



Financial Aid  
*Policies & Procedures*  
2022-2023  
Guidebook

# The Fuqua School of Business - Financial Aid Guidebook

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## **Introduction**

### **What Fuqua is About and Known for:**

" Duke University's Fuqua School of Business attracts and nurtures a new kind of leader who has the power to bring out the strength in others and move teams forward toward a common purpose."

<http://www.fuqua.duke.edu/about/>

As Fuqua educates those who will lead the business world, our Financial Aid Office understands that helping students to find the right financing options helps to alleviate financial concerns and eases the mind. We want students, especially those who are dependent upon financial assistance, to not worry about financing their Fuqua degree, but to concentrate on their studies so that they can be the best student and their own leaders of consequence.

Our Financial Aid Office consists of three staff members who are available to the entire Fuqua student body for aid counseling. We counsel students on finding external scholarship funding, borrowing responsibly, and living within their means as a student. Our contact information and hours of operation are located at the end of this guidebook.

This guidebook provides instructions on what is required to determine eligibility for student loans and scholarships, descriptions of loan programs currently available, and information regarding the application process.

### **Fuqua Employees in Admissions and Financial Aid Offices:**

Employees are paid on a salaried or hourly basis, which is based on monthly or bi-weekly timecard submissions for time worked, and in accord with the Fair Labor Standards Act (FLSA) standards and University Pay Structures & Processes. Duke does not issue incentive pay of any kind to Admissions or Financial Aid personnel.

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## 1) Tuition Deposits

All admitted students are responsible for using their own resources to pay the tuition deposit. Fuqua does not offer or process any funds (i.e. loans, scholarships, VA benefits) to pay the initial deposit.

## 2) Types of Financial Aid

	U.S. Citizens and Permanent Residents	International Students
<b>Fuqua Merit Scholarship</b>	Our Admissions Office oversees and manages the merit-based scholarship process. Every admitted applicant will be considered by an Admission Scholarship Committee for a merit scholarship. The criteria for selection includes prior academic achievement, demonstrated qualities of leadership, involvement in the community, extracurricular activities, and professional accomplishments.	
<b><u>Federal Direct Unsubsidized Loan</u></b> <i>[The Free Application for Federal Student Aid (FAFSA) is required]</i>	- \$20,500 annual limit - <b>interest rate</b> , as of 7/1/21, <b>5.28%</b> ; - <b>origination fee</b> , as of 10/1/21, <b>1.057%</b> - 6 month grace period	<b>Ineligible</b>
<b><u>Federal Direct Graduate Plus Loan</u></b> <i>[The Free Application for Federal Student Aid (FAFSA) is required]</i>	- annual borrowing limit up to cost of attendance minus other financial aid - must be credit approved - <b>interest rate</b> , as of 7/1/21, <b>6.28%</b> ; - <b>origination fee</b> , as of 10/1/21, <b>4.228%</b> - 6 month deferment option	
<b><u>Private/Alternative Student Loan</u></b>	- annual borrowing limit up to cost of attendance minus other financial aid - interest rate varies per lender - must be credit approved - grace period varies per lender	- U.S. co-signer required - annual borrowing limit as determined by the lender - interest rate varies per lender - co-signer must be credit approved - grace period varies per lender
<b><u>Yellow Ribbon Program</u></b> <i><u>[For U.S. Military Veterans &amp; eligible dependents]</u></i>	- 100% eligible for Post 9/11 GI-Bill - Up to \$18,000 from Fuqua, plus VA match	<b>Ineligible</b>

### INTERNATIONAL STUDENT LOAN OPTIONS

The Fuqua School of Business offers both cosigner and no-cosigner international student loan opportunities:

**Cosigner Options:** Loans with a U.S. cosigner typically offer a lower interest rate. The U.S. cosigner must be a creditworthy citizen or permanent resident. Keep in mind that for some lenders, a student must have a social security number in addition to having a cosigner.

**No-Cosigner Options:** Depending on the lender, International students using a no-cosigner loan option ***may borrow up to 100 percent of their cost of attendance*** (minus other aid, i.e. scholarships and other student loans) through a no-cosigner International Student Loan program.

For more information about the cosigner and no-cosigner loan options, please access [Duke University's Recommended Lenders link.](#)

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## 3) Applying for Financial Aid

### Federal Student Loans (*U.S. Citizens and Permanent Residents Only*):

**Step 1:** Complete the Free Application for Federal Student Aid (FAFSA) online at:

[FAFSA® Application | Federal Student Aid](#)

(*Note: New School Year FAFSA's are available after October 1<sup>st</sup> of each year*)

Duke University's federal School Code is: 002920

**Step 2:** Approximately two days after the completion of the FAFSA, the federal processor avails the FAFSA results, the Student Aid Report (SAR), to the student and the school.

**Step 3:** Duke University will begin to upload electronic SARs in March for the new school year. During that time Fuqua will begin the financial aid review process.

**Step 4:** After review, Fuqua will e-mail electronic loan aid offer notices to students. The aid offer notice will include an itemized aid offer by source and term, the cost of attendance, and instructions on how to finalize the loan application process by completing required paperwork for approval and disbursement.

**Step 5:** The student accepts/declines/reduces the loan aid offer in [DukeHub](#) (Duke University's Registration System). The student then completes the loan application process outlined in the loan aid offer notice.

### Private/Alternative Student Loans:

**Step 1:** Access the [Duke University Recommended Lender List link](#) to review and select a loan program.

**Step 2:** Once a loan program is selected, complete the online loan application at the lender's website.

**Step 3:** Duke University will receive confirmation from the lender of the applicant's credit approved loan and will request that the school submits a loan certification.

**Step 4:** The school will submit the loan certification, verifying that the student is eligible to receive the approved loan. The certification will also provide the lender with the scheduled disbursement amounts & dates for each term within the school/academic year.

### International Student Loan Programs (cosigner & no-cosigner):

**Step 1:** Complete the [online loan application](#) to initiate the pre-approval process.

**Step 2:** Once the application review process is finalized and the lender approves the loan, Duke University will receive confirmation from the lender of the applicant's approved loan and will request that the school submits a loan certification.

**Step 3:** The school will submit the loan certification, verifying that the student is eligible to receive the approved loan. The certification will also provide the lender with the scheduled disbursement amounts & dates for each term within the academic year.

**NOTE: Executive MBA students should complete and submit the one page Fuqua Financial Aid Form as they are applying for student loans. Please access the Fuqua website (for incoming/prospective students) or Canvas (for current students) to retrieve this form.**

**Also, financial aid (i.e. loans, scholarships, etc.) administered by Fuqua is only applied to the required Terms and costs associated with the MBA degree.**

**Therefore, optional Terms and costs for concentrations, electives (*that are not a part of the degree curriculum*), and certificates (i.e. HSM Certificate) are not covered by any financial aid.**

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## 4) Tuition Assistance

Some employers offer tuition benefit programs for employees and/or their dependents. Students that have been awarded federal or university funding are required to report all tuition benefit and aid resources to the Financial Aid Office. Students borrowing student loans in addition to their tuition benefit may not receive financial aid resources that exceed the cost of attendance. Thus, student loans will be adjusted accordingly to stay within the established cost of attendance.

## 5) Yellow Ribbon & Veterans Affairs (VA) Educational Benefits

Fuqua offers up to \$18,000 in Yellow Ribbon funds to qualified students per VA academic year. Veterans must be 100% eligible for the Post 9/11 GI-Bill and not on active duty to qualify for this VA program. All veterans seeking VA educational benefits must first apply for those benefits through the Department of Veterans Affairs. Veterans with questions about their eligibility for the various VA educational benefit programs should first consult the VA to determine their eligibility for specific programs.

For further information regarding anticipated benefit coverage and the application process, please contact our [Financial Aid Office](#). Also, you may visit the following webpage for detailed step-by-step application instructions: <https://registrar.duke.edu/veterans/veterans-education-benefits>

Certificate of Eligibility letters obtained from the VA should be submitted to Duke University VA Certifying Officials:

**Veterans Education Benefits Office**  
[veteranseducation@duke.edu](mailto:veteranseducation@duke.edu)  
919-684-2813

## 6) DukeHub (Duke University's online Registration System)

As students are matriculated into their Fuqua program, Registrar/student records will issue their NETID and password to login [DukeHub](#). Students may view their financial aid and student Bursar account details through the [DukeHub](#) website.

## 7) Financial Aid Cost of Attendance (COA)

The COA used in the financial aid process is established by Duke University to meet required tuition and fee expenses and provide a reasonable allowance for living expenses for our non-distance learning degree programs during the academic year. The university establishes average monthly allowances for living expenses in the Durham area that must be used in the financial aid budget. The estimated annual Cost of Attendance (COA) is generally based on 9 months (the academic year) of off-campus living allowances assuming that the expenses are shared. The estimated COA can be used to help determine total financial aid eligibility. COA figures are subject to change.

2022-23 Academic Year	Daytime MBA* Class of 2024 (1st Year only)	Accel. Daytime MBA* Class of 2023	MMS:FOB* Class of 2023	MMS:DKU* Class of 2023	MQM:BA* Class of 2023
Tuition	71,750	91,600	59,300	59,300	75,500
Fees	7,547	7,547	5,398	4,121	6,398
Books	668	668	800	800	800
Living Expenses	20,304	20,304	24,816	20,446	24,816
<b>Total COA</b>	<b>\$100,269</b>	<b>\$120,119</b>	<b>\$90,314</b>	<b>\$84,667</b>	<b>\$107,514</b>

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### \*Additional Considerations to Increase Cost of Attendance:

Students must request these additional considerations in writing.

Federal Student Loan Programs (i.e. Graduate PLUS Loan) may be used for the following increases:	
• <b>One-Time Computer Expense</b>	-Up to \$2,000 -Must submit invoice or computer price quote
• <b>Summer Math Review</b>	-Can be added once registration is confirmed with Admissions
• <b>Business, Communication, &amp; Culture (formerly the International Student Bootcamp)</b>	-Can be added once registration is confirmed and ISB is paid up- front. Afterwards, the cost may be reimbursed with financial aid.
• <b>Study Abroad Program Expenses (Exchange, GATE, GCP)</b>	-Students can apply for additional funding once they have been approved and registered for the study away program.
• <b>Dependent/Childcare Expense (for certified childcare program)</b>	-Single w/child(ren), allowance (varies per program) may be factored -Married w/child(ren), allowance (varies per program) may be factored
Private Student Loan Programs ONLY may be used for the following increases:	
• <i>Duke Student Health Insurance Family Coverage</i>	-This increase can be made once proof of coverage is presented.
• <i>Per student's request and depending on special circumstances, we may consider an additional of living expense increase up to 60% of the standard living expense allocation (This is only considered for Fuqua students whose spouse is living with them during their studies at Fuqua, not employed and not a student).</i>	

### Non-Allowable Cost of Attendance Adjustments

Expenses incurred for interview activities coordinated by Fuqua (i.e., Weekend-In-Cities) and general interview trips are not considered for financial aid purposes because they are not a standard requirement of the curriculum. Due to Federal Law, personal consumer debt (i.e. credit card debt, car loans, etc.) cannot be factored into the cost of attendance.

### Distance Learning (i.e. Executive MBA) & MSQM Online Programs – Program Cost and Transcript Fee :

Program Start Year 2021	Global Exec. Class 2023		Weekend Exec. Class of 2023		MSQM:HA Class of 2023		MSQM:BA Class of 2023		Accel. MSQM:BA Class of 2022	
Academic Year	2021-22	2022-23	2021-22	2022-23	2021-22	2022-23	2021-22	2022-23	2021-22	2022-23
Term 1 <i>(Incl. \$120 Transcript Fee)</i>	30,453		34,095		15,180		15,180		13,395	
Term 2	24,333		27,975		13,060		13,060		13,275	
Term 3	24,333		27,975			13,060		13,060		13,275
Term 4	24,333			27,975		13,060		13,060		
Term 5		24,334				13,060		13,060		
Elective Term 1		12,167		13,987						
Elective Term 2		12,167		13,988						
<b>Total Program Cost &amp; Fees</b>	<b>\$152,120</b>		<b>\$145,995</b>		<b>\$67,420</b>		<b>\$67,420</b>		<b>\$39,945</b>	
Program Start Year 2022	Global Exec. Class 2024		Weekend Exec. Class of 2024		MSQM:HA Class of 2024		MSQM:BA Class of 2024		Accel. MSQM:BA Class of 2023	
Academic Year	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24
Term 1 <i>(Incl. \$120 Transcript Fee)</i>	31,568		35,959		15,460		15,460		15,104	
Term 2	25,662		28,528		13,340		13,340		14,983	
Term 3	24,252		28,896			13,340		13,340		14,983
Term 4	25,448			28,527		13,340		13,340		
Term 5		23,982				13,340		13,340		
Elective Term 1		12,884		15,355						
Elective Term 2		12,884		15,355						
<b>Total Program Cost &amp; Fees</b>	<b>\$156,680</b>		<b>\$152,620</b>		<b>\$68,820</b>		<b>\$68,820</b>		<b>\$45,070</b>	
Optional Terms and costs for concentrations, electives (that are not a part of the degree curriculum), and certificates (i.e. HSM Certificate) are not covered by any financial aid.									A Full 12-Month Course Load	

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### 8) Dual-Degree Programs - Estimated Cost of Attendance (COA)

Dual degree students pay a blended tuition rate for the dual program, which is shared by both schools. Students who apply and are new admits to both schools for the same academic year will pay the blended tuition rate from the start of the dual degree program. Applicants who are already a student at one school and at a later time decide to apply to the other school as a dual degree student will have a one-time tuition adjustment applied in their first year of the dual degree program.

**The estimated Cost of Attendance (COA) totals for the Dual Degree programs** below are generally based on 9-months (the academic year) of off-campus living allowances assuming that the living expenses are shared. The estimated COA can be used to help determine total financial aid eligibility. COA figures are subject to change.

**Below is the estimated 2022-23 Cost of Attendance (per dual degree program) for students starting in the 2022 Fall semester.** Please visit each dual degree page to learn more about the programs:

2022-23 Academic Year	<a href="#">JD/MBA</a>	<a href="#">MD/MBA</a>	<a href="#">MEM/MBA&amp; MF/MBA</a>	<a href="#">MPP/MBA</a>
Total Blended Tuition Rate	<b>71,342.00</b>	<b>71,750.00*</b>	<b>57,250.00</b>	<b>61,511.50</b>
Fees	7,657.00	7,547.00	7,547.00	7,647.00
Course Materials	668.00	668.00	668.00	668.00
Living Expenses	20,304.00	20,304.00	20,304.00	20,304.00
Total COA	<b>\$99,971.00</b>	<b>\$100,269.00</b>	<b>\$85,769.00</b>	<b>\$90,130.50</b>

*\*Since students are registered only at Fuqua during the first year of the MD/MBA dual degree program, the tuition will reflect Fuqua's normal MBA tuition rate (no blended tuition rate in the first year).*

Typically, financial aid (i.e. student loans) for a dual degree program is initially processed at the school where the student will begin their course of study. A Fuqua dual degree student is expected to enroll at the other school in their first year of the dual degree program. Therefore, that school will process the financial aid for the first year. Fuqua will then process aid in the year that the student is enrolled at Fuqua, which is usually the second year of the dual degree program. (Please note that there are exceptions for the [JD/MBA](#) and [MD/MBA](#) programs.)

Each school makes scholarship decisions independently. **Fuqua scholarship awards will be applied in all dual degree academic years that has a blended tuition rate charge.**

#### **International students borrowing through the no-cosigner loan program:**

Depending on the lender, International dual degree students may borrow up to 100% of Fuqua's share of the cost of attendance.

Please contact our [financial aid office](#) for further information on the borrowing eligibility.



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## 9) Financial Aid Disbursements

To comply with federal student aid regulations and University policy, Financial Aid is disbursed no earlier than 10 days before the first day of class. Financial aid disbursements are scheduled in the fall and spring terms of the academic year. Generally, aid awards will appear as “anticipated aid” on the student bursar account until they are disbursed. Anticipated aid indicates to the University Bursar’s Office (billing office) that a student is expected to receive Financial Aid to help cover University charges. Credit based aid (i.e. Federal Direct Graduate PLUS, Private Student loans) that is credit denied, will be rescinded from an award offer and will no longer appear as anticipated aid.

If the financial aid exceeds the charges on the bill, a [refund](#) for the excess amount may be issued to the student. Refunds are issued by direct deposit to your bank account. Direct deposits can be made to any U.S. financial institution where you have a checking or savings account. Please visit the Forms & Requests tab in [DukeHub](#) to add or manage your direct deposit information. Refunds due to over-payments are processed no sooner than 10 business days after the credit balance appears.

## 10) Monthly Payment Plan Option

Duke University partners with Nelnet to allow currently enrolled students and their parents to pay term charges in monthly payments as follows:

- Fall balance                      July 1 – November 1
- Spring balance                    December 1 – April 1

A non-refundable plan enrollment fee of \$40 is charged for Nelnet participation.

As a Nelnet participant, you will continue to receive statements on a regular basis from the Duke Bursar’s Office. This statement should reflect your Nelnet payments made to date. The balance due on your statement, which includes charges for the current term, must be covered by your remaining scheduled Nelnet payments for that term. Fall Plan payments made to Nelnet (July 1 to November 1) must clear fall term charges; Spring Plan payments (December 1 to April 1) must clear spring term charges. If the balance due on your statement will not be cleared by your remaining scheduled payments for the term, please submit a payment for the difference directly to Duke.

For more information, visit [www.afford.com/duke](http://www.afford.com/duke) or contact Nelnet at (800)722-4867

## 11) Change in Enrollment Status

### Leaves of Absence:

If a student is in good standing (both academically and financially), he or she may be granted a leave of absence up to one academic year. Students must petition for the leave and, to the extent possible, describe their plans for the period of the leave. The associate dean in charge of the student’s program must approve the request for the leave. Such leaves may be extended for up to one additional year by a second petition to the appropriate associate dean. Fuqua does not allow leaves of absence longer than two academic years. If a leave expires without the student re-entering the program, the student will be withdrawn from the program. Multiple leaves may be granted, but the total period of the leave cannot total more than two years.

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### **Military Leaves of Absence:**

Any student called up for military service will be placed on an immediate military leave of absence. See procedure below.

1. A student receiving notice of a military call-up will take the original notification to his or her academic dean.
2. The dean will discuss options and procedures regarding academic coursework and will give to the student a copy of the refund policies with instructions for further actions on the part of the student, should such be necessary to obtain these refunds. (This information sheet will be drawn up in advance and will be available in all offices of deans.)
3. After a determination has been made by the student, in concert with the dean, about academic options, the dean will place the student on leave of absence and will notify the bursar, registrar, vice president for student affairs, appropriate financial aid officer, and university bookstore directors of this action, using a memorandum template provided by the Office of the Provost for such cases of military call-up. The dean will attach to this memo, a copy of the call-up letter, as well as any additional pertinent documents regarding leave of absence and course withdrawals or grades of Incomplete.

If a student files for a leave of absence before the first day of classes, charges and financial aid will be canceled for the semester. Financial aid resources must be returned to their sources; e.g., Stafford loans will be returned to the lender, scholarships to the university, etc. If a student takes a leave of absence after the first day of classes, a calculation must be completed to determine whether the student is entitled to a refund. Check the Duke Student Bulletin for current refund policies, which are consistent with those recommended by the federal government.

If a student leaves Duke, she or he must contact the Registrar's Office to initiate a leave of absence. Procedures can be found in the Duke Student Bulletin. If the University determines a student is entitled to a refund, the Fuqua's Financial Aid Office will first recalculate the student's costs and then disburse the refund in the following order: Graduate PLUS Loan, Unsubsidized Stafford Loan, Perkins Loan, institutional sources of aid, and finally to the student.

### **12) Satisfactory Academic Progress Standards for Federal Title IV Aid Program**

Federal regulations require that, in order to be eligible for assistance from any Federal Title IV student aid program (i.e. Federal Perkins Loan, Federal Direct/PLUS Loan) a student must be making satisfactory academic progress (SAP).

The standards which follow govern eligibility for Federal Title IV programs only. Fuqua's policy is to aid all enrolled students to the extent of their need; consequently, a student who may be ineligible for federal programs as a result of the application of these standards may continue to receive aid from other funds administered by the University. However, Fuqua will not replace with its own grant funds Federal aid for which a student may be ineligible.

For the purpose of Title IV financial aid eligibility only, the standards of satisfactory academic progress for students enrolled in Fuqua's degree programs are as follows:

*We use the following grading scale for all Fuqua programs:*

***Superior Pass (SP)-4.0; High Pass (HP)-3.5; Pass (P)-3.0; Low Pass (LP)-2.5; and Fail (F)-0***

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To graduate and maintain satisfactory progress, students must have at least a 3.0 GPA, complete the following requirements, and not exceed a minimum threshold defined by the following “strike system:” Students receive one strike for each F they earn and 0.5 strikes for each LP; these strikes accumulate through the program. If the total number of strikes received meets or exceeds the thresholds specified below, the student will be immediately dismissed from the program.

Academic Program	Complete All Required Courses and following Credits at Fuqua	Threshold for Dismissal	Credits expected to attempt in each period	Cumulative credits expected to attempt	Minimum # of successfully completed credits at end of each period to meet SAP	Cumulative Completion Rate	
Daytime MBA	79	First Year, Summer 1 and Fall 1	1.5 strikes	19	19	16	84%
		First Year, Fall 2, Spring 1, and Spring 2	2 strikes	29	48	42	88%
		Second Year, Summer 2, Fall 1, Fall 2	2.5 strikes	31	79	79	n/a
Accelerated Daytime MBA* (transfer in 30 credits)	49	Summer, Fall 1, Fall 2, Spring 1, and Spring 2	1 Strike	49	49	49	100%
Weekend Executive MBA	51	Term 1 or 2	1.5 strikes	19.5	19.5	16.5	85%
		Term 3 or 4	2 strikes	19.5	39	33	85%
		After Term 4	2.5 strikes	12	51	51	n/a
Global Executive MBA	51	Term 1, 2, or 3	1.5 strikes	20	20	17	85%
		Term 4 or 5	2 strikes	19	39	33	85%
		After Term 5	2.5 strikes	12	51	51	n/a
Master of Management Studies	43	Summer, Fall 1, Fall 2, Spring 1, and Spring 2	1 Strike	43	43	43	100%
Master of Science in Quantitative Management: BA	48	Summer, Fall 1, Fall 2, Spring 1, and Spring 2	1 Strike	48	48	48	100%
MSQM: HA Online	49	Term 1 or 2	1.5 strikes	27	27	24	89%
		Term 3 or 4	2 strikes	18	45	39	87%
		After Term 4	2.5 strikes	4	49	49	n/a
MSQM: BA Online	47	Term 1 or 2	1.5 strikes	18	18	15	83%
		Term 3 or 4	2 strikes	18	36	30	83%
		After Term 4	2.5 strikes	11	47	47	n/a
MSQM: BA Online Accelerated** (transfer in 18 credits)	27	Terms 1-3	1 Strike	27	27	27	100%

*Students are required to complete all courses and credits required for graduation in the standard and regular amount of semesters indicated in the above chart. No additional semesters/terms will be granted unless the student goes on an approved Leave of Absence (LOA). Maximum amount of time away that can be taken via LOA is 1 year.*

*\*79 Credits in total are required to complete the Accelerated Daytime MBA program-*

*\*\*45 Credits in total are required to complete the Accelerated MSQM:BA program-*

Academic progress for each student will be reviewed after the end of each SAP assessment period (which is each session within the threshold strike period for dismissal) and before the beginning of the next period. A student who fails to meet any of the standards will be notified and placed on Title IV warning for one SAP assessment period. During that period, the student will continue to be eligible for Title IV aid. At the end of the SAP assessment period during which a student is on Title IV warning, if the student still fails to meet any of the requirements, the student will become ineligible for Title IV assistance.

### 13) Conferring of Degrees

Degrees will be conferred three times each year: May (day is subject to change annually), September 1<sup>st</sup>, and December 30<sup>th</sup>. All are invited to attend the university commencement exercises in May. Fuqua Scholars, the top 10 percent of the graduating class based on GPA, are formally recognized at this time.

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### **14) Financial Aid Warning**

A student may be placed on financial aid warning as a consequence of not making Satisfactory Academic Progress as outlined above. The financial aid office can place a student on warning status without an appeal or any other action by the student. The warning status lasts for one semester, during which the student continues to be eligible to receive federal financial aid funds. Students who fail to make SAP after the financial aid warning period lose their eligibility unless they successfully appeal and are placed on financial aid probation, outlined below.

### **15) Appeal Process**

A student who becomes ineligible for Title IV assistance at the end of a SAP assessment period during which he/she was on Title IV warning may appeal the determination if the student believes there were extraordinary circumstances that prohibited them from achieving SAP. A letter of appeal should be submitted by the student to Title IV appeals committee outlining the basis on which they are appealing the termination of federal student aid. Supporting documentation, including a letter of support from the student's academic dean, is helpful but not required. Students may also submit other documentation that supports their appeal from medical professionals, counselors, or other third party professionals (non-family members) who understand the details of the situation. Students should also include an explanation of what has changed in their situation that will allow them to demonstrate satisfactory academic progress at the next evaluation.

The appeal will be reviewed by a committee convened by the Director of Financial Aid, which will include the student's academic dean and a representative from the Fuqua/University Registrar's Office. The committee shall review the student's progress in light of any extenuating circumstances, and make a recommendation to the Dean's Office, rendering a written decision to the student. The written decision will be recorded in the student's financial aid file.

### **16) Financial Aid Probation**

If the appeal decision is to reinstate the student's eligibility for Title IV funds, the student may be placed on probation for one additional SAP assessment period on the condition that the student is required to achieve minimum SAP standards at the end of the probationary period. If it is statistically impossible to achieve the minimum SAP standards by the end of the probationary period, the student must submit another successful appeal before the institution can place the student on an academic plan. With a second successful appeal the Director of Financial Aid would develop an academic plan in conjunction with the student's academic dean that, if followed, would ensure that the student is able to meet the university's academic progress standards by a specific point in time and allow them to continue to receive Federal financial aid funds.

The student may continue to receive Title IV aid during the probationary period. If the student has not met the academic progress standards or the requirements specified in the academic action plan by the end of the probationary period, he/she will be ineligible for further Title IV aid until such time as he/she meets the standards.

At the end of each SAP assessment period, Fuqua's Financial Aid Office will notify students who have failed to meet the academic progress requirements as quickly as possible.

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### **17) Academic Amnesty**

Academic Amnesty is the concept whereby students apply to have credits attempted or grades earned excluded from the GPA calculation. At Duke, all grades that appear on the record, with the exception of (S)atisfactory and (U)nsatisfactory, are included in the calculation of the cumulative grade point average. There is no exception, and there is no appeal process.

### **18) Loss of Financial Aid Eligibility**

A student becomes ineligible for all federal student aid funds if Duke's SAP review indicates he or she does not meet the required GPA, is not maintaining the required pace, has exceeded the permitted maximum time frame, and has exhausted our stated appeal process and allowable probationary period.

### **19) Communication of Status**

Students will be notified of their financial aid status relating to Satisfactory Academic Progress at the end of each SAP assessment period if that status is unsatisfactory. Students will be notified each SAP assessment period if they are placed in probationary status or if their lack of SAP has resulted in the loss of financial aid eligibility. The process for appeal will be included in any communication. Students will be notified by email to their Duke University email account at the close of each SAP assessment period.

### **20) Title IV Refund**

When students are unable to complete the semester and therefore must withdraw in the middle of a term, Fuqua's Financial Aid Office is required to calculate the amount of aid for which a student qualifies. The financial aid funds are handled differently depending on whether they are federal (Title IV) funds or institutional (Duke) funds. In general, Fuqua's Registrar will notify the Financial Aid Office that a student has withdrawn or is taking a leave of absence. If the student is receiving federal student aid, the following steps are taken:

If the student withdraws after classes have begun, the administrator will determine how much of the semester has been completed. This will be used to figure the amount of aid the student has earned, and therefore how much aid may be kept.

A Title IV refund calculation using the federally defined formula will also be completed for any federal funds received.

Our Financial Aid Office will notify the student regarding the impact the withdrawal may have on their existing federal student aid.

#### **COVID-related Withdrawals:**

Per the [May 15, 2020 Electronic Announcement](#), we must determine if a student's withdrawal is COVID-related.

**Therefore, as we learn that the student is considered a COVID-related withdrawal, we will request a written attestation from the student explaining why the withdrawal was due to COVID.**

**If a student withdrew due to COVID, based on allowable circumstances (*See guidance below*), the student may be able to retain the existing federal student aid funds that were awarded in the withdrawal Term without any adjustments:**

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*The student is considered a COVID-related withdrawal only if the student provides the institution with a written attestation (including by email or text message) explaining why the withdrawal was the result of the COVID-19 emergency. Additionally, a student is considered a COVID-related withdrawal from a distance education program only if the student provides a written attestation (including by email or text message) explaining why the withdrawal was the result of the COVID-19 emergency. Notice, there is no signature requirement here. If no such attestation is received, the withdrawal is not COVID-related and unearned Title IV aid resulting from the R2T4 calculation must be returned.*

**Allowable circumstances** for the attestation include, but are not limited to:

- *Illness of the student or family member;*
- *Need to become a caregiver or first responder;*
- *Loss of childcare;*
- *Economic hardship;*
- *Inability to access wi-fi due to closed facilities; or*
- *An increase in work hours as a result of the COVID-19 emergency.*

*Information (which in the judgment of the institution is reliable) provided by the family member of a withdrawn student whom the institution is unable to contact is acceptable for documentation purposes.*

### **21) Educational Lending Code of Conduct**

Duke University has established a set of publicly available principles and policies to govern educational lending practices for undergraduate, graduate and professional students. These principles emphasize that our lending practices come from a commitment to the best interests of our students. Neither Duke nor its employees accept financial payments, goods or services of material value from lenders. All employees involved in financial aid and student lending are subject to a rigorous conflict-of-interest policy. Administrators may serve as unpaid members of lender advisory boards in order to help shape the products and services that will best meet the needs of our students. In such cases, Duke pays all costs associated with that service.

To learn more amount Duke University's educational lending principles/code of conduct, please [access this link](#).

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## Fuqua Financial Aid Staff, Location, & General Contact Information:

100 Fuqua Drive, Campus Box 90120  
Durham, NC 27708-0120

Tel: 919-660-8079  
Fax 919-681-6243

*Office Location: Keller Center West, first floor*

***Hours of operation: 8:30am – 5:00pm***



**Lamar Richardson**  
**Director of Financial Aid**

[EMBA\\_Financial\\_Aid@fuqua.duke.edu](mailto:EMBA_Financial_Aid@fuqua.duke.edu)

Room W111

- Executive MBA Programs
- MSQM: BA & HA Programs
- Yellow Ribbon and Post 9/11 GI Bill



**Michael Kolman**  
**Assistant Director of Financial Aid**

[finaid-info@fuqua.duke.edu](mailto:finaid-info@fuqua.duke.edu)

Room W109

- Daytime MBA (Class of '24)
- MMS: DKU



**Selena Hinnant**  
**Assistant Director of Financial Aid**

[finaid-info@fuqua.duke.edu](mailto:finaid-info@fuqua.duke.edu)

Room W108

- Daytime MBA (Class of '23 & '25)
- Accelerated Daytime MBA (Class of '23)
- MMS: FOB