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 careful review of your financial aid application. This booklet explains your Penn 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, and compare payment options, use our interactive financial planning tool, PennPlan online. Log on to this secure site through the Office of Admissions’ website at www.admissions.upenn.edu/decisions and select My PennPlan online.

We encourage you to review this information, explore PennPlan online, and visit our website where you can askBEN questions 24/7. Should you need additional assistance, do not hesitate to contact us.

We look forward to helping you pay for your Penn education.

Sincerely,

Joel B. Carstens
University Director of Financial Aid

PENN’S NO-LOAN POLICY

Penn stands out as one of the few universities that does not include loans in financial aid packages. Dependent undergraduate students eligible for financial aid receive loan-free aid packages, regardless of family income level.

The policy applies to those 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.

The No-Loan policy demonstrates Penn’s commitment to widen access for qualified students from all economic backgrounds.
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FERPA
The federal government views your educational information, both financial and academic, as yours, regardless of who pays your educational expenses. Therefore, federal guidelines require that students provide written permission before we can share financial information with any third party, including parents or spouses. A summary of University policy on the privacy of student records, which include rights under the Family Educational Rights and Privacy Act ("FERPA"), is available at Penn’s Privacy site at www.upenn.edu/privacy.

NON-DISCRIMINATION STATEMENT
The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of 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 status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD).
cost of attendance

We based your financial aid award on this year’s cost of attendance. We will mail you a revised aid notice in April that will be based on the 2014-2015 cost of attendance, provided we have received your 2013 tax returns.

<table>
<thead>
<tr>
<th>Cost of Attendance / Current Academic Year 2013-2014</th>
<th>Living On/Off Campus</th>
<th>Living with Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$45,890</td>
<td>$45,890</td>
</tr>
<tr>
<td>Housing</td>
<td>8,330</td>
<td>0</td>
</tr>
<tr>
<td>Meals</td>
<td>4,592</td>
<td>2,222</td>
</tr>
<tr>
<td>Books</td>
<td>1,190</td>
<td>1,190</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>1,798</td>
<td>1,798</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$61,800</strong></td>
<td><strong>$51,100</strong></td>
</tr>
</tbody>
</table>

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

The *meal allowance* represents the cost of a first year plan offered through Penn Dining. For students living at home with their family, an allowance for meals away from home is included.

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

A *travel allowance* is included for students who live at home with their family, or for residential students who live on or off-campus and whose home is a considerable distance from Penn. This allowance approximates the lowest fare of two round trips a year. If a travel allowance is included in your cost of attendance, it is reflected on your financial aid notice.

**Other Expenses**

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

**Student Health Insurance**

As a condition of enrollment, 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. If you are not covered under a policy that meets University requirements, you will automatically be enrolled in the Penn Student Insurance Plan (PSIP). The current academic year cost for PSIP for an unmarried student without dependents is $2,774. Details are available at the Student Health Services website 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. To arrive at your financial need, we subtract your family contribution, as determined by Student Financial Services, from Penn’s cost of attendance.

Family Contribution

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

Your 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 of 2014 employment. Penn generally expects you to save about $2,500 from your summer earnings.

Reevaluation of Financial Aid

Penn’s financial assistance program includes both need-based financial aid and payment options. Payment options can transform your family contribution into affordable monthly payments. You should consider all types of assistance when assessing your capacity to pay for your education.

We want to be as responsive as possible to your particular situation, within the limits of federal and University policies and available funding levels. It may not be possible for us to adjust your aid, but we can consider requests for reevaluation of the expected family contribution at any time when:

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

To request a reevaluation, contact our office for an Application for Reevaluation. Both your and your parents’ most recent federal tax returns, all pages, schedules and W-2 forms must accompany the application, unless you have previously submitted them.

Education Tax Credits

Some families may be eligible for a non-refundable federal tax credit or deduction for qualified payments of tuition and related expenses. Additional information is available in the Special Policies section of the SFS website.
to finalize your financial aid award

To finalize your award, you need to submit the following:

› **FAFSA:** File a 2014-2015 Free Application for Federal Student Aid (FAFSA) between January 1 and April 15, 2014. (Students from Connecticut, Rhode Island and Vermont must file before April 15. See page 8).

› **2013 Tax Returns and W-2s:** Your financial aid award is considered preliminary until your 2013 tax documents have been reviewed by our office. Submit signed copies of your parents’ and your 2013 federal income tax returns by February 15, 2014, or as soon as they are available. Be sure to include all pages, schedules and W-2 forms. After we receive and review these documents, we will confirm your aid eligibility. Awards may be adjusted in cases where tax information differs from what was reported on the PROFILE and Penn Financial Aid Supplement.

› **Sibling Enrollment Certification:** If you indicated that you will have a sibling enrolled in college in 2014-2015, your financial aid was awarded 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.

continuing financial assistance in upperclass years

Your financial aid award should be similar throughout your undergraduate years, as long as your family’s financial situation remains somewhat the same. Summer savings expectations are several hundred dollars higher for upperclass students than for entering freshmen since the summer break is one month longer for enrolled students.

To continue to receive aid, you need to submit applications and tax returns for review each year. Financial aid applications for the 2015-2016 academic year will be available on the SFS website in January; the deadline will be April 15, 2015.

summer financial aid program

Penn’s commitment is to aid you for the academic year. We have a limited summer financial aid program consisting of loan. If you enroll in summer sessions, keep in mind that you will incur debt. Financial aid applications for summer sessions will be available on our website in mid-March.

financial aid 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 a 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, the District of Columbia, Massachusetts, Ohio, Pennsylvania, Rhode Island, Vermont, or West Virginia. See page 8 for details.

Eligibility for Institutional Funds

You are considered for Penn grants and scholarships based on your financial need as determined by Penn.
grants & scholarships

Penn Grant and University Named Scholarships
These awards are made from either general University funds or specific endowment 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 have stipulated additional criteria (e.g. school, major, etc.).

Federal Supplemental Educational Opportunity Grant (SEOG)
Penn selects recipients of this federally funded grant based on evaluated financial need.

Federal Pell Grant
Eligibility for this federal grant is determined by the U.S. Department of Education, and is based on your FAFSA. 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 course units a semester will affect the amount of your Pell Grant.

*University Grant/Scholarship is not available to replace a Pell Grant if you are considered eligible but do not apply, or apply late. Therefore, be certain to submit a FAFSA between January 1 and April 15, 2014.*

State Grants
If you qualify for a state grant, the amount on your financial aid notice is an estimate. If you receive a state grant that differs from our estimate, or it was not included in your award, your University grant will be adjusted so that your total grant aid remains the same.

Students from Connecticut, Delaware, the District of Columbia, Massachusetts, Ohio, Pennsylvania, Rhode Island, Vermont, and West Virginia must submit a FAFSA by their state’s deadline. Residents of Vermont, and D.C. must also submit a state application. *University Grant/Scholarship is not available to replace state grant funds if you miss the deadline. See page 8 for details.*

Outside Scholarships
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 to Student Financial Services all scholarships or grants awarded to you from any source outside the University. Scholarship checks and correspondence should be mailed to the address on the inside back cover.

Taxability of Grants
Students receiving grants should be aware that total grant aid in excess of tuition, fees, books and supplies required for courses of instruction is subject to 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 aliens. Consult your tax advisor if you have any questions.

work study

Student Financial Services awards work-study to eligible students for the academic year. Work-Study job earnings are not credited to your student bill; you will be paid weekly based on the actual hours you work. For details, review the Student Employment website at [www.sfs.upenn.edu/seo](http://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 page 5 first, then contact our office if you need assistance.
payment options

Now that you have your financial aid award, you and your family need to decide how to pay your family contribution. Will you pay it in full at the beginning of each term? Would you prefer to budget it over ten months without interest? Or, do you prefer to extend your payments over a longer term with a loan? To explore these ideas, review the information below and complete the Worksheet on page 7.

Note: You may prefer to complete these steps online. If so, access PennPlan online through your Admissions’ MyApplicant Portal.

Penn Monthly Budget Plan
The Penn Monthly Budget Plan is one way to extend your payments. Budget your payments over 10 months without interest. Payments begin in May and end in February. Details are on page 6.

A Word About Loans

Penn’s No-Loan Policy
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 need is met with a work-study job and grants.

However, most students are eligible to borrow through the Federal Direct Loan Program. If you do 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:

- in lieu of using your work-study job
- to replace some of the expected summer earnings
- to distribute your family contribution over a term longer than four years
- to cover approved expenses not included in the standard cost of attendance

Types of Loans

Federal Loans
Federal loans (Direct Loan for students and Direct PLUS Loan for parents) should be your first choice. Federal loans often have better terms, and usually offer loan consolidation, flexible repayment options, and income-based repayment. See page 6.

Alternative Educational Loans
A number of private lenders and other financial institutions offer education loans to students. These loans are not subsidized. A co-signer is often needed, especially for international students. If you think you need an alternative loan, visit our website at www.sfs.upenn.edu.

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 loan borrowers at Penn is under one percent, well below the national average.

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

<table>
<thead>
<tr>
<th><strong>Amounts</strong></th>
<th><strong>Cost of education minus other financial aid</strong></th>
<th><strong>You determine the amount each year</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level</td>
<td>Annual Maximum for Dependent Students</td>
<td>Annual Maximum for Independent Students</td>
</tr>
<tr>
<td>Freshmen</td>
<td>$5,500</td>
<td>$9,500</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$6,500</td>
<td>$10,500</td>
</tr>
<tr>
<td>Jrs./Srs.</td>
<td>$7,500</td>
<td>$12,500</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th><strong>Interest Rates</strong></th>
<th><strong>6.41% for loans disbursed July 1, 2013 – June 30, 2014</strong></th>
<th><strong>None</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subsidized</strong></td>
<td>3.86% for loans disbursed July 1, 2013-June 30, 2014</td>
<td>Interest is subsidized by the federal government during in-school period for subsidized loans</td>
</tr>
<tr>
<td><strong>Unsubsidized</strong></td>
<td>3.86% for loans disbursed July 1, 2013-June 30, 2014</td>
<td>Interest begins to accrue after the first disbursement and may be paid quarterly while in school or capitalized</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fees</strong></th>
<th>1.072% origination fee</th>
<th>4.288% origination fee</th>
<th>$5 enrollment fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source</strong></td>
<td>U.S. Department of Education</td>
<td>U.S. Department of Education</td>
<td>University of Pennsylvania</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Repayment</strong></th>
<th><strong>Subsidized Loans:</strong></th>
<th><strong>Over 10 months beginning May 1</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; Begins 6 months after graduation or withdrawal from the University</td>
<td>Begins within 60 days after final disbursement.</td>
<td>Over 10 months beginning May 1</td>
</tr>
<tr>
<td>&gt; May be deferred for graduate study and in certain other circumstances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt; Graduated, income-sensitive options, and income-based repayment available</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **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, income-sensitive options, and income-based repayment available |
| > Up to 10 year repayment term, may be extended through consolidation up to 30 years depending on the amount borrowed |

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; SRFS will notify you of additional steps in the spring</td>
<td>&gt; SRFS will notify you of additional steps in the spring</td>
<td><a href="http://www.sfs.upenn.edu/budget-plan">www.sfs.upenn.edu/budget-plan</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Recommended Deadlines</strong></th>
<th><strong>June 15, 2014</strong></th>
<th><strong>June 15, 2014</strong></th>
<th><strong>May 22, 2014</strong></th>
</tr>
</thead>
</table>

* Rates are scheduled to change July 1, 2014; fees will change October 1, 2014.

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

### Note to International Students

If you choose to borrow, please visit our website and read about alternative loans. Note that international borrowers generally need a U.S. citizen or permanent resident co-signer.
worksheet

Complete this worksheet to adjust expenses if needed, and select resources for paying your family contribution. We provided two columns so you can lay out two different scenarios. You may prefer our interactive worksheet on PennPlan online, available through the Decision Portal.

<table>
<thead>
<tr>
<th>Cost of Attendance for the Academic Year 2013-2014</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$45,890</td>
<td>$45,890</td>
</tr>
<tr>
<td>Housing</td>
<td>8,330</td>
<td></td>
</tr>
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</tr>
<tr>
<td>Personal</td>
<td>1,798</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Costs</td>
<td>$45,890</td>
<td>$45,890</td>
</tr>
<tr>
<td>Less Total Financial Aid (from aid notice)</td>
<td>−$</td>
<td>−$</td>
</tr>
<tr>
<td>Estimated Amount To Be Covered By Your Family</td>
<td>1. $</td>
<td>$</td>
</tr>
<tr>
<td>Resources Readily Available for Your Family Contribution</td>
<td></td>
<td></td>
</tr>
<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 2014 employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Direct Loan (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The maximum freshman amount is $5,500, provided it does not exceed the COA less any financial aid you receive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Available Resources Above</td>
<td>2. $</td>
<td>$</td>
</tr>
<tr>
<td>Estimated Amounts to be Covered by Family (#1 from above)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Subtract Total Available Resources (#2 from above)</td>
<td>−</td>
<td>−</td>
</tr>
<tr>
<td>Remaining Costs To Be Covered</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

If you have remaining costs, consider one of the payment options outlined on page 6.
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 eligibility requirements.

### Application Instructions

› Complete the FAFSA by **April 15, 2014**, or earlier if required by your state

› Residents of the District of Columbia and Vermont must also file a state application

<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>DC Leap Grant Program</td>
<td><a href="http://www.osse.dc.gov">www.osse.dc.gov</a></td>
<td>April 15, 2014</td>
<td><a href="http://www.osse.dc.gov">www.osse.dc.gov</a> or Obtain a paper application from your high school or library after you file a FAFSA</td>
</tr>
<tr>
<td>The Massachusetts Board of Higher Education</td>
<td><a href="mailto:osfa@osfa.mass.edu">osfa@osfa.mass.edu</a></td>
<td>April 15, 2014</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></td>
<td>April 15, 2014</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></td>
<td>April 15, 2014</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></td>
<td>March 1, 2014</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></td>
<td>As soon as possible after January 1, 2014, Grants are considered on a first-come, first-serve basis, pending availability of funds.</td>
<td><a href="http://www.vsac.org">www.vsac.org</a></td>
</tr>
<tr>
<td>West Virginia Higher Education Grant Program</td>
<td><a href="http://www.cfwv.com">www.cfwv.com</a></td>
<td>April 15, 2014</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Information for Financial Aid Recipients | Early Decision Freshmen | Class of 2018*
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 2014-2015 FAFSA between January 1 and April 15, 2014
(Residents of Connecticut, Rhode Island and Vermont – see page 8 for your earlier deadline)

› File online at www.fafsa.ed.gov
or
› Complete and return a 2014-2015 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 2013 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.
receiving and paying your bill

Penn.Pay

Penn.Pay is Penn's online billing system through which you receive your monthly student account bill. You can also review new activity on a daily basis, and opt to pay your bills online, securely and efficiently.

Receiving Your Bill

Your student account billing statement will be sent to your University email address beginning with your July statement as well as to ‘other payers’ you have authorized. You can also include other personal email addresses. Penn will also mail the first Fall Term paper bill to your home address in July. Thereafter, all monthly billing statements will be available only on Penn.Pay.

Paying Your Bill

› **Online:** 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:** 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; use the coupon attached to the bill, 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.

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><strong>Fall Term</strong></td>
<td>July 1, 2014</td>
<td>July 29, 2014</td>
<td>Paper and E-bill</td>
</tr>
<tr>
<td><strong>Spring Term</strong></td>
<td>December 2, 2014</td>
<td>January 5, 2015</td>
<td>E-bill</td>
</tr>
<tr>
<td><strong>Monthly Bills</strong></td>
<td>First week of each month</td>
<td>Last week of each month</td>
<td>E-bill</td>
</tr>
</tbody>
</table>

For additional information about Penn.Pay, visit the SFS website or askBEN at www.sfs.upenn.edu.
checklist for the next steps

Note: Check only those boxes that apply to you

1. To Penn Admissions
- Use the “Say Yes” link on your Decision Portal to confirm your place in the class.
- Send your Enrollment Deposit per instructions on the “My Checklist” located on the Decision Portal.

2. To Student Financial Services (SFS)
   Fax or email document using the enclosed SFS Cover Sheet
   - Parents’ 2013 Federal Tax Return & W-2 Forms
     Include all pages and schedules
   - Student’s 2013 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 2013, 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

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

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)
   - Apply for the Penn Monthly Budget Plan

Note: You will receive a revised financial aid notice reflecting the 2014-2015 academic costs in April, after your and your parents’ 2013 federal income tax returns have been received by our office.

Deadlines

January 6, 2014
February 15, 2014
April 15, 2014
June 30, 2014
# how to contact student financial services

When contacting our office, please identify yourself as a member of the Class of 2018.

<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><strong>askBEN</strong></td>
<td>Our self-service tool, <strong>askBEN</strong>, answers commonly asked questions 24/7 Located throughout the SFS website</td>
</tr>
<tr>
<td><strong>PennPlan online</strong></td>
<td><a href="http://www.admissions.upenn.edu/decisions">www.admissions.upenn.edu/decisions</a> Select <strong>My PennPlan online</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td></td>
</tr>
<tr>
<td>General Questions</td>
<td><a href="mailto:sfsmail@exchange.upenn.edu">sfsmail@exchange.upenn.edu</a></td>
</tr>
<tr>
<td>Penn Monthly Budget Plan</td>
<td><a href="mailto:budgetpl@exchange.upenn.edu">budgetpl@exchange.upenn.edu</a></td>
</tr>
<tr>
<td>Tuition Prepayment Plan</td>
<td><a href="mailto:prepay@exchange.upenn.edu">prepay@exchange.upenn.edu</a></td>
</tr>
<tr>
<td>Tuition Documents</td>
<td><a href="mailto:srfsdocs@exchange.upenn.edu">srfsdocs@exchange.upenn.edu</a></td>
</tr>
<tr>
<td><em>We can accept these attachment types only: pdf .tif .doc .docx .txt .jpg .rtf .xls .xlsx We cannot accept compressed or zipped files. Please note that emailing documents may compromise their security.</em></td>
<td></td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td>215-573-5428</td>
</tr>
<tr>
<td>Please include the enclosed SRFS Cover Sheet</td>
<td></td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td>215-898-1988</td>
</tr>
<tr>
<td><strong>Mailing Address</strong></td>
<td>Student Financial Services University of Pennsylvania 005 Franklin Building 3451 Walnut Street Philadelphia, PA 19104-6270</td>
</tr>
<tr>
<td><strong>Mailing Address for Outside Scholarships</strong></td>
<td>Outside Scholarship Office University of Pennsylvania 140 Franklin Building 3451 Walnut Street Philadelphia, PA 19104-6270</td>
</tr>
<tr>
<td><strong>Campus Address for Walk-in Service</strong></td>
<td>Room 100 Franklin Building 3451 Walnut Street An Assistant Director is usually available during office hours</td>
</tr>
<tr>
<td><strong>Appointments</strong></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><strong>Office Hours</strong></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>
<tr>
<td><strong>Winter Break</strong></td>
<td>Closed SFS will reopen December 24 at 2:00 p.m. Please check our website for updates. Thursday, January 2, 2014 at 9:00 a.m. Should you have general questions during this time, please use our 24/7 self-service tool, <strong>askBEN</strong>, at <a href="http://www.sfs.upenn.edu">www.sfs.upenn.edu</a>.</td>
</tr>
</tbody>
</table>

SFS Assistant Directors offer personalized service. Visit our website’s Contact Us section for the name of your Assistant Director.
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

PennPlan online › www.admissions.upenn.edu/decisions
An interactive, web-based financial planning tool

Penn Portal › www.upenn.edu/pennportal
Access campus information and manage transactions

Student Employment Office › www.sfs.upenn.edu/seo
Student job postings and work-study information

Student Financial Services › www.sfs.upenn.edu
Forms, general information, and askBEN, the SRFS 24/7 question and answer tool

University of Pennsylvania › www.upenn.edu
Penn’s website

Other Useful Contacts

College Board PROFILE › www.collegeboard.com › (305) 829-9793
Penn PROFILE Code: 2933

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

FOR MORE INFORMATION

Use our self-service tool askBEN, to answer your questions 24/7 at www.sfs.upenn.edu.