Other Contacts

Penn Websites
Campus Express  www.campusexpress.upenn.edu
Overview of key services for life at Penn
Office of the University Registrar  www.upenn.edu/registrar
Transcripts, course offerings and descriptions, academic records
Penn InTouch  https://pennInTouch.apps.upenn.edu
Your secure gateway to academic, financial and biographical information
PennKey  www.upenn.edu/computing/pennkey
Your individual identity key that provides access to many of Penn's networked systems and services.
PennPlan online  https://key.admissions.upenn.edu/status
An interactive, web-based financial planning tool
Penn Portal  www.upenn.edu/pennportal
Access campus information and manage transactions
Student Employment Office  www.srfs.upenn.edu/seo
Student employment information and non-work study jobs
Student Financial Services  www.srfs.upenn.edu
Forms, general information, and answers to commonly asked questions
University of Pennsylvania  www.upenn.edu
Penn's website

Other Useful Contacts
FAFSA  www.fafsa.ed.gov  (800) 433-3243
Penn Federal Code: 003378
Outside Scholarship Listings  www.finaid.org  www.collegeboard.com
U.S. Dept. of Education  www.ed.gov  (800) 4-FED-AID  (800) 433-3243

Information for
Financial Aid Recipients
# How to Contact Student Financial Services

<table>
<thead>
<tr>
<th>Website</th>
<th><a href="http://www.srfs.upenn.edu">www.srfs.upenn.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>PennPlan online</td>
<td>key.admissions.upenn.edu/status</td>
</tr>
<tr>
<td>Email</td>
<td>General Questions</td>
</tr>
<tr>
<td></td>
<td>Penn Payment Plan</td>
</tr>
<tr>
<td></td>
<td>Tuition Prepayment Plan</td>
</tr>
<tr>
<td></td>
<td>Third Party Billing</td>
</tr>
<tr>
<td>Submit Documents Online</td>
<td><a href="https://www.srfs.upenn.edu/forms/onlinedocsubmitform.php">https://www.srfs.upenn.edu/forms/onlinedocsubmitform.php</a></td>
</tr>
<tr>
<td>Fax</td>
<td>215-573-5428</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</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>

## Financial Aid Counselors

Every student at Penn is assigned an SFS Financial Aid Counselor. Visit [www.srfs.upenn.edu/contacts](http://www.srfs.upenn.edu/contacts) to see the assignments.
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.

Should you need additional assistance, do not hesitate to contact us. Welcome to the Penn family!

Sincerely,

Elaine P. Varas
Senior University Director of Financial Aid
Student Registration and Financial Services

GRANT-BASED FINANCIAL AID PROGRAM

Penn is the nation’s largest university with a program that enables full-time, traditional undergraduates eligible for aid to receive grant-based financial aid packages for eight academic semesters.

The grant-based financial aid 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

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TO FINALIZE YOUR FINANCIAL AID AWARD ........................... pg. 3
SUMMER FINANCIAL AID PROGRAM ........................................ pg. 3
FINANCIAL ASSISTANCE IN FUTURE YEARS ............................. pg. 3
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  Student Employment............................................................... pg. 5
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PAYMENT OPTIONS ................................................................. pg. 7
  Comparison Chart ................................................................. pg. 7
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RECEIVING AND PAYING YOUR BILL ......................................... pg. 10
LEGAL STATEMENTS ................................................................ pg. 11
SRFS “MUST DO” LIST ............................................................... pg. 12
CHECKLIST FOR THE NEXT STEPS .......................................... pg. 13
HOW TO CONTACT STUDENT FINANCIAL SERVICES ............. pg. 14
OTHER CONTACTS .................................................................... pg. 15
Cost of Attendance

<table>
<thead>
<tr>
<th>COST OF ATTENDANCE FOR ACADEMIC YEAR 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
</tr>
<tr>
<td>Fees</td>
</tr>
<tr>
<td>Housing</td>
</tr>
<tr>
<td>Meals</td>
</tr>
<tr>
<td>Books and Supplies</td>
</tr>
<tr>
<td>Transportation</td>
</tr>
<tr>
<td>Personal Expenses</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
</tr>
</tbody>
</table>

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

The housing allowance is based on the freshman room rate in the University College Houses. Freshmen are required to live in on-campus housing during their first year of enrollment.

The meal allowance represents the cost of the first year dining plan through Penn Dining. Freshmen are required to participate in a meal plan during their first year of enrollment.

The books and supplies allowance provides for the annual cost for required textbooks and supplies.

The transportation allowance provides for local commuting. The approximate cost of two round-trips home may be added on a case-by-case basis.

Personal expenses include allowances for clothing, laundry, recreation, etc.

Other Expenses

Other expenses 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 visit the SRFS website at www.srfs.upenn.edu.

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 not 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.
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 and the U.S. Department of Education, from Penn’s 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 parents’ contribution is determined by considering income, assets, family size, all taxes paid, number of dependent children in college or private school and the cost of each school, and special circumstances.

Your student contribution includes a portion of your current savings, a portion of dividend and interest income, and savings from summer 2018 employment. Penn generally expects you to save about $2,500 from your summer earnings.

**Cost of Attendance (COA)**

\[ \text{Cost of Attendance (COA)} - \text{Family Contribution} = \text{Financial Need} \]
Financial Aid

To Finalize Your Financial Aid Award
To finalize your award, please submit the following:

Submit Any Missing Documents
Student Financial Services will inform you if you are missing any documents necessary for finalizing your financial aid award. Please submit any requested documents as soon as possible, and note that your financial aid eligibility may be adjusted if new information you provide reflects a significant change in your family’s financial situation.

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 fall and spring semesters. We have a very limited summer financial aid program consisting of loans. If you are considering enrolling in summer sessions, keep in mind that you may need to apply for federal or alternative educational loans. Financial aid applications for summer sessions are available on our website.

Financial Assistance In Future Years
Penn commits to providing you with grant-based financial aid packages for eight academic semesters. You should plan in advance for future years. Your financial aid eligibility for institutional funding should be similar throughout your undergraduate years, as long as your family’s financial situation remains similar.

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 applications, College Board Profile, and Free Application for Federal Student Aid (FAFSA) are available October 1, 2018.
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 (FSEOG)
› Federal Direct Loan (Subsidized and Unsubsidized)
› Federal Direct PLUS Loan (requires credit check)
› Federal Work-Study (FWS)
You must:
› File a FAFSA
› Make satisfactory academic progress
› Not be in default on a Federal Loan
› Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)

Eligibility for State Funds
You may be eligible for a state grant if you are a resident of Delaware, Massachusetts, Ohio, Pennsylvania, Vermont, or West Virginia.

Eligibility for Institutional Funds
You will be considered for Penn funds based on your financial need as determined by Penn. Students must complete the CSS Profile and the Penn Financial Aid Supplement to be considered for institutional aid.

Federal Verification Process
The U.S. Department of Education requires some financial aid applicants to verify data reported on the FAFSA. You will be notified if you are selected for this process by the federal processor of your FAFSA, via your Student Aid Report, and by Penn’s financial aid office. You will receive guidance and specific instructions depending on the data that is required to be verified. Full disbursement of all federal funds are pending the completion of this process.

Satisfactory Academic Progress
Federal regulations require that all students be reviewed at the end of each academic year to determine satisfactory academic progress standing. In order to continue eligibility in the federal aid programs (Pell, SEOG, Federal Work-Study, Direct Loans) you must be progressing satisfactorily toward your degree. The assessment is based on GPA, completion rate, pace, and maximum time frame. Visit the SRFS website for more details.

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 U.S. Department of Education and is based on your FAFSA data. The Federal Pell Grant on your financial aid award letter may be 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 three credit units a semester may reduce the amount of your Pell Grant.

University Grant/Scholarship will not be available to replace a Pell Grant should you reduce credit units.

Federal Supplemental Educational Opportunity Grant (SEOG)
This federally funded grant is based on financial need as determined by your FAFSA.
Financial Aid Funds

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 Delaware, Massachusetts, Ohio, Pennsylvania, Rhode Island, Vermont, and West Virginia, you must apply for a state grant by submitting your FAFSA before your state’s deadline. Vermont residents must complete a separate Vermont grant application. 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.

Mayor’s Scholarships
These awards from Penn funds are offered annually to outstanding high school seniors who are Philadelphia residents and who attend schools in Philadelphia or contiguous Pennsylvania counties. The scholarship amount varies according to financial need as determined by Penn and is renewable for the upper class years if the recipient continues to demonstrate financial need. Financial aid recipients who meet the residency and high school requirements may apply to: http://www.srfs.upenn.edu/mayors-scholarship/index.htm

Outside Scholarships
Need-based financial aid is awarded to supplement financial resources from parents, students, and outside scholarship donors, including employers. 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 Federal or Penn 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 U.S. 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.

Student Employment
Federal 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.srfs.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 if eligible. 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.

NOTE TO INTERNATIONAL STUDENTS: Because you are generally not eligible for U.S. federal aid, your financial aid package will consist of institutional grants and work-study.
A Word About Loans

Penn’s Grant-Based Aid Program
Penn stands out as one of the few universities that does not include loans in aid packages for traditional, dependent students. This means 100% of your demonstrated financial need is met with a work-study job and grants.

If You Decide To Borrow
Many students choose to borrow to help defray their expected family 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

Types of Loans
Federal Loans
Federal loans (Direct Loan for students, which may be subsidized or unsubsidized, 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.

Private 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.srfs.upenn.edu/loans.

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.srfs.upenn.edu/loans
› www.studentloans.gov
› www.collegeboard.org
› www.finaid.org
# Payment Options Comparison Chart

<table>
<thead>
<tr>
<th>Student Program</th>
<th>Parent Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal Direct Loan</strong></td>
<td><strong>Federal Direct PLUS Loan</strong></td>
</tr>
<tr>
<td><strong>Eligibility</strong></td>
<td><strong>Eligibility</strong></td>
</tr>
<tr>
<td>› US citizen or permanent resident</td>
<td>› U.S. 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>
<tr>
<td><strong>Amounts</strong></td>
<td><strong>Amounts</strong></td>
</tr>
<tr>
<td><strong>Grade Level</strong></td>
<td><strong>Annual Maximum for Dependent Students</strong></td>
</tr>
<tr>
<td>Freshmen</td>
<td>$5,500</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$6,500</td>
</tr>
<tr>
<td>Jr./Sr.</td>
<td>$7,500</td>
</tr>
<tr>
<td><strong>Note:</strong> The annual maximum may not exceed Penn’s cost of attendance less any other financial assistance you receive.</td>
<td></td>
</tr>
<tr>
<td><strong>Interest Rates</strong></td>
<td><strong>Interest Rates</strong></td>
</tr>
<tr>
<td><strong>Subsidized</strong></td>
<td><strong>Subsidized</strong></td>
</tr>
<tr>
<td>› 4.45% for loans disbursed July 1, 2017 – June 30, 2018</td>
<td>› 4.45% for loans disbursed July 1, 2017 – June 30, 2018</td>
</tr>
<tr>
<td>› Interest is subsidized by the federal government during in-school period for subsidized loans</td>
<td>› Interest begins to accrue after the first disbursement and may be paid quarterly while in school or capitalized</td>
</tr>
<tr>
<td><strong>Unsubsidized</strong></td>
<td><strong>Unsubsidized</strong></td>
</tr>
<tr>
<td>› 4.45% for loans disbursed July 1, 2017 – June 30, 2018</td>
<td>› 7% for loans disbursed July 1, 2017 – June 30, 2018</td>
</tr>
<tr>
<td>› Interest begins to accrue after the first disbursement and may be paid quarterly while in school or capitalized</td>
<td></td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td><strong>Fees</strong></td>
</tr>
<tr>
<td><strong>Source</strong></td>
<td><strong>Source</strong></td>
</tr>
<tr>
<td>U.S. Department of Education</td>
<td>U.S. Department of Education</td>
</tr>
<tr>
<td><strong>Terms and/or Repayment</strong></td>
<td><strong>Terms and/or Repayment</strong></td>
</tr>
<tr>
<td><strong>Subsidized Loans:</strong></td>
<td><strong>Subsidized Loans:</strong></td>
</tr>
<tr>
<td>› Begins 6 months after graduation or withdrawal from the University</td>
<td>› Begins within 60 days after final disbursement</td>
</tr>
<tr>
<td>› May be deferred for graduate study and in certain other circumstances</td>
<td>› Four month payment plans are offered in the Fall and Spring semesters</td>
</tr>
<tr>
<td>› Graduated and income-based options available</td>
<td></td>
</tr>
<tr>
<td><strong>Unsubsidized Loans:</strong></td>
<td><strong>Unsubsidized Loans:</strong></td>
</tr>
<tr>
<td>› 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</td>
<td>› Begins within 60 days after final disbursement</td>
</tr>
<tr>
<td>› Graduated and income-based options available</td>
<td>› Four month payment plans are offered in the Fall and Spring semesters</td>
</tr>
<tr>
<td>Up to 10 year repayment term, may be extended through consolidation up to 30 years depending on the amount borrowed</td>
<td></td>
</tr>
<tr>
<td><strong>To Apply</strong></td>
<td><strong>To Apply</strong></td>
</tr>
<tr>
<td>› SRFS will notify you of additional steps in the spring</td>
<td>› SRFS will notify you of additional steps</td>
</tr>
<tr>
<td><strong>Recommended Deadlines</strong></td>
<td><strong>Recommended Deadlines</strong></td>
</tr>
<tr>
<td>June 15, 2018**</td>
<td>June 15, 2018**</td>
</tr>
</tbody>
</table>

* Rates are scheduled to change July 1, 2018; fees will change October 1, 2018.
** Deadlines are recommended, however, applications are still accepted after these dates.

**NOTE TO INTERNATIONAL STUDENTS:** If you choose to borrow, please visit our website to learn about alternative loan options, as in most cases you will not be eligible for U.S. federal loan programs. Note that international borrowers generally need a U.S. citizen or permanent resident co-signer.
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.

**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.

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 financial aid award.

   **Outside Scholarships/Employer Assistance**
   A number of scholarships are available from outside sources. Check the SRFS 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 award, 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 5).

**How to Use this Worksheet**

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

- **Financial Aid** – From your financial aid award, 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 financial aid award, do not include this amount in addition to your financial aid amount.
Worksheet

Complete this worksheet to help you plan your academic year finances and identify resources for paying this year’s family contribution. You may prefer our interactive worksheet on PennPlan online, available through your Penn Applicant Portal.

### Cost of Attendance for the Academic Year 2018-2019

<table>
<thead>
<tr>
<th>Item</th>
<th>Option 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$49,220</td>
</tr>
<tr>
<td>Fees</td>
<td>$6,364</td>
</tr>
<tr>
<td>Housing</td>
<td>$10,200</td>
</tr>
<tr>
<td>Meals</td>
<td>$5,416</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,318</td>
</tr>
<tr>
<td>Transportation</td>
<td>$895</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$1,890</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td><strong>$75,303</strong></td>
</tr>
</tbody>
</table>

### Less Total Financial Aid (from aid award)

$_________

### Estimated Amount To Be Covered By Your Family

#### 1. $_________

#### Resources Readily Available for Your Family Contribution

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents’ savings and assets</td>
<td></td>
</tr>
<tr>
<td>Gifts from relatives</td>
<td></td>
</tr>
<tr>
<td>Student’s savings and assets</td>
<td></td>
</tr>
<tr>
<td>Student non-wage income</td>
<td></td>
</tr>
<tr>
<td>Summer of 2018 employment</td>
<td></td>
</tr>
<tr>
<td>Federal Direct Loan (optional)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Available Resources Above</strong></td>
<td><strong>$_________</strong></td>
</tr>
</tbody>
</table>

### 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 7. To estimate monthly payments, log on to PennPlan online and use an interactive calculator.
Receiving and Paying Your Bill

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. See the billing schedule below for details.

Penn.Pay
Penn.Pay is the University’s electronic billing and payment system. Here you can view your account activity, make payments, and set up authorized users. In order for your parents to access Penn.Pay, you must invite them to be “authorized users.” Review the “MUST DO” List on page 12 for instructions.

Paying Your Bill*
There are several ways to pay your bill:

Penn Payment Plan
The Penn Payment Plan allows you to budget your payments over four months each semester. Visit www.srfs.upenn.edu/payment-plan for more information.

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 a Credit Card
Use Penn.Pay and pay with a credit card. A convenience fee will be assessed and will appear on your credit card billing statement. Note that Penn does not receive any compensation or portion of the convenience fee for providing credit card payment options.

Check
Pay from a U.S. checking or savings account. Payment remittance slips must accompany your payment and can be printed from Penn.Pay.

Wire Transfer
See the SRFS website for details at www.srfs.upenn.edu.

In Person
Present your payment remittance slip and check to the University Cashier, located in the lobby of the Franklin Building, 3451 Walnut Street. Payment remittance slips can be printed 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></th>
<th>E-Bill Sent</th>
<th>Due Date</th>
<th>Bill Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td>July 3, 2018</td>
<td>July 30, 2018</td>
<td>E-bill only</td>
</tr>
<tr>
<td>Spring Term</td>
<td>December 5, 2018</td>
<td>January 4, 2019</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>
<td>E-bill only</td>
</tr>
</tbody>
</table>

For additional information about Penn.Pay, visit the SRFS website at www.srfs.upenn.edu.

*Note that information on this page is accurate at time of publication. Please check the SRFS website for the most up-to-date information.
**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 12.

**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 [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 previous page.

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

**Set up 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 authorized user.

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

**Enroll in Direct Deposit**

Enroll in Direct Deposit, as you may receive wages from a work-study job or other campus employment. Direct Deposit ensures your funds will be deposited into your personal U.S. bank account. Refer to our link for a list of local banks [www.sfs.upenn.edu/banking/index.htm](http://www.sfs.upenn.edu/banking/index.htm)

To enroll in Direct Deposit for student wages, go to Penn InTouch, select “Student Billing Account” then “Enroll in Direct Deposit.”

For student account refunds, you will need to enroll in Direct Deposit within the Penn.Pay site. Further instructions will be provided in Summer 2018 for the Fall 2018 term.
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’ 2016 Federal Tax Return & W-2 Forms
     Include all pages and schedules
   - Student’s 2016 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 file taxes in 2018, 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
   - SAR: Review your Student Aid Report (SAR) for accuracy

4. To Outside Agencies
   - State Grants
     Residents of Delaware, Massachusetts, Ohio, Pennsylvania, Vermont, West Virginia

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

6. College Board CSS Profile
   - Apply online at www.collegeboard.org

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Deadlines

- May 1, 2018
- May 1, 2018
- As soon as possible
- As soon as possible
- As soon as possible
- As soon as possible
- April 15, 2018
- June 30, 2018
- see page 11
- June 15, 2018
- June 15, 2018
- July 10, 2018