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2023-2024  
**Graduate Financial Aid  
Offer Guide**

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# Financial Aid Offer Instructions

Please review your financial aid offer and all instructions carefully. The financial aid offer guide will help you understand and complete the financial aid process at St. Joseph's University, New York. Do not hesitate to contact the Office of Financial Aid directly with any questions.

## FINANCIAL AID OFFER INFORMATION

- To decline a component of your offer (e.g., student loan or work-study), draw a line completely through the component.
- To reduce a component of your offer (e.g., student loan), draw a line through the amount offered and indicate the reduced amount next to the original amount.
- Sign and return one copy to the Office of Financial Aid in the enclosed return envelope.
- Signed financial aid offers must be received by the Office of Financial Aid prior to the student's last day of enrollment if the student plans to borrow loans.
- The financial aid recipient authorizes St. Joseph's University, New York to apply the proceeds of gift aid to his or her account. This financial aid offer and the account record serve as receipt.
- The financial aid offer is available only for the term(s) shown on the offer.
- You are required to notify the Office of Financial Aid of any additional funding sources you receive that are not listed in your financial aid offer. This includes, but is not limited to, outside loans, grants, scholarships, employer tuition reimbursement, etc.
- We reserve the right to change your financial aid offer at any time if there are changes in circumstances or if there is a change in funding levels for any of the financial aid programs offered.
- The continuation of your financial aid from year to year is not automatic. All recipients must reapply annually. April 30 is the priority deadline for continuing students enrolled at St. Joseph's University, New York.
- Please read the enclosed policies regarding satisfactory academic progress and withdrawal from the University.

## IMPORTANT FINANCIAL AID NUMBERS AND WEBSITES

### St. Joseph's University, New York Office of Financial Aid

Brooklyn Campus .....718.940.5700  
Fax .....718.940.5312  
Long Island Campus .....631.687.2600  
Fax .....631.650.2525

Federal student aid processor .....800.433.3243  
FAFSA on the Web .....[studentaid.gov](http://studentaid.gov)  
Federal Student Aid ID website .....[fsaid.ed.gov](http://fsaid.ed.gov)

### New York State Higher Education Services Corporation

(NYSHESC) .....[hesc.ny.gov](http://hesc.ny.gov)/888.697.4372

### NYSHESC Codes

Graduate Awards .....5955

### Payment Plans

St. Joseph's University, New York participates in a monthly budgeting program. Students may elect to use this service for a nominal enrollment fee.

Nelnet Campus Commerce800.609.8506/[mycollegepaymentplan.com](http://mycollegepaymentplan.com)

IRS/copies of tax transcripts .....[irs.gov](http://irs.gov)/800.908.9946  
Selective Service .....[sss.gov](http://sss.gov)/847.688.6888

### Office of the Registrar

Brooklyn Campus .....718.940.5400  
Long Island Campus .....631.687.1400

### Office of the Bursar

Brooklyn Campus .....718.940.5617  
Long Island Campus .....631.687.4555

### Office of Student Involvement and Leadership

Brooklyn Campus .....718.940.5752  
Long Island Campus .....631.687.2602

Master Promissory Note (MPN)/  
entrance counseling .....[studentaid.gov](http://studentaid.gov)  
Exit counseling .....[studentaid.gov](http://studentaid.gov)



# Loan Instructions and Information

## A NOTE ABOUT LOANS

Education loans are a type of financial aid that requires repayment with interest. It is rare for grants, scholarships and other forms of gift aid to cover the entire cost of a college education. Many students find that they will need to finance some part of their education. There are three types of education loans: federal student loans, Graduate PLUS Loans and private student loans (also known as alternative loans). The federal loan programs offer lower, fixed interest rates, whereas private or alternative loans could have higher, variable or fixed interest rates. For detailed information on loan options, call or visit the Office of Financial Aid.

## Fixed Interest Rates for Federal Loan Programs for the 2022-2023 Academic Year:

Federal Direct Unsubsidized Loan . . . . .	6.54 percent
Federal Direct PLUS Loan . . . . .	7.54 percent

## ORIGINATION FEES

Direct Subsidized, Unsubsidized and PLUS Loans have origination fees. The fee will vary depending on the disbursement date of your loan. Contact the Office of Financial Aid for more information.

## FIRST-TIME FEDERAL STUDENT LOAN BORROWERS AT ST. JOSEPH'S UNIVERSITY, NEW YORK

- Sign and return one copy of your financial aid offer with any necessary changes to the Office of Financial Aid.
- Complete Federal Student Loan Entrance Counseling at [studentaid.gov](http://studentaid.gov).
- Complete Master Promissory Note (MPN) at [studentaid.gov](http://studentaid.gov), select "Complete MPN," then select "MPN for Subsidized/Unsubsidized Loans." You will need your FSA ID to log in and complete the MPN. Follow the instructions and be sure to complete all steps of the MPN process.

**Note:** When completing the entrance counseling and/or MPN on [studentaid.gov](http://studentaid.gov), only St. Joseph's University, New York — Brooklyn Campus appears as a choice. Select this regardless of what campus you are attending.

## CONTINUING FEDERAL STUDENT LOAN BORROWERS AT ST. JOSEPH'S UNIVERSITY, NEW YORK

- Log onto the MySJNY student portal. Select "self-service," then select "Financial Aid." Select the appropriate academic year and then review, accept and sign your financial aid offer.
- If you already have an Entrance Counseling and a valid MPN on file at [studentaid.gov](http://studentaid.gov), you do not need to take further action.

## FIRST-TIME GRADUATE PLUS LOAN BORROWERS

- Graduate PLUS loans may be available to help pay educational expenses. The maximum loan amount is the total cost of attendance minus any other financial aid.
- On or after May 1, 2023: Complete the Graduate PLUS request process, including the credit decision at [studentaid.gov](http://studentaid.gov). Select "Apply for Aid" and then select "Apply for Grad PLUS Loan."
- Complete the Electronic Master Promissory Note (MPN) at [studentaid.gov](http://studentaid.gov). Select "Complete MPN" and then choose "PLUS MPN for Graduate/Professional Students." Follow the instructions and be sure to complete all steps of the MPN process.
- Complete entrance counseling to receive Federal Student Loans as a graduate student.
- A credit check will be performed by the U.S. Department of Education. You will receive written notification of your credit check results.
- If your credit is not approved, you are applying with an endorser or you are appealing your credit decision, please contact the Office of Financial Aid.

## CONTINUING GRADUATE PLUS LOAN BORROWERS AT ST. JOSEPH'S UNIVERSITY, NEW YORK

- Graduate PLUS Loans may be available to help pay educational expenses. The maximum loan amount is the total cost of attendance minus any other financial aid.
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- A credit check will be performed by the U.S. Department of Education. You will receive written notification of your credit check results.
- If your credit is not approved, you are applying with an endorser or you are appealing your credit decision, please contact the Office of Financial Aid.
- If as a student you already have a valid MPN on file at [studentaid.gov](http://studentaid.gov), no further action is needed once you have completed the credit check process.



# 2023-2024 Graduate Cost of Attendance

The estimated costs for the 2023–2024 academic year are listed below. An online bill will be generated each semester after registration. The amounts listed for personal expenses, books and supplies, transportation and living expenses are only estimates and will vary for each student. These expenses will not be billed by the University, and will not be paid directly to the University.

\*Please note that all amounts are **estimated** and are subject to change.

## GRADUATE PROGRAMS

### Annual Direct Costs (payable to St. Joseph’s University, New York):

Per-credit tuition	\$1,270
College fee (1-7 credits per semester)	\$13/credit
College fee (8-11 credits per semester)	\$192
Parking fee (Long Island Campus only)	\$10
Technology fee (1-7 credits per semester)	\$120
Technology fee (8 or more credits per semester)	\$226
Lab fees (if applicable)	\$50-\$100
Graduation fee (if applicable)	\$200

### Annual Indirect Costs (estimated):

Loan fees	\$140
Books and supplies	\$500
Personal expenses	\$3,000
Transportation	\$2,500
Independent living expenses (housing and meals)	\$9,000

## GRADUATE ONLINE PROGRAMS

### Annual Direct Costs (payable to St. Joseph’s University, New York):

Per-credit tuition rate	\$815
College fee (per semester)	\$77
Technology fee (per semester)	\$87
Administrative fee (per semester)	\$49
Lab fees (if applicable)	\$50
Graduation fee (if applicable)	\$200

### Annual Indirect Costs (estimated):

Loan fees	\$140
Books and supplies	\$500
Personal expenses	\$3,000
Independent living expenses (housing and meals)	\$9,000

## M.F.A. IN CREATIVE WRITING

### Annual Direct Costs (payable to St. Joseph’s University, New York): Costs based on 9 credits per semester

Tuition	\$33,975
College fee	\$192
Technology fee	\$226
Thesis fee (per semester when applicable)	\$100
Maintaining matriculation fee (per semester when applicable)	\$300
Graduation fee (if applicable)	\$200

### Annual Indirect Costs (estimated):

Loan fees	\$140
Books and supplies	\$500
Personal expenses	\$3,000
Transportation	\$2,500
Independent living expenses (housing and meals)	\$9,000

**Verification:** Each year a certain percentage of students are selected for a process known as verification. We may ask you to submit various documents, such as copies of tax return transcripts, to our office. If your application is selected for verification, you may not receive any federal or college financial aid until all requested documents have been received and all information has been verified.

# Withdrawal and Satisfactory Academic Progress Policies

## WITHDRAWAL FROM THE UNIVERSITY: RETURN OF TITLE IV (R2T4) FUNDS – FEDERAL AID RECIPIENTS

All students should consult with a financial aid counselor in the Office of Financial Aid before changing enrollment status or withdrawing from the University. Any changes may affect financial aid eligibility.

Federal financial aid is awarded to a student under the assumption that the student will attend school for the entire semester for which the aid is awarded. When a student withdraws from the University (officially or unofficially), they may no longer be eligible for the full amount of federal aid originally awarded. If a federal financial aid recipient withdraws after beginning classes and before the 60-percent point in the term, the amount of federal grant and/or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the federal government by the University. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student may be entitled to a post-withdrawal disbursement. It is important to note that the amount of federal aid earned by the student is determined by the percentage of term completion (number of days in the semester divided into the number of days the student attended), and is not related to the University tuition refund policy. Scheduled breaks of five or more consecutive days are excluded from the number of days in the payment period. In the event that funds need to be returned, the student may find an outstanding balance on his/her account. The student is responsible for any outstanding balances owed to the University when funds are returned. Funds that the institution must return to the federal government will be returned no later than 45 days after the date of withdrawal determination.

Courses that do not span the entire length of the regular semester are considered to be modules. A student who is enrolled in module courses is not considered to have withdrawn for R2T4 purposes if the student completes one module that includes 49 % or more of the number of days in the payment period. A student is not considered to have withdrawn if he or she submits in writing the intent to enroll in a later module course within the same semester. If the student does not begin attendance in the later module, the student is then considered withdrawn and a R2T4 calculation will be performed. Scheduled breaks of five or more consecutive days and all days between modules are excluded from the number of days in the payment period.

Title IV funds that are subject to recalculation in the event of a withdrawal from the University are (returned in this order): Unsubsidized Federal Direct Stafford Loans, Subsidized Federal Direct Stafford Loans, Federal Direct PLUS Loans, Federal Pell Grants, Iraq & Afghanistan Service Grants, Federal Supplemental Educational Opportunity Grants (FSEOG) and TEACH Grants (St. Joseph's does not currently participate in the TEACH Grant).

## SATISFACTORY ACADEMIC PROGRESS POLICY FOR FEDERAL FINANCIAL AID RECIPIENTS

Satisfactory Academic Progress (SAP) is defined as proceeding toward successful completion of degree requirements. The Office of Financial Aid is required by federal regulation to determine whether a student is meeting the requirements. SAP for federal aid recipients is reviewed and determined at the conclusion of each semester. Students enrolled in certificate programs are evaluated at the midpoint of their program.

This policy pertains only to recipients of federal student aid, including Pell Grant, SEOG, Subsidized and Unsubsidized Federal Student Loans and PLUS Loans. Recipients of institutional scholarships or grants must meet the eligibility requirements of the respective program.

The New York State Tuition Assistance Program (TAP), as well as other state-sponsored programs, has specific progress policies. Please review the Office of Financial Aid page on our website and the course catalog for more information.

### Requirements

- Maximum number of hours to complete the degree program:  
Undergraduate students are no longer eligible to receive federal financial aid once they have attempted 150 percent of the credits required to complete the degree. Graduate students must complete the program within five calendar years of the start term.
- Undergraduate students must maintain a 2.0 cumulative GPA and graduate students must maintain a 3.0.
- Students must successfully complete at least 75 percent of the total cumulative hours attempted.

This policy includes all course work attempted at St. Joseph's University, New York, as well as transfer credits that are applicable to a student's program. All course work attempted, including any dropped, repeated or remedial courses or withdrawals recorded on the St. Joseph's University, New York transcript at the time of the progress check are considered.

The following grades indicate successful completion of a course: A, B, C, D and P (based on academic policy).

The following grades indicate that a course was not successfully completed: F, I, AB, WD, WF, WU, FN and NC, or a course for which a grade was not entered (based on academic policy).

Audit courses are not counted in the total hours attempted for any semester or as successful completion of a course. Independent study, correspondence and extension courses may count toward successful completion of hours attempted if they are completed by the last day of the semester. Transfer course work must be reflected on the St. Joseph's University, New York transcript to be considered for purposes of financial aid eligibility.

### Failure to Maintain Satisfactory Academic Progress

A student who exceeds the maximum number of hours allowed for degree completion will have their eligibility for federal financial aid suspended. A student may appeal this decision if the reason for the excessive hours can be adequately documented. Contact the Office of Financial Aid for more information on appeals.

A student who fails to achieve the required cumulative GPA or complete at least 75 percent of the total hours attempted will be placed on warning for the following semester. A student may receive federal financial aid while on

warning. At the end of the warning period, if a student is meeting all SAP requirements, they will regain unconditional eligibility for federal financial aid programs. If at the end of the warning period a student has not met the requirements, they will have eligibility for federal financial aid suspended. Students are entitled to appeal the suspension of federal financial aid. Contact the Office of Financial Aid for more information on appeals.

## Available Financial Aid

### INSTITUTIONAL PROGRAMS

#### Scholarships and Grants

St. Joseph's University, New York offers a variety of scholarships and grants to students based on different criteria. Institutional scholarships and grants will be credited to the student's account each semester upon completion of all required documentation. Please visit the Office of Financial Aid's website for more information.

#### Campus Employment

Students who are placed in campus employment jobs earn a monthly paycheck for work performed. Interested students should contact the Office of Financial Aid for more information.

### FEDERAL PROGRAMS

#### Federal Work Study (FWS)

FWS is offered through the federal campus-based aid program and provides employment opportunities to eligible students. Actual award amounts are based on the student's financial need, pay rate, amount of contracted hours and funding availability. FWS funds are received in the form of a monthly paycheck for hours worked. FWS funds are limited and positions are filled on a first-come, first-served basis. An offer of Federal Work Study on an award letter does not guarantee position availability. Please contact the Office of Financial Aid for job availability and more information.

#### Federal Direct Unsubsidized Loan

Awarded to matriculated, undergraduate and graduate students who are enrolled at least half time. Financial need is not a requirement. Interest begins accruing when the loan is disbursed. Repayment begins six months after leaving school. Loans have annual limits based on grade level, and aggregate lifetime limits. To determine eligibility, file the FAFSA. First-time borrowers will be required to complete an entrance counseling session and a Master Promissory Note (MPN).

#### Federal Direct Graduate PLUS Loan

A credit-based loan available to graduate students who are enrolled at least half time. The annual loan limit is the student's cost of attendance minus any other financial aid. To determine eligibility, file the FAFSA. The student will need to complete a credit check and a Master Promissory Note (MPN).

#### A Note About Undergraduate Prerequisites

Students who need to complete undergraduate prerequisite (preparatory) coursework in order to be fully admitted into a graduate program may be eligible to receive Federal Direct Subsidized and/or Unsubsidized Loans. The annual loan limits for undergraduate preparatory coursework are:

Direct Subsidized and Unsubsidized . . . . .	\$5,500
Additional Unsubsidized for independent students and dependent students whose parents can't get a PLUS loan . . . . .	\$7,000

#### Students May Only Receive Federal Direct Loans for Preparatory Coursework for a Period of Time that Does Not Exceed 12 Consecutive Months.

If a student who is fully admitted into a graduate program is taking a combination of undergraduate preparatory coursework and graduate coursework, he/she may be eligible to receive graduate level loan limits if enrolled in a least six credits of graduate coursework that applies to the degree.