federal Stafford, Graduate PLUS, and Alternative student loan lenders. **Please note it is your choice in which lender you choose. As a result, you are not subject to use lenders that appear only on Duke University's loan comparison chart.**
- ◆ Duke University will electronically send school certification to the student's selected lender(s) for processing and recommended disbursement dates.
- ◆ Once your loan request(s) has been processed and/or transmitted to the lender, you may receive confirmation from the lender acknowledging the processing of your loan application.

- ◆ Generally, student loan proceeds are received by Electronic Fund Transfer at the University no more than 10 days prior to the start of classes each semester and are credited to your student Bursar account in two equal payments - at the beginning of the Fall and Spring semesters.

FEDERAL STAFFORD LOAN PROGRAM INFORMATION

The annual loan limit for the Federal Stafford Loan (Subsidized and Unsubsidized combined) is \$20,500. Current Federal Stafford Loans have a 6.8 percent fixed interest rate. Interest rates are set by the Department of Education and do not vary with lenders.

Repayment begins six-months after graduation or termination of enrollment. The minimum payment per month during repayment is \$50, and the maximum repayment period is ten years using the standard repayment plan.

Generally, a 3 percent federal origination fee and a 1 percent lender guarantee fee are deducted from each disbursement of this loan; however some lenders may reduce these fees.

Repayment begins six-months after graduation or termination of enrollment. The minimum payment per month during repayment is \$50, and the maximum repayment period is ten years using the standard repayment plan. Consolidation plans for this loan can extend the repayment period, but result in additional interest.

The Department of Education will continue to set the interest rate for fixed and annual variable rates on July 1.

Generally, A 3% federal origination fee and a 1% lender guarantee fee* are deducted from each disbursement of this loan. (*Some lenders waive or reduce this fee)

SUBSIDIZED STAFFORD LOAN

The Subsidized Federal Stafford loan is based on financial need* and is federally subsidized (interest paid during in-school enrollment and grace period by the federal government). This enables graduate students to borrow up to \$8,500 per academic year, with an aggregate loan limit of \$65,500 (undergraduate and graduate combined).

***Eligibility for a subsidized loan is determined by using information provided in FAFSA results.**

UNSUBSIDIZED STAFFORD LOAN

The Unsubsidized Federal Stafford loan has the same terms and conditions as the subsidized Stafford Loan. Graduate unsubsidized Stafford Loan borrowers may borrow the difference between any subsidized Stafford Loan up to the maximum loan amount of \$20,500 per academic year. The borrower is responsible for the interest that accrues during the in-school enrollment and the six-month grace period.

- ◆ As interest accrues you may pay the interest while in school, or you can allow the lender to capitalize these charges and add them to the loan principal at the start of repayment. See further comments under **Sensible Borrowing and Repayment** of this document.
- ◆ Students can borrow from the subsidized and unsubsidized Stafford loan program in one application. The maximum combined loan amount may not exceed \$20,500.

The aggregate loan limit for the federal Stafford Loan program is \$138,500 (undergraduate and graduate combined).

You may visit the National Student Loan Data System (NSLDS) website to track the history of your federal student loan borrowing: http://www.nsls.ed.gov/nsls_SA/

You must choose a lender to apply for this loan program.

Please refer to the [Duke University Recommended Lender List](#) for some participating lenders.

In addition, please refer to the Loan Application Instructions in your award notice when applying for this loan.

FEDERAL PERKINS LOAN

- ◆ This is a campus-based federal student loan administered by Duke University, the Fuqua School of Business, and the Duke University Student Loan Office. This loan is only available to students in the Daytime MBA Program.
- ◆ Loans are awarded based on need as determined by the FAFSA federal need-analysis results, other aid resources, and most importantly, available funds.
- ◆ The interest rate during repayment is fixed at 5%. No interest accrues on the loan while enrolled in school and/or during the nine-month grace period after graduation or withdrawal. **There are no processing, origination or guarantee fees charged.**
- ◆ A separate loan application is not required, but you must complete the required promissory note, entrance loan counseling and disclosure forms provided by the Duke University Student Loan Office before any funds will be authorized for payment to your student account in the Bursar's Office.
- ◆ The Duke University Student Loan Office will mail the promissory note, and other required forms to your home address and/or mailing address approximately two weeks after your award notification has been sent.

GRADUATE PLUS LOAN

The Graduate PLUS Loan is a credit-based federal student loan program with an 8.5% fixed interest rate. Through this loan program, students may borrow up to the Cost of Attendance less other financial aid. Before a student may apply for this loan program, he/she must complete the FAFSA and be awarded the maximum Federal Stafford Loan (\$20,500) for the academic year.

Students should contact their lender of choice to apply for this loan for pre-approval.

There are two fees deducted from this loan:

- ◆ A Guarantee/Federal Default Fee: up to 1% (Some lenders waive or reduce this fee)
- ◆ An Origination Fee: 3% (Deducted from loan amount)

Repayment on this loan begins within 60 days of final loan disbursement. However, if the borrower is remaining in-school, they will automatically be granted the in-school deferment based on school certification.

After the borrower graduates or terminates their enrollment, the borrower may align their repayment of the Graduate PLUS loan with the six-month grace period on a Stafford loan through a forbearance request.

You must choose a lender to apply for this loan program.

Please refer to the [Duke University Recommended Lender List](#) for some participating lenders.

In addition, please refer to the Loan Application Instructions in your award notice when applying for this loan.

ALTERNATIVE STUDENT LOAN

Alternative student loans are often referred as private student loans. For many students, Alternative student loans are used to supplement or replace the personal resources used in determining eligibility for Federal Student Aid. Generally, such loan programs provide for deferment of payments while enrolled full-time and offers a six to nine month grace period (depending on the loan program) after graduation and before repayment begins. This loan may be used to cover remaining expenses up to the **cost of attendance** for the academic year. Please note that students should secure a Federal Stafford Loan first before applying for an Alternative student loan.

You must choose a lender to apply for this loan program.

Please refer to the [Duke University Recommended Lender List](#) for some participating lenders.

In addition, please refer to the Loan Application Instructions in your award notice when applying for this loan.

INTERNATIONAL STUDENT LOAN PROGRAM/

Without Cosigner

Our international students will be able to secure loans for their studies at Fuqua without the need for a U.S. co-signer. We have a solution in hand that will meet students' needs, with terms similar to those offered for the current academic year.

At the same time, we are part of a consortium of top business schools that is exploring other lender options to ensure international students are getting the best possible loan terms.

We will soon be in a position to announce to current and prospective international students a package of loan options with varying borrowing needs.

We expect to have further information regarding this loan program available by mid-June. Once established, we will notify students.

SENSIBLE BORROWING AND REPAYMENT

Acceptable Levels of Loan Debt: It is recommended that a graduate student should not have educational loan repayments that will exceed a maximum of 15% of the first year's income. Individual choices for a career and future lifestyles should also be considered when making a decision regarding the obligations associated with long-term educational debt.

- ◆ Lenders have knowledgeable customer service representatives available to answer your questions.
- ◆ Borrowing from a lender that participates in the Federal Student Loan programs and offers an Alternative student loan provides for the convenience of obtaining all loan needs from one source and for ease of repayment.
- ◆ **Loan consolidation** is available when a student is in repayment and involves certain federal student loan programs, but does not include Alternative student loans. Some lenders may offer a separate program with the ability to consolidate different alternative loans.
- ◆ The **purchase of prior loans** by a new lender is also a way to combine loans obtained from different lenders and reduce the number of separate monthly payments.
- ◆ **Accruing interest and capitalization.** Every student loan must be repaid with interest. Making interest payments on unsubsidized Federal Stafford, Graduate PLUS or Alternative student loans while in school may minimize the expense of the loan. Otherwise, the interest will capitalize at repayment.
- ◆ There is no penalty for prepayment on either the Federal or Alternative student loans.

STUDENT LOAN DISBURSEMENT SCHEDULE 2009-2010 ACADEMIC YEAR MMS		
2009 – 2010	<u>Fall</u> August 31, 2009	<u>Spring</u> January 15, 2010

This disbursement schedule applies to all student loans and satisfies Federal regulations that require that all loan disbursements be disbursed on the first day of classes in each semester. All loans approved after these initial dates will be disbursed by the lender on a continuous basis. This date is based on the loan approval date and the lender disbursement schedule. You must also allow time for the processing of loan funds required once Duke University has received the disbursement.

All students who have not been awarded and approved for loans by the statement due date will be responsible for payment of tuition by the due date.