



SYRACUSE UNIVERSITY

CONTINUING EDUCATION • UNIVERSITY COLLEGE

# 2004-2005 Graduate Self-Managed Financial Aid Application and Instruction Booklet

## Financial Aid Time Line

### January 1, 2004

Applicants may begin the FAFSA filing process for 2004-05.

### February 15, 2004

Recommended FAFSA filing deadline for students interested in attending *Summer '04*. The 2003-04 FAFSA is required for summer 2004.

### March 29, 2004

Or

### 30 days prior to residency

Syracuse University Continuing Education/University College *Summer '04* application deadline. Students applying after this date may not be notified of awards by the start of the summer term.

### July 2, 2004

Syracuse University Continuing Education/University College *Fall/Spring '04-'05* application deadline. Students applying after this date may not be notified of awards by the start of the fall term.

### Questions?

Syracuse University  
Continuing Education/  
University College  
Financial Aid Office  
700 University Ave.  
Syracuse, NY 13244-2530  
315-443-3261  
E-mail: [finaid@uc.syr.edu](mailto:finaid@uc.syr.edu)  
Fax: 315-443-3806  
Web: [www.yesu.syr.edu](http://www.yesu.syr.edu)

The following instructions are provided to give you the information needed to apply for financial aid and help you complete your application forms. By submitting the required forms and support documents, you will be considered for all federal and institutional assistance administered by the Syracuse University Continuing Education/University College Financial Aid Office.

## 1 Self-Managed!

You manage the collection of required documents. Once you have them assembled, submit all documents listed in Step 3 to our Financial Aid office together in the envelope provided. If you have questions, please contact our office.

## 2 Federal Application

File either the 2003-2004 Free Application for Federal Student Aid (FAFSA) for Summer '04 enrollment *or* the 2004-2005 FAFSA for Fall/Spring '04-'05 enrollment, *or both* FAFSAs if enrolling for all three (3) terms. If you have already submitted the 2003-04 FAFSA, you need NOT file again.

Internet filing is available at  
<http://www.fafsa.ed.gov>.

If you file the FAFSA, the U.S. Department of Education will send to you a Personal Identification number (PIN). You may apply for one online, [www.pin.ed.gov](http://www.pin.ed.gov). The PIN will allow you to complete and electronically sign the FAFSA, or renewal FAFSA, or make corrections to your FAFSA on the FAFSA web site. If you do not receive your PIN by mail, you can request one by visiting [www.pin.ed.gov](http://www.pin.ed.gov) or by calling 1-800-801-0576. It will take 5 days by email or 7-10 days for your PIN to arrive by mail.

In order to make sure the Department of Education sends your FAFSA results to Syracuse University, use our

**COLLEGE CODE: 002882**

## 3 Syracuse Application

Complete and sign the attached Graduate Student Financial Aid Data Form. Make a copy of your 2003 IRS (federal) tax return (all pages) and your 2003 W2 (earnings) statement(s). [2002 documents are required if you are applying for summer '04, using the 2003-2004 FAFSA.] Send all documents to the Financial Aid Office in the enclosed envelope. Do not mail components individually. Our review for your awards does not begin until all components of the aid application are received.

*Reminder—*

- FAFSA (filed with US Dept. of Education, see number 2, above)
- Financial Aid Data Form
- 2003 IRS (federal) tax return (signed)
- 2003 W2 statement(s)
- IRS non-filers statement, if you do not file a tax return
- Untaxed income documentation

After filing the FAFSA with the Dept. of Education, mail all remaining items which apply to you together in the envelope provided.

## 4 Loan applicants

You may apply for the Federal Stafford Loans by completing item number 11 on the Financial Aid Data Form. Syracuse University recommends using NYS Higher Education Services Corporation (HESC) as your guarantor and one of the preferred lenders from the list provided with your Master Promissory Note (MPN) in order to facilitate the most efficient processing of your loans. Use of another guarantor or lender may delay receipt of your loan proceeds. If you filed a valid MPN previously, you will NOT have to file a new one for the upcoming academic year. The first time you apply for a Federal Loan at Syracuse University, you will be required to complete a Master Promissory Note (MPN). The MPN is a Stafford promissory note that can be used for ten years. Go to [www.HESC.com](http://www.HESC.com) to complete your MPN online.

First-time Federal Loan recipients through Syracuse University also must complete a Loan Entrance Interview before loans will be disbursed. The Loan Entrance Interview must be done online: <http://www.suce.syr.edu/STUDENTS/FINAID/>.

*continued on next page*

## 5 Award Notification

Students who are eligible for federal or institutional assistance will receive by mail a Financial Aid Award Notice listing the programs with amounts for which they qualify. Estimated Federal Stafford Loan eligibility, subject to approval by the guaranty agency and lender, will be included on the award notice if you have applied for a loan in item 11 of the data form.

## General Information

Congress requires all schools to use the FAFSA and the Federal Need Analysis Methodology to determine eligibility for federal student assistance. To ensure equitable and consistent award policy, the SU CE/UC Financial Aid Office determines eligibility and awards aid based on demonstrated financial need using the same federal methodology. A student's financial need is defined as the difference between the Cost of Attendance, as determined by the Financial Aid Office, minus the Expected Family Contribution, as determined by the Federal Need Analysis Methodology.

$$\begin{aligned} & \text{COST OF ATTENDANCE} \\ - & \text{FAMILY CONTRIBUTION} \\ = & \text{FINANCIAL NEED} \end{aligned}$$

The Financial Aid Office reviews applicant files upon receipt of all required forms and documentation, and confirmation of satisfactory academic progress. The minimum time period necessary to complete processing of an applicant's financial aid file is four to six weeks. An application not received by the deadline may not be reviewed by the time classes begin.

## Institutional Aid

Institutional Aid is available to students who demonstrate need and is awarded in amounts up to 15 percent of tuition. Students also must be matriculated in one of the following programs:

ISDP Advertising Design  
ISDP Communications Management  
ISDP Engineering Management  
ISDP Illustration  
ISDP Information Management  
ISDP Library Science  
ISDP Master of Social Science  
ISDP Telecommunications & Network Management

The ISDP MLS, IM and TNM programs are also known as "Distance Education" programs.

Institutional Aid is limited. Apply by the application deadline to ensure that you will be considered for such aid if you are eligible.

Eligible Students may be denied Institutional Aid if money has been depleted. Apply early. If you qualify for 100% tuition assistance from another source, you will not qualify for Institutional Aid.

## Federal Stafford Loan Program

Annual Loan Limits, graduates:  
Subsidized.....\$8,500  
Unsubsidized.....\$10,000

After eligibility for the subsidized Federal Stafford Loan is determined, students may be eligible to borrow through the unsubsidized program.

Students must be enrolled at least half-time (6 credits) per term to be eligible for Stafford loans or to remain in student-deferment status for repayment, unless certified by the academic department as either full- or half-time by the department. Such certification must be on file with the Bursar and Registration Office before loans can be disbursed or continued in deferment status.

Loans are posted to students' Bursar Account no sooner than the first day of classes each term, and may take up to 30 days after an award notice has been produced and sent to student.

### Federal Stafford Preferred Lender List:

AMS  
1-888-829-3880  
[www.tuitionpay.com](http://www.tuitionpay.com)

Citibank  
1-800-967-2400  
[www.studentloan.com/schools/syracuse](http://www.studentloan.com/schools/syracuse)

Fleet Bank of NY  
1-800-235-3385  
[www.fleet.com/education](http://www.fleet.com/education)

HSBC  
1-800-975-HSBC  
[www.us.hsbc.com/personal/student/loans.asp](http://www.us.hsbc.com/personal/student/loans.asp)

M&T Bank  
1-888-486-4722  
[www.mandtbank.com/personal/loans/student.cfm](http://www.mandtbank.com/personal/loans/student.cfm)

## Private/Alternative Loans

Private educational loan programs are available. Students should first apply for Federal Stafford Loans.

Certificate program, non-matriculated students, or students enrolling for fewer than 6 credits in a term may wish to consider private/alternative loans. The preferred lenders listed here offer SU students low-cost loans and provide a high quality of service. Please contact the lenders directly for information and application.

### Private/Alternative Preferred Lender List:

Citibank  
1-800-967-2400  
[www.studentloan.com](http://www.studentloan.com)

M&T Bank Private Education Loan  
1-800-724-3222  
[www.mandtcollege.com](http://www.mandtcollege.com)

Syracuse University  
Continuing Education/University College

# GRADUATE STUDENT FINANCIAL AID DATA FORM 2004-2005

This form must be completed by all students who intend to apply for Financial Aid, including Student Loans under the Federal Family Education Loan Programs (Federal Stafford Loans).

Name  Ms.  Mr. \_\_\_\_\_  
(please print) Last First Middle initial

Syracuse University I.D. number \_\_\_\_\_ Social Security number \_\_\_\_\_

Permanent home address \_\_\_\_\_  
Number and street City Zip

Home phone number \_\_\_\_\_ Work phone number \_\_\_\_\_

Local address, if different \_\_\_\_\_  
Number and street City Zip

E-mail address \_\_\_\_\_

1. School and/or Program \_\_\_\_\_

2. Degree Sought  Master's  Certificate

3. Expected Date of Graduation: Month \_\_\_\_\_ Year \_\_\_\_\_

4. Academic Level for year 2004-2005 Graduate:  1st yr  2nd yr  3rd yr  4th year  5th yr

5. Enrollment Status:

Indicate the number of credits for which you plan to register in each of the following terms (please circle one for each term in which you plan to enroll):

Summer 2004 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Fall 2004 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Spring 2005 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

**Please Note:** Less than half-time enrollment (less than 6 credits) is not eligible for federal loans.

6. Residency Period Housing Status  On-campus  Hotel

7. Applicant's Academic Status  New Graduate Student  Returning Graduate (currently or previously enrolled at Syracuse University as a graduate)

8. Sources of direct outside financial assistance for the 2004-2005 academic year. Do not include income earned from work, the Stafford Loans or Institutional Grant.

Tuition Benefits \$ \_\_\_\_\_ from \_\_\_\_\_  
Employer or source

Outside Scholarship \$ \_\_\_\_\_ from \_\_\_\_\_  
Organization or source

Veterans' Educational \$ \_\_\_\_\_  
(GI Bill, also called Montgomery Bill) Please list chapter \_\_\_\_\_

Veterans' Vocational Rehab \$ \_\_\_\_\_

Other \$ \_\_\_\_\_ from \_\_\_\_\_  
Source

You must notify the Financial Aid Office if you receive **outside** financial assistance after completing this form or if any of the amounts listed above change from what is listed here.

**9. List Family Members**

List college where family member(s) will be matriculated and attending at least half-time during the '04-'05 year. (Do not include parents)\*

Household Member	Age	Relation to Student	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\* You will be required to document other family members who will be attending college.

**10. Unusual Circumstances** – Use this space and/or attach a separate page to explain any unusual circumstances affecting your financial status.

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**11. Please tell us how much you would like to borrow via a Stafford Loan:** \$ \_\_\_\_\_

If you want only to cover tuition, check here  or, tuition plus: \$ \_\_\_\_\_ (enter amount)

Your loan will be processed up to the amount of your Cost of Attendance less other aid or the amount you indicate here, whichever is lower. If this item (no. 11) is left blank, the financial aid office will assume you do **not** wish to borrow under the Stafford Loan program.

**12. Certification**

By signing this application, you agree, if asked, to provide information that will verify the accuracy of your completed form. You also certify that you (1) will use federal, state and institutional aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have not made satisfactory arrangements to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, (4) will notify your school if you default on a student loan, (5) understand the Secretary of Education has the authority to verify income reported on this application with the Internal Revenue Service. If you purposely give false or misleading information, you may be fined \$10,000, sent to prison, or both. You will notify the Syracuse University Continuing Education/University College Financial Aid Office of any change in your financial or academic status.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Spouse's signature

\_\_\_\_\_  
Parent's (guardian's) signature

\_\_\_\_\_  
Today's Date