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

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

Paying for a Penn Education

Financial Resource Guide

Doors of wisdom never close.  Benjamin Franklin
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 the “My Checklist” located on Penn Applicant Portal.

2. 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 Tuition Prepayment Plan
   - Enroll in the Penn Payment Plan

Deadlines
- May 1, 2018
- June 15, 2018
- July 10, 2018
Congratulations on your admission to Penn! On behalf of Student Registration and Financial Services, welcome to the University of Pennsylvania.

We know that paying for college can be complicated, and selecting the best financial programs is important to you and your family. This booklet presents information to help you with this decision.

We encourage you to read our literature, use our interactive financial planning tool, PennPlan online, and visit our website where you can find answers to many commonly asked questions.

Please contact our office if you need assistance. Welcome to the Penn family!

Sincerely,

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

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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.sdfs.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 to Pay for Your Penn Education

Penn Payment Plan
The Penn Payment Plan is one way to extend your payments. Estimate the total amount of your payment each semester (Fall and Spring only), and make four equal installments to pay all or a portion of your family’s contribution. Details are on page 5.

Tuition Prepayment Plan
Prepay up to four years of tuition and mandatory fees at the 2018-2019 rate, thus saving on future tuition increases. Although we cannot predict future costs, tuition and fees increases have remained under 4% for the last three years.

A Word About Loans
If you choose to borrow, 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 to replace all or part of your expected family contribution, including expected summer savings.

Types of Loans
Federal Direct Loans
Federal loans (Direct Loan for students, which may be subsidized or unsubsidized, and Direct PLUS Loan for parents) should be the first choice for U.S. citizens and permanent residents. Federal loans often have better terms, and usually offer loan consolidation, flexible repayment options, and income-based repayment.

Private Alternative Education Loans
A number of private lenders and other financial institutions offer education loans to students. These loans are marketed by lenders who may by-pass the schools, mailing information directly to you and your family. These loans are not subsidized and may carry higher interest rates and fees than federal loans. A co-signer is often needed, especially for international students. If you think you need a private alternative loan, visit the loans section of our website at www.srfs.upenn.edu/loans.

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
Financial Resources

As with most major investments, such as homes or cars, it may be easier to assess affordability after you determine the
down payment and convert the balance into a monthly payment.

To begin your financial planning, we offer these guidelines:

1. Estimate your total costs, using the cost of attendance and other expenses listed on page 1.
2. Assess your available resources. We listed some ideas below.
3. Complete the worksheet on page 4.
4. Review the Payment Options Chart on page 5.

Note: You may prefer to complete these steps online. If so, access PennPlan online through your Penn Applicant Portal.

Available Resources

Parents’ Savings and Other Assets
Your family is the first and most important resource in paying for your education. Payment plans or loans enable your
family to distribute available assets over your academic career.

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 Resources
Summer of 2018 Employment
Savings from your summer earnings are an important resource.

Academic-Year Employment
Many students obtain academic year employment in the Philadelphia area or on campus. Visit the Student
Employment website at www.srfs.upenn.edu/seo for information on non-work-study jobs.

Non-Wage Income
Examples are interest, dividend or trust income.

Federal Direct Loan
This federal loan is offered for U.S. citizens and permanent residents. The maximum amount you can borrow for
your freshman year is $5,500. Repayment can be deferred until you complete your education. See page 5 for details.

Outside Scholarships/Employer Assistance
Scholarships are often available from outside sources. Check with your parents’ employers, your high school,
fraternal organizations, and other local groups. Learn more about outside scholarships at www.collegeboard.com
and www.finaid.org.
Worksheet

Complete this worksheet to help you plan your academic year finances and identify resources for paying your family contribution. To use an online interactive worksheet, log in to **PennPlan online**, available through your 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>
</tbody>
</table>

**Total Costs**

1. $75,303

**Resources Readily Available for Your Family Contribution**

- Parents' savings and assets: $________
- Gifts from relatives: __________
- Student’s savings and assets: __________
- Student non-wage income: __________
- Summer of 2018 employment: __________
- Federal Direct Loan (for U.S. citizens and permanent residents): __________
- The maximum amount freshmen may receive is $5,500.
- Other: ________________________________

**Total Available Resources Above**

2. $________

**Total Costs (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 5. To estimate monthly payments, log on to **PennPlan online** and use an interactive calculator.
## Payment Options Comparison Chart

### Student Program

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Federal Direct Loan</th>
<th>Federal Direct PLUS Loan</th>
<th>Penn Payment Plan</th>
<th>Tuition Prepayment Plan</th>
</tr>
</thead>
</table>
|             | › U.S. citizen or permanent resident  
› Enrolled at least half-time in degree program | › U.S. citizen or permanent resident  
› Enrolled at least half-time in degree program  
› No adverse credit history | Any Penn student | Any Penn student |

<table>
<thead>
<tr>
<th>Amounts</th>
<th>Grade Level</th>
<th>Annual Maximum for Dependent Students</th>
<th>Annual Maximum for Independent Students</th>
<th>Limit on Subsidized Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Freshmen</td>
<td>$5,500</td>
<td>$9,500</td>
<td>$3,500</td>
</tr>
<tr>
<td></td>
<td>Sophomore</td>
<td>$6,500</td>
<td>$10,500</td>
<td>$4,500</td>
</tr>
<tr>
<td></td>
<td>Jr./Sr.</td>
<td>$7,500</td>
<td>$12,500</td>
<td>$5,500</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>The annual maximum may not exceed Penn’s cost of attendance less any other financial assistance you receive.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Interest Rates* | | |
|-----------------| | |
| **Subsidized**  | › 4.45% for loans disbursed July 1, 2017 - June 30, 2018  
› Interest is subsidized by the federal government during in-school period for subsidized loans | 7% for loans disbursed July 1, 2017 - June 30, 2018  
None | None |

| Fees* | | |
|-------| | |
| 1.066% origination fee | 4.264% origination fee | $45 enrollment fee per semester | None |

| Source | U.S. Department of Education | U.S. Department of Education | University of Pennsylvania | University of Pennsylvania |

| Terms and 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 | Begins within 60 days after final disbursement | Four month payment plans are offered in the Fall and Spring semesters | One payment prepays tuition and mandatory fees for 4 years, thereby avoiding future tuition and fees increases |

|                          | 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 | File a 2018-2019 FAFSA by April 15, 2018 at www.fafsa.ed.gov  
› SRFS will notify you of additional steps | File a 2018-2019 FAFSA by April 15, 2018 at www.fafsa.ed.gov  
› SRFS will notify you of additional steps | www.srfs.upenn.edu/payment-plan | Contact SRFS to request a set of agreements |

| Recommended Deadlines | June 15, 2018** | June 15, 2018** | Enrollment between May 15, 2018 and July 10, 2018 | June 15, 2018 |

* Rates are scheduled to change July 1, 2018; fees will change October 1, 2018.
** Deadlines are recommended in order to receive credit on your initial Fall Term bill.

**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.
Receiving and Paying Your Bill

Receiving Your Bill
Students and Authorized users will receive notification via email when a new electronic bill is available, beginning with the 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 7 for instructions.

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 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 slips 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>E-Bill Sent</th>
<th>Due Date</th>
<th>Bill Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Term</strong></td>
<td>July 3, 2018</td>
<td>July 30, 2018</td>
</tr>
<tr>
<td><strong>Spring Term</strong></td>
<td>December 5, 2018</td>
<td>January 4, 2019</td>
</tr>
<tr>
<td><strong>Monthly Bills</strong></td>
<td>You will be notified when your bill is ready on Penn.Pay</td>
<td>Approximately 3 weeks after you receive notification</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.
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/.

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.

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

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.
Legal Statements

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 7.

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, citizenship status, 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.
### How to Contact Student Financial Services

<table>
<thead>
<tr>
<th><strong>Website</strong></th>
<th><a href="http://www.srfs.upenn.edu">www.srfs.upenn.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PennPlan online</strong></td>
<td><a href="https://key.admissions.upenn.edu/status">https://key.admissions.upenn.edu/status</a> Select PennPlan online</td>
</tr>
</tbody>
</table>
| **Email** | General Questions sfsmail@pobox.upenn.edu  
Penn Payment Plan budgetpl@pobox.upenn.edu  
Tuition Prepayment Plan stuloans@pobox.upenn.edu  
Third Party Billing thirdpartybilling@pobox.upenn.edu |
| **Submit Documents Online** | [www.srfs.upenn.edu/forms/OnlineDocSubmitForm.php](http://www.srfs.upenn.edu/forms/OnlineDocSubmitForm.php) |
| **Fax** | 215-573-5428  
Please include an SFS Cover Sheet |
| **Telephone** | 215-898-1988 |
| **Mailing Address** | Student Financial Services  
University of Pennsylvania  
005 Franklin Building  
3451 Walnut Street  
Philadelphia, PA 19104-6270 |
| **Mailing Address for Outside Scholarships** | Outside Scholarship Office  
University of Pennsylvania  
100 Franklin Building  
3451 Walnut Street  
Philadelphia, PA 19104-6270 |
| **Campus Address for Walk-in Service** | Room 100 Franklin Building  
3451 Walnut Street  
A Financial Aid Counselor is available during office hours |
| **Appointments** | Call in advance if you wish to schedule an on-campus appointment  
Telephone appointments are also available during office hours |
| **Office Hours** | Monday, Wednesday, Thursday & Friday 9:00 a.m. – 5:00 p.m.  
Tuesday 10:00 a.m. – 5:00 p.m. |

### 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.