Information for
Financial Aid Recipients

An investment in knowledge always pays the best interest.

Benjamin Franklin
Congratulations on your admission to Penn! On behalf of Student Registration and Financial Services, welcome to the University of Pennsylvania.

We are pleased to provide the enclosed financial aid award, which was determined upon review of your financial aid application.

This booklet explains your financial aid award. You should read this material carefully to gain a good understanding of the terms of your award. In addition to explaining your award, this booklet outlines your next steps to finalize and disburse your aid. Information about payment options is also included.

To review your financial aid award online, use our interactive financial planning tool, PennPlan online. Log on to this secure site through your Penn Applicant Portal.

We encourage you to read our literature, explore PennPlan online, and visit our website where you can askBEN questions 24/7.

Sincerely,

Joel B. Carstens

University Director of Financial Aid

PENN’S ALL-GRANT PROGRAM

The Class of 2019 will be the seventh class enrolled under Penn’s all-grant financial aid program. Penn is the nation’s largest university with a program that enables dependent undergraduates eligible for aid to receive all-grant aid packages for eight academic semesters.

The all-grant program applies to dependent undergraduate students in the College of Arts and Sciences, the School of Nursing, the School of Engineering and Applied Sciences, and the Wharton School, who are pursuing their first baccalaureate degree.

Penn’s aid program demonstrates the University’s commitment to increase access for qualified students from all economic backgrounds.
contents

COST OF ATTENDANCE ................................................................. pg. 1
HOW FINANCIAL NEED IS DETERMINED ................................ pg. 2
TO FINALIZE YOUR FINANCIAL AID AWARD .......................... pg. 3
SUMMER FINANCIAL AID PROGRAM ......................................... pg. 3
FINANCIAL ASSISTANCE IN FUTURE YEARS ............................. pg. 3
FINANCIAL AID FUNDS ............................................................. pg. 4
  Grants
    Penn Grant and University Named Scholarships ....................... pg. 5
    Federal Pell Grant ............................................................... pg. 5
    Federal Supplemental Educational Opportunity Grant (SEOG) .... pg. 5
    State Grant Programs ......................................................... pg. 5
    Mayor’s Scholarships ......................................................... pg. 5
    Outside Scholarships ......................................................... pg. 6
    Taxability of Grants .......................................................... pg. 6
  Jobs
    Work Study ........................................................................ pg. 6
A WORD ABOUT LOANS ............................................................. pg. 7
PAYMENT OPTIONS .................................................................. pg. 8
  Comparison Chart ................................................................ pg. 8
  Worksheet Instructions ........................................................ pg. 9
  Worksheet ............................................................................ pg. 10
HOW TO APPLY FOR A STATE GRANT ..................................... pg. 11
HOW TO FILE A FAFSA ............................................................. pg. 12
RECEIVING AND PAYING YOUR BILL ....................................... pg. 13
LEGAL STATEMENTS ................................................................ pg. 14
SRFS “MUST DO” LIST ............................................................. pg. 15
CHECKLIST FOR THE NEXT STEPS .......................................... pg. 16
HOW TO CONTACT STUDENT FINANCIAL SERVICES ............. pg. 17
OTHER CONTACTS .................................................................. pg. 19
Cost of Attendance

<table>
<thead>
<tr>
<th>Cost of Attendance for Academic Year 2015-2016</th>
<th>Living On/Off Campus</th>
<th>Living with Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$49,536</td>
<td>$49,536</td>
</tr>
<tr>
<td>Housing</td>
<td>9,060</td>
<td>0</td>
</tr>
<tr>
<td>Meals</td>
<td>4,930</td>
<td>2,290</td>
</tr>
<tr>
<td>Books</td>
<td>1,250</td>
<td>1,250</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>2,024</td>
<td>2,024</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$66,800</strong></td>
<td><strong>$55,100</strong></td>
</tr>
</tbody>
</table>

*Tuition and fees* are fixed costs. These mandatory fees include the general fee, the educational technology fee, the recreation fee, and the student health clinical fee.

The *housing allowance* is based on the median room rate in the University College Houses. To stay within the allowance, be conscious of your room selection and choose it by the Penn Housing deadline. Residential freshmen are required to live in on-campus housing during their first year of enrollment.

The *meal allowance* represents the cost of one of the first year dining plans through Penn Dining. If you live at home with your family, an allowance for meals away from home is included. Freshmen are required to participate in a meal plan during their first year of enrollment.

The *book allowance* represents the annual cost of textbooks.

*Personal expenses* include allowances for clothing, laundry, and recreation.

**Other Expenses**

Other expenses not included in the cost of attendance are: laboratory fees for certain courses, the New Student Orientation fee, and student health insurance if you are not covered under your parents’ plan. Upon request, financial aid may be available to assist you with these costs. For an explanation of fees, please askBEN on the SFS website.

**Student Health Insurance**

All full-time students must submit health and immunization records, maintain coverage for out-patient medical care through the Student Health Service, and health insurance coverage for in-patient and catastrophic care. Students who do not have insurance, whose plans do no provide coverage in the Philadelphia area, or whose plans do not meet Penn’s criteria, for alternative insurance, will automatically be enrolled in the Penn Student Insurance Plan (PSIP). For details, visit the Student Health Service’s site at [www.vpul.upenn.edu/shs](http://www.vpul.upenn.edu/shs).
How Financial Need is Determined

Financial aid is awarded based on your evaluated financial need. Your need is calculated by subtracting your family contribution, as determined by Penn, from the cost of attendance.

**Family Contribution**

The University of Pennsylvania endorses the principle that education is first and foremost the responsibility of you and your family. Therefore, Penn awards financial aid to supplement, not to replace, your family’s ability to pay. Our goal is to assist as many families as possible in a fair and equitable manner.

Your total family contribution includes contributions from both you and your parents. Your parental contribution is determined by considering income, assets, family size, number of dependent children in college or private school and the cost of each school, all taxes paid, and special circumstances.

Your student contribution includes a portion of student assets, a portion of student income from dividends and interest, and savings from summer of 2015 employment. Penn generally expects you to save $2,500 from your summer earnings.

**Reevaluation of Financial Assistance**

Penn’s financial assistance program includes both need-based financial aid and payment options. You should consider all types of programs when assessing your capacity to meet Penn’s costs.

We strive to be as responsive as possible to each family’s situation. While it may not be possible for us to adjust your aid, we can consider requests for reevaluation of the expected family contribution when:

- Your family has experienced a change in financial circumstances, such as unemployment, reduction in income, or recent divorce or separation
- OR
- Your family has extenuating circumstances that distinguish them from other families of similar income and characteristics and were not considered in the initial determination of aid eligibility.

To request a reevaluation of your financial aid eligibility, submit for an Application for Reevaluation. If you and your parents have not yet submitted 2014 federal tax returns to Penn, you must submit them with the application. Include all pages, schedules, and W2 forms. The Application for Reevaluation can be found in the Forms section of the SFS website.

Penn accepts reevaluation requests at any time throughout the year if your family experiences a change in financial circumstances.
To Finalize Your Financial Aid Award

To finalize your award, please submit the following:

**Tax Returns**
If you and/or your parents filed a US 2014 federal income tax return, and have not yet submitted it, please do so as soon as possible. See the checklist on page 16 for instructions. Your award may be adjusted if the information on your tax return differs from what was previously reported on your financial aid application.

**Certification of Sibling Enrollment**
If you have a sibling enrolled in college, your financial aid award was most likely based on this information. As plans sometimes change, Penn will request certification from your sibling’s school in August. Your award will be adjusted in cases where information on the certification form differs from what was previously reported on your financial aid application.

Summer Financial Aid Program

Penn’s commitment is to provide financial assistance during the academic year. We have a very limited summer financial aid program consisting of loan. If you are considering enrolling in summer sessions, keep in mind that you will incur debt. Financial aid applications for summer sessions are available on our website in March.

Financial Assistance In Future Years

Your financial aid eligibility should be similar throughout your undergraduate years, as long as your family’s financial situation remains somewhat the same.

You should expect some increase in the work-study component of your aid package each year. Summer savings expectations are higher for returning upperclass students than for entering freshmen since the summer break is typically longer for enrolled students.

To continue to receive aid, you must submit a financial aid application and tax returns each year. Financial aid application materials for 2016-2017 will be available on our website in January 2016. The application deadline will be April 22, 2016 and notification will begin in June.
Financial Aid Funds

**Eligibility for Federal Funds**
To be eligible for assistance from any of the following federal aid programs:
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Direct Loan
- Federal Work-Study (FWS)

You must:
- File a FAFSA
- Make satisfactory academic progress
- Not be in default on a Federal Perkins, Federal Stafford, or Federal Direct Loan
- Not owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant (SEOG)

**Eligibility for State Funds**
You may be eligible for a state grant if you are a resident of Connecticut, Delaware, Massachusetts, Ohio, Pennsylvania, Rhode Island, Vermont, or West Virginia. See page 11 for deadlines and details.

**Eligibility for Institutional Funds**
You will be considered for Penn funds based on your financial need as determined by Penn.
Financial Aid Funds

Grants

Penn Grant and University Named Scholarships
These awards are made from either general University funds, or specific funds earmarked by the donor for financial aid. Both Penn Grant and Named Scholarships are awarded based on evaluated financial need; however, some donors may stipulate additional criteria (i.e. school, major, etc.).

Federal Pell Grant
Eligibility for this federal grant is determined by the US Department of Education and is based on your FAFSA data. The Pell Grant on your financial aid notice is an estimate. Actual credit will be applied to your student account after your FAFSA information has been verified according to federal regulations.

Enrollment in fewer than four credit units a semester will affect the amount of your Pell Grant.

University Grant/Scholarship will not be available to replace a Pell Grant if you are considered eligible but do not apply, or apply late. Therefore, be certain to file and sign a FAFSA by April 15, following the instructions on page 11.

Federal Supplemental Educational Opportunity Grant (SEOG)
Recipients of this federally funded grant are selected by Penn based on evaluated financial need.

State Grant Programs
The amount of the state grant shown on your financial aid notice is an estimated amount. If you receive a state grant that is different from our estimate, or is not included in your award, your University grant will be adjusted so that your total grant aid remains the same.

If you are a resident of the states of Connecticut, Delaware, Massachusetts, Ohio, Pennsylvania, Rhode Island, Vermont, and West Virginia, you must apply for a state grant. Eligibility for these grants is based on your FAFSA. University Grant will not be available to replace state grant funds if you miss the deadline. See page 11 for instructions.

Mayor’s Scholarships
Mayor’s Scholarships are awarded to Philadelphia residents who graduate from high schools in Philadelphia or contiguous Pennsylvania counties. The Mayor’s Scholarship Committee, whose members are appointed by the Mayor of Philadelphia, selects scholarship recipients. The amount of the scholarship is based on financial need, as determined by Student Financial Services. Scholarships are renewable for the upperclass years as long as the recipient continues to demonstrate financial need, although the amount may vary based on a review of the family’s financial circumstances.
Financial Aid Funds

Outside Scholarships
Need-based financial aid is awarded to supplement financial resources from parents, students, and outside scholarship donors, including employers. Therefore, financial aid recipients are expected to help meet their educational expenses from all possible sources. To search for outside scholarships, see the back cover for websites.

When you receive an outside scholarship (i.e., scholarships awarded from non-governmental sources outside the University), you will receive a dollar-for-dollar reduction in the self-help component of your financial aid package. Self-help includes expected savings from summer earnings and work-study. University grant will be reduced only after all self-help has been eliminated.

You are required to report all scholarships or grants awarded to you from any source outside the University. Be sure to notify your scholarship donor to forward correspondence and checks to:
Student Financial Services, Outside Scholarship Office
University of Pennsylvania
100 Franklin Building
3451 Walnut Street
Philadelphia, PA 19104-6270

Taxability of Grants
Students receiving financial assistance should be aware that total grant aid in excess of tuition, fees, books and supplies required for courses of instruction is subject to US federal income taxation. In some cases, the University is required by the Internal Revenue Code to withhold federal income tax on grant awards to non-resident students. Consult a tax advisor if you have any questions.

Jobs
Work-Study
Student Financial Services awards you a work-study amount for the academic year (fall/spring). Work-study “credit” is not applied to your student account bill; you will be paid directly each week based on the actual hours you work. For details, review the Student Employment website at www.sfs.upenn.edu/seo.

While we encourage you to use your work-study award, you may decide to replace part, or all of it with a Federal Direct Loan. Review A Word About Loans on the next page, then contact our office if you want to replace your work-study job with a loan.
A Word About Loans

Penn’s All-Grant Aid Program
Penn’s all-grant aid program ensures that dependent undergraduates are not required to borrow to meet their demonstrated financial need.

If You Decide To Borrow
Many students choose to borrow to help defray their family’s contribution or other expenses. We recommend that you borrow only what you need, even if you are eligible for a higher amount, and only to accomplish a specific goal, such as:
- in lieu of using your work-study job
- to replace all or part of your family contribution, including expected summer earnings
- to cover approved expenses not included in the standard cost of attendance

Types of Loans
Federal Loans
Federal loans (Direct Loan for students and the Direct PLUS Loan for parents) should be your first choice. They generally offer the best terms, as well as loan consolidation and flexible repayment options. See the next page for more information.

Alternative Educational Loans
A number of private lenders and other financial institutions offer education loans to students. These loans are not subsidized and may carry higher interest rates and fees than federal loans. A co-signer is usually needed. If you think you need an alternative loan, visit the loans section of our website at www.sfs.upenn.edu/loans.

Home Equity Loans or Lines of Credit
These loans are secured by home equity and can offer tax advantages and longer repayment schedules.

Consumer Education Loans
These loans are marketed by lenders who by-pass the schools, mailing information directly to you and your family. These are generally the least desirable loan products.

Repaying Your Loan
Penn students have found loan repayment to be manageable. The default rate for Federal Direct Loan borrowers at Penn is 1.3%, well below the national average.

Student Loan Interest Deduction
Federal tax law allows a deduction for interest paid on educational loans when borrowers are below certain income levels. Additional information on the deduction is available in the Special Policies section of our website.

For More Information
We urge you to educate yourself about student loans and repayment. These websites offer additional information that is helpful:
- www.sfs.upenn.edu/loans
- www.collegeboard.com
- www.finaid.org
# Payment Options Comparison Chart

<table>
<thead>
<tr>
<th>Student Program</th>
<th>Parent Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility</strong></td>
<td><strong>Federal Direct PLUS Loan</strong></td>
</tr>
<tr>
<td>› US citizen or permanent resident</td>
<td>› US citizen or permanent resident</td>
</tr>
<tr>
<td>› Enrolled at least half-time in degree program</td>
<td>› Enrolled at least half-time in degree program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Amounts</strong></th>
<th><strong>Student</strong></th>
<th><strong>Parent</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility</strong></td>
<td><strong>Federal Direct Loan</strong></td>
<td><strong>Federal Direct PLUS Loan</strong></td>
</tr>
<tr>
<td>› US citizen or permanent resident</td>
<td>› US citizen or permanent resident</td>
<td>Any Penn student</td>
</tr>
<tr>
<td>› Enrolled at least half-time in degree program</td>
<td>› Enrolled at least half-time in degree program</td>
<td>› No adverse credit history</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Grade Level</strong></th>
<th><strong>Annual Maximum for Dependent Students</strong></th>
<th><strong>Annual Maximum for Independent Students</strong></th>
<th><strong>Limit on Subsidized Amount</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>$5,500</td>
<td>$9,500</td>
<td>$3,500</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$6,500</td>
<td>$10,500</td>
<td>$4,500</td>
</tr>
<tr>
<td>Jr./Sr.</td>
<td>$7,500</td>
<td>$12,500</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

**Note:** The annual maximum may not exceed Penn’s cost of attendance less any other financial assistance you receive.

- **Interest Rates**
  - **Subsidized**
    - 4.66% for loans disbursed July 1, 2014–June 30, 2015
    - Interest is subsidized by the federal government during in-school period for subsidized loans
  - **Unsubsidized**
    - 4.66% for loans disbursed July 1, 2014–June 30, 2015
    - Interest begins to accrue after the first disbursement and may be paid quarterly while in school or capitalized

- **Fees**
  - 1.073% origination fee
  - 4.292% origination fee
  - $75 enrollment fee

- **Source**
  - US Department of Education
  - US Department of Education
  - University of Pennsylvania

- **Repayment**
  - **Subsidized Loans:**
    - Begins 6 months after graduation or withdrawal from the University
    - May be deferred for graduate study and in certain other circumstances
    - Graduated and income-based options available
  - **Unsubsidized Loans:**
    - 6 months after graduation or withdrawal from the University with the option to capitalize accrued in-school interest or to begin interest payments while in school
    - Graduated and income-based options available
    - Up to 10 year repayment term, may be extended through consolidation up to 30 years depending on the amount borrowed

- **To Apply**
  - SRFS will notify you of additional steps in the spring

- **Recommended Deadlines**
  - June 15, 2015

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* Rates are scheduled to change July 1, 2015; fees will change October 1, 2015.

** Deadlines are recommended in order to receive credit on your initial Fall Term bill. Applications are still accepted after these dates.
Worksheet Instructions

As with most major investments, it may be easier to assess affordability after you determine available resources for a down payment, and convert the balance to a monthly payment. The worksheet provides two columns to help you define two alternative plans.

Note: You may prefer to complete an interactive worksheet on PennPlan online through your Penn Applicant Portal.

How to Use this Worksheet

1. Cost of Attendance for the Academic Year
Refer to page 1 for a description of each expense. Add additional expenses you anticipate, such as health insurance, or adjust listed expenses (e.g., if you think you will need additional funds for meals, for example). Not all adjustments will result in a change in your financial aid award.

2. Available Resources
Available resources are funds that are readily available. Consider them as your "down payment." Include any financial aid you have been offered.

Parents' Savings and Other Assets

Gifts from Relatives
Is there a grandparent or other relative willing to invest in your education by means of either an outright gift or low-interest loan? Consult a financial planner to review the financial advantages and tax consequences.

Student
Examples of student resources are:

› Non-wage income: Interest, dividend or trust income are examples of non-wage income.
› Summer earnings: Savings from summer earnings are an important resource.
› Federal Direct Loan: The freshman year maximum is $5,500, provided it does not exceed the cost of attendance less any financial aid you receive. See page 8 for details.

Financial Aid
Enter the amount of financial aid eligibility from your aid notice.

Outside Scholarships/Employer Assistance
A number of scholarships are available from outside sources. Check the SFS website, your parents' employers, your secondary school, fraternal organizations, and other local groups.

If you are receiving an outside scholarship or a grant from your parent's employer, and it is not listed on your aid notice, do not include this amount in addition to your financial aid amount. All scholarships and grants awarded to you from any source outside the University must be reported to our office. Your financial aid will be adjusted according to Penn's outside scholarship policy (see page 6).

How to Use this Worksheet

In order to prevent you from double counting available resources, follow these instructions:

› Financial Aid – From your aid notice, enter the amount of your financial aid.

› Outside Scholarships and Employer Assistance – If you are receiving an outside scholarship or a grant from your parent's employer, and it is not listed on your aid notice, do not include this amount in addition to your financial aid amount.
Complete this worksheet to adjust expenses if needed, and select resources for paying this year’s family contribution. We provided two columns so you can lay out two different scenarios. If you have a balance, review the payment options on page 8. You may prefer our interactive worksheet on PennPlan online, available through your Penn Applicant Portal.

**Cost of Attendance for the Academic Year 2015-2016**

<table>
<thead>
<tr>
<th>Description</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
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</tr>
<tr>
<td>Personal</td>
<td>2,024</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Less Total Financial Aid (from aid notice)

-$  ___________  – $  ___________

Estimated Amount To Be Covered By Your Family

1. $  ___________  $  ___________

Resources Readily Available for Your Family Contribution

<table>
<thead>
<tr>
<th>Description</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents’ savings and assets</td>
<td>$ _______</td>
<td>$ _______</td>
</tr>
<tr>
<td>Gifts from relatives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student’s savings and assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student non-wage income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer of 2015 employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Direct Loan (optional)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The maximum freshman amount is $5,500, provided it does not exceed the COA less any financial aid you receive

Other………………………………………………………………………………………………………………

Total Available Resources Above

2. $  ___________  $  ___________

Estimated Amount To Be Covered By Your Family (from #1 above)  

$  ___________  $  ___________

Subtract Total Available Resources (from #2 above)

– $  ___________  – $  ___________

Remaining Costs To Be Covered

$  ___________  $  ___________

You may choose to convert the remaining costs into a monthly payment, using one or more of the programs outlined on page 8. To estimate monthly payments, log on to PennPlan online and use an interactive calculator.
How to Apply for a State Grant

You are required to apply for a state grant if you are a legal resident of any state listed below. *University aid is not available to replace state grants if you do not fulfill the application requirements.*

**Application Instructions**

› Complete the FAFSA by April 15, 2015 or earlier if required by your state

<table>
<thead>
<tr>
<th>State Agency</th>
<th>Contact Information</th>
<th>FAFSA Deadline (Must be received by:)</th>
<th>State Grant Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delaware Higher Education Office</td>
<td><a href="http://www.doe.K12.de.us/dheco">www.doe.K12.de.us/dheco</a> (800) 292-7935 (302) 735-4120</td>
<td>April 15, 2015</td>
<td>N/A</td>
</tr>
<tr>
<td>The Massachusetts Board of Higher Education</td>
<td><a href="mailto:osfa@osfa.mass.edu">osfa@osfa.mass.edu</a> (617) 391-6070</td>
<td>April 15, 2015</td>
<td>N/A</td>
</tr>
<tr>
<td>Ohio Board of Regents</td>
<td><a href="http://www.regents.ohio.gov/sgs">www.regents.ohio.gov/sgs</a> (614) 466-7420</td>
<td>April 15, 2015</td>
<td>N/A</td>
</tr>
<tr>
<td>Pennsylvania Higher Education Assistance Agency (PHEAA): State Grant and Special Programs</td>
<td><a href="http://www.pheaa.org">www.pheaa.org</a> (800) 692-7392 (717) 720-2800</td>
<td>April 15, 2015</td>
<td>N/A</td>
</tr>
<tr>
<td>Rhode Island Higher Education Assistance Authority: Scholarship and Grant Department</td>
<td><a href="http://www.rihea.org">www.rihea.org</a> (401) 736-1170 (800) 922-9855</td>
<td>March 1, 2015</td>
<td>N/A</td>
</tr>
<tr>
<td>Vermont Student Assistance Corporation (VSAC)</td>
<td><a href="http://www.vsac.org">www.vsac.org</a> (800) 882-4166</td>
<td>As soon as possible after January 1, 2015. Grants are considered on a first-come, first-serve basis, pending availability of funds.</td>
<td></td>
</tr>
<tr>
<td>West Virginia Higher Education Grant Program</td>
<td><a href="http://www.cfwv.com">www.cfwv.com</a> (877) 987-7664 (304) 558-4618</td>
<td>April 15, 2015</td>
<td>N/A</td>
</tr>
</tbody>
</table>
How to File a FAFSA (Free Application for Federal Student Aid)

You must file a FAFSA to receive funds from any federal or state program, including work-study, federal grants, state grants, the Direct Loan for students and the Direct PLUS Loan for parents.

File a 2015-2016 FAFSA by April 15, 2015
(Residents of Rhode Island and Vermont – see page 11 for your earlier deadline)
› File online at www.fafsa.ed.gov
or
› Complete and return a 2015-2016 FAFSA paper application, available from your high school

Important Tip:
Make sure the University of Pennsylvania, 3451 Walnut Street, Philadelphia, PA 19104-6270, is listed. Penn’s Federal School Code is 003378.

Use the IRS Data Retrieval Tool when filing a FAFSA
This tool enables you to retrieve your and your parents tax information from the IRS and transfer it directly to your FAFSA.

We recommend you use this tool for several reasons:
› It is the easiest way to provide your tax data.
› It’s the best way to ensure accurate tax information on your FAFSA.
› It may avoid delays in processing your financial aid.
› It simplifies the federal verification process

For more information, visit the FAFSA website at www.fafsa.ed.gov

Review your Student Aid Report (SAR), which you will receive after you submit the FAFSA:
You must review all the information on Part 2 of the SAR for accuracy, especially if you completed the application before you and your parents completed 2014 federal income tax returns.
› If the data is accurate, keep the SAR for your records.
› If corrections are needed, make them online at www.fafsa.ed.gov or on Part 2 of the paper SAR.

To check the status of your FAFSA application, or request a duplicate Student Aid Report (SAR), call the Federal Student Aid Information Center at 800-433-3243 or visit www.fafsa.ed.gov.

Note on Social Security Numbers
Student Financial Services (SFS) requires that you provide your full social security number on all financial aid applications. Your social security number enables SFS to process required interfaces with The College Board and U.S. Department of Education, thereby ensuring that your application is complete and evaluation can begin. Please note that SFS is committed to ensuring the security of your information.
Receiving and Paying Your Bill

**Penn.Pay**

Penn.Pay is Penn’s online billing system through which you receive your student account bill. You can also review new activity on a daily basis and opt to pay your bills online, securely and efficiently. In order for your parents to access Penn.Pay, you must invite them to be “other payers.” Review the Penn.Pay section of the “MUST DO” List on page 15 for instructions.

**Receiving Your Bill**

Notification that your student account billing statement is available will be sent to your University email address, beginning with the Fall Term July statement. (In July and August, Penn will also mail a paper bill to the street address we have on record.) See the billing schedule below for details.

**Paying Your Bill**

There are several ways to pay your bill:

- **Online using ACH**
  Use Penn.Pay to schedule both the payment date and amount to pay from your checking or savings account. Accounts must be with a U.S. financial institution.

- **Online using American Express®**
  Use Penn.Pay and pay with your American Express® Card. A 2% convenience fee will be assessed and will appear on your American Express® billing statement. Note that Penn does not receive any compensation or portion of the convenience fee for providing American Express® as a payment option.

- **Check**
  Pay from a U.S. checking or savings account. Payment coupons must accompany your payment. Payment coupons are attached to the bottom of your billing statement, or print one from Penn.Pay.

- **Wire Transfer**
  See the SFS website for details, or askBEN at www.sfs.upenn.edu.

- **In Person**
  Present your payment coupon and check to the University Cashier, located in the lobby of the Franklin Building, 3451 Walnut Street. Payment coupons are attached to the bottom of your billing statement or print one from Penn.Pay.

A late payment penalty of 1.5% of any past-due balance will be assessed monthly. A past-due balance may result in your student account being placed on financial hold which can restrict future registration, receipt of your diploma and transcript requests.

**Billing Schedule**

<table>
<thead>
<tr>
<th>E-Bill Sent</th>
<th>Due Date</th>
<th>Bill Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td>June 30, 2015</td>
<td>July 29, 2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper and E-bill</td>
</tr>
<tr>
<td>Spring Term</td>
<td>December 2, 2015</td>
<td>January 8, 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-bill only</td>
</tr>
<tr>
<td>Monthly Bills</td>
<td>You will be notified when your bill is available on Penn.Pay</td>
<td>Approximately 3 weeks after you receive notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-bill only</td>
</tr>
</tbody>
</table>

*Note that information on this page is accurate at time of publication. Please check the SFS website for the most up-to-date information.*
Legal Statements

Student Statement of Responsibility

I AGREE to report to Student Financial Services any additional resources that become available to me from any source during this academic year, and I understand that any additional resources will result in an adjustment of my financial aid award in accordance with University policy.

I AGREE to report promptly to Student Financial Services any beneficial or adverse changes in my or my family’s financial circumstances for this academic year as soon as they occur. Examples of such changes are reemployment or loss of employment for a parent, change in college plans for another family member, and changes in residency status (from resident to commuter). Should the calculation of my financial need change, I understand that the funds awarded to me may be adjusted accordingly.

I AGREE that if I withdraw or cease to carry the required number of course units I will report to Student Financial Services to arrange for repayment of aid advanced to me for which I am no longer eligible.

I UNDERSTAND that in order to continue to receive the assistance listed on my financial aid notice, I must maintain satisfactory progress in the course of study I am pursuing according to the standards and practices of the University of Pennsylvania.

I am not in default on any loan made, insured, or guaranteed under federal student assistance programs. I agree to notify Student Financial Services in writing if I am in default of any federal student assistance program.

I have carefully read this agreement and the information in this booklet and agree to the conditions stipulated. I understand that failure to comply with these provisions could result in cancellation of my financial aid award.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Your educational information, both financial and academic, is yours regardless of who pays your educational expenses. The law requires that students provide written permission before we can share either financial or academic information with any third party, including parents or spouses.

To stipulate with whom SRFS can speak about your student billing account and academic record, review “Share Academic/Financial Information” on the “MUST DO” List on page 15.

POLICY ON EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The University of Pennsylvania’s special character is reflected in the diversity of the Penn community. Diversity is prized at Penn as a central component of its mission and helps create an educational and working environment that best supports the University’s commitment to excellence in teaching, research, and scholarship. We seek talented faculty, students and staff who will constitute a vibrant community that draws on the strength that comes with a substantive institutional commitment to diversity along dimensions of race, ethnicity, gender, sexual orientation, age, religion, disability, veteran status, interests, perspectives, and socioeconomic status.

Grounded in equal opportunity, nondiscrimination, and affirmative action, Penn’s robust commitment to diversity is fundamental to the University’s mission of advancing knowledge, educating leaders for all sectors of society, and public service. The University of Pennsylvania prohibits unlawful discrimination based on race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.

Penn is committed to ensuring that its academic, social, recreational programs and services as well as opportunities for admission and employment are available on an equitable and nondiscriminatory basis without regard to an individual’s legally protected class status. Penn also has written affirmative action programs to address any underrepresentation of women, minorities, people with disabilities, and qualified covered veterans. The Office of Affirmative Action and Equal Opportunity Programs, in collaboration with the Division of Human Resources and the Office of the Provost, oversees the implementation and administration of the University’s equal opportunity, affirmative action, and nondiscrimination policies and programs.

The University recognizes the right of members of the community to raise questions and pursue complaints of discrimination and adheres to a strict policy that prohibits retaliation for doing so. Questions, complaints of alleged discrimination, or concerns regarding these policies or their implementation may be directed to the Executive Director, Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, Suite 228, 3600 Chestnut Street, Philadelphia, PA 19104-6106, (215) 898-6993 or Fax number (215) 746-7088.
SRFS “Must Do” List

**Note:** To complete this list, login to *Penn InTouch*, using your secure *PennKey* and password, which will be sent to you in May. *Penn InTouch* is your secure gateway to academic, financial and personal information.

**Provide your Emergency Contact Information**

Penn’s Division of Public Safety encourages you to provide personal emergency contact information for use with the UPennAlert Emergency Notification System & Penn Guardian. Providing current information is the best way to ensure you will be reached in the event of an emergency. Partner with Penn by providing a phone number (preferably a cell phone) where you can best be reached. You may also register other contacts such as parents or guardians, so that University officials can communicate with them as well.

*UPenn Alert*: From *Penn InTouch*, select Profile, privacy & emergency, then Emergency Contact to enter your information to register for UPennAlert.

*Penn Guardian*: To learn more, and register for, Penn Guardian, visit [http://www.publicsafety.upenn.edu/pennguardian/](http://www.publicsafety.upenn.edu/pennguardian/).

**Give Permission to Share Academic/Financial Information**

By federal law (FERPA), the University generally cannot discuss your academic or financial records with a third party, including your parents. To authorize Penn to share academic and/or financial data with a parent, guardian, sponsor or other third party, you must designate them explicitly. Read more about FERPA on the next page.

*From Penn InTouch*, select Profile, privacy & emergency, then Share Academic/Financial Information.

**Setup Penn.Pay Users and Payment Accounts for your Student Bills**

Penn.Pay is Penn’s online billing and payment system. As a student, you can access Penn.Pay with your *PennKey*. To enable others (such as parents) to also receive/pay your bill, you must ‘invite’ them as an ‘other payer’.

*From Penn InTouch*, select “Student Billing Account”, then Paying Your Bill/Penn.Pay.

**Enroll in Direct Deposit**

As part of Penn’s sustainability initiative, the University does not issue paper checks. Enroll in Direct Deposit, as you may receive wages from a work-study job, other campus employment, or receive a student account refund. Direct Deposit ensures your funds will be deposited to your personal US bank account.

*To enroll in Direct Deposit, go to Penn InTouch, select “Student Billing Account” then “Enroll in Direct Deposit.”*
Checklist for the Next Steps

1. To the Admissions Office
   - Use the “Reply” link on your Penn Applicant Portal to confirm your place in the class.
   - Send your Enrollment Deposit per instructions on “My Checklist” in your Penn Applicant Portal.

2. To Student Financial Services (SFS)
   Submit document(s) using the enclosed SFS Cover Sheet
   - Parents’ 2014 Federal Tax Return & W-2 Forms
     Include all pages and schedules
   - Student’s 2014 Federal Tax Return & W-2 Forms
     Include all pages and schedules
   - Cover Sheet and Tax I.D. Form (enclosed)
     Submit with tax returns. If you or your parents did not, or will not, file taxes in 2014, you must still sign and submit this form.
   - Outside Scholarships
     Report all outside scholarships and grants promptly.
     Mail subsequent checks to the Outside Scholarship address

3. To Federal Student Aid Programs
   - FAFSA: Apply online at www.fafsa.ed.gov
     April 15, 2015

4. To Outside Agencies
   - State Grants
     Residents of Connecticut, Delaware, Massachusetts, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia
   - SAR: Review your Student Aid Report (SAR) for accuracy
     June 30, 2015

5. Payment Options (if you choose to participate)
   - Enroll in the Penn Monthly Budget Plan
   - Apply for the Federal Direct Loan (for students)
   - Apply for the Federal Direct PLUS Loan after May 15 (for parents)

Deadlines

- May 1, 2015
- June 15, 2015
- June 30, 2015
- May 29, 2015
- April 15, 2015
- As soon as possible
How to Contact Student Financial Services

<table>
<thead>
<tr>
<th>Website</th>
<th><a href="http://www.sfs.upenn.edu">www.sfs.upenn.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>askBEN</td>
<td>Our self-service tool, askBEN, answers commonly asked questions 24/7 Located throughout the SFS website</td>
</tr>
<tr>
<td>PennPlan online</td>
<td><a href="http://www.admissions.upenn.edu/decisions">www.admissions.upenn.edu/decisions</a> Select PennPlan online</td>
</tr>
<tr>
<td>Email</td>
<td>General Questions Penn Monthly Budget Plan Tuition Prepayment Plan Tuition <a href="mailto:sfsmail@exchange.upenn.edu">sfsmail@exchange.upenn.edu</a> <a href="mailto:budgetpl@exchange.upenn.edu">budgetpl@exchange.upenn.edu</a> <a href="mailto:stuloans@exchange.upenn.edu">stuloans@exchange.upenn.edu</a></td>
</tr>
<tr>
<td>Submit Documents Online</td>
<td><a href="https://www.sfs.upenn.edu/forms/onlinedocsubmitform.php">https://www.sfs.upenn.edu/forms/onlinedocsubmitform.php</a></td>
</tr>
<tr>
<td>Fax</td>
<td>215-573-5428 Please include the enclosed SFS Cover Sheet</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Student Financial Services University of Pennsylvania 005 Franklin Building 3451 Walnut Street Philadelphia, PA 19104-6270</td>
</tr>
<tr>
<td>Mailing Address for Outside Scholarships</td>
<td>Outside Scholarship Office University of Pennsylvania 100 Franklin Building 3451 Walnut Street Philadelphia, PA 19104-6270</td>
</tr>
<tr>
<td>Campus Address for Walk-in Service</td>
<td>Room 100 Franklin Building 3451 Walnut Street An Assistant Director is usually available during office hours</td>
</tr>
<tr>
<td>Appointments</td>
<td>Call in advance if you wish to schedule an on-campus appointment Telephone appointments are also available during office hours</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Monday, Wednesday, Thursday &amp; Friday 9:00 a.m. – 5:00 p.m. Tuesday 10:00 a.m. – 5:00 p.m.</td>
</tr>
</tbody>
</table>

### Assistant Directors

<table>
<thead>
<tr>
<th>Your Last Name</th>
<th>Your Assistant Director</th>
<th>Your Last Name</th>
<th>Your Assistant Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-Bor</td>
<td>George Walker</td>
<td>Lew-Meh</td>
<td>Sharon Scott</td>
</tr>
<tr>
<td>Bos-Con</td>
<td>Frank Banecker</td>
<td>Mei-Paq</td>
<td>Fred Poindexter</td>
</tr>
<tr>
<td>Coo-Fh</td>
<td>Silvia Hanks</td>
<td>Par-Ros</td>
<td>Gerri Pettay</td>
</tr>
<tr>
<td>Fi-Haq</td>
<td>Sidney Picht</td>
<td>Rot-Sr</td>
<td>Dennis Drumm</td>
</tr>
<tr>
<td>Har-Kam</td>
<td>Nichole Moore</td>
<td>Ss-Wan</td>
<td>Will Ricksecker</td>
</tr>
<tr>
<td>Kan-Lev</td>
<td>Aisha Hunter</td>
<td>Wao-Z</td>
<td>Karen McGettigan</td>
</tr>
</tbody>
</table>
FOR GENERAL QUESTIONS

Use askBEN to answer your general questions 24/7. Find askBEN at www.sfs.upenn.edu.
Other Contacts

Penn Websites

- **Campus Express** – [www.campusexpress.upenn.edu](http://www.campusexpress.upenn.edu)
  Overview of key services for life at Penn

- **Office of the University Registrar** – [www.upenn.edu/registrar](http://www.upenn.edu/registrar)
  Transcripts, course offerings and descriptions, academic records

- **Penn InTouch** – [https://pennInTouch.apps.upenn.edu](https://pennInTouch.apps.upenn.edu)
  Your secure gateway to academic, financial and biographical information

- **PennKey** – [www.upenn.edu/computing/pennkey](http://www.upenn.edu/computing/pennkey)
  Your individual identity key that provides access to many of Penn’s networked systems and services.

- **PennPlan online** – [www.admissions.upenn.edu/decisions](http://www.admissions.upenn.edu/decisions)
  An interactive, web-based financial planning tool

- **Penn Portal** – [www.upenn.edu/pennportal](http://www.upenn.edu/pennportal)
  Access campus information and manage transactions

- **Student Employment Office** – [www.sfs.upenn.edu/seo](http://www.sfs.upenn.edu/seo)
  Student employment information and non-work study jobs

- **Student Financial Services** – [www.sfs.upenn.edu](http://www.sfs.upenn.edu)
  Forms, general information, and askBEN, the SRFS 24/7 question and answer tool

- **University of Pennsylvania** – [www.upenn.edu](http://www.upenn.edu)
  Penn’s website

Other Useful Contacts

- **FAFSA** – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
  (800) 433-3243
  Penn Federal Code: 003378

- **Outside Scholarship Listings** – [www.finaid.org](http://www.finaid.org)  
  [www.collegeboard.com](http://www.collegeboard.com)

  (800) 4-FED-AID  
  (800) 433-3243