



2019-2020
**Graduate Financial Aid
Award Letter Guide**

Ready. Set. Joe'sSM

Award Letter Instructions

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

AWARD LETTER INFORMATION

Please review the enclosed award letter checklist.

- To decline a component of your award (e.g., student loan or work-study), draw a line completely through the award type.
- To reduce a component of your award (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 within two weeks and not later than the student's last day of enrollment.
- Signed award letters 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 College to apply the proceeds of gift aid to his or her account. This award letter and the account record serve as receipt.
- The financial aid award is available only for the term(s) shown on the award letter.
- You are required to notify the Office of Financial Aid of any additional funding sources you receive that are not listed in your award package. This includes, but is not limited to outside loans, grants, scholarships, employer tuition reimbursement, etc. We reserve the right to change your financial aid awards 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 awarded.
- 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 College.
- Please read the enclosed policies regarding satisfactory academic progress and withdrawal from the College.

IMPORTANT FINANCIAL AID NUMBERS AND WEBSITES

St. Joseph's College Office of Financial Aid

SJC Brooklyn 718.940.5700
 Fax 718.940.5312
 SJC Long Island 631.687.2600
 Fax 631.650.2525

Federal student aid processor 800.433.3243
 FAFSA on the Web fafsa.gov
 Federal Student Aid ID website fsaid.ed.gov

New York State Higher Education Services Corporation

(NYSHESC) hesc.ny.gov/888.697.4372

NYSHESC Codes

Graduate Awards 5955

Payment Plans

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

Tuition Management Systems afford.com/800.722.4867

IRS/copies of tax transcripts irs.gov/800.908.9946
 Selective Service sss.gov/847.688.6888

Office of the Registrar

SJC Brooklyn 718.940.5400
 SJC Long Island 631.687.1400

Office of the Bursar

SJC Brooklyn 718.940.5617
 SJC Long Island 631.687.4555

Office of Student Involvement and Leadership

SJC Brooklyn 718.940.5752
 SJC Long Island 631.687.2602

Master Promissory Note (MPN)/
 entrance counseling studentloans.gov
 Exit counseling studentloans.gov



St. Joseph's College has one of the lowest tuition rates among private colleges in New York.

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 (e.g., Stafford and Perkins), 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 generally have higher, variable 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 2018-2019 Academic Year:

Federal Direct Unsubsidized Loan	6.60 percent
Federal Direct PLUS Loan	7.60 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 STAFFORD LOAN BORROWERS AT SJC

- Sign and return one copy of your award letter with any necessary changes to the Office of Financial Aid.
- Complete Stafford Loan Entrance Counseling at studentloans.gov.
- Complete Master Promissory Note (MPN) at studentloans.gov. Select “Complete Loan Agreement (Master Promissory Note),” and 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 studentloans.gov, only St. Joseph’s College Brooklyn Campus appears as a choice. Select this regardless of what campus you are attending.

CONTINUING STAFFORD LOAN BORROWERS AT SJC

- Log onto the MySJC student portal. Navigate to “Webadvisor for Students.” Select “Financial Info,” then select “My Student Account.” Hover over “Financial Information,” and select “Financial Aid” to accept your loans online.
- If you already have an Entrance Counseling and a valid MPN on file at studentloans.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, 2019: Complete the Graduate PLUS request process, including the credit decision at studentloans.gov. Select “Apply for a Direct PLUS Loan” and then select “Direct PLUS for Graduate/Professional Students.”
- Complete the Electronic Master Promissory Note (MPN) at <https://studentloans.gov>. Select “Complete Master Promissory Note” 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 Direct 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 SJC

- 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, 2019: Complete the Graduate PLUS request process, including the credit decision at studentloans.gov. Select “Apply for a Direct PLUS Loan” and then select “Direct Plus for Graduate Professional Students.”
- 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 with studentloans.gov, no further action is needed once you have completed the credit check process.



More than 80 percent of St. Joseph’s students receive some type of financial assistance.

2019-2020 Graduate Cost of Attendance

The estimated costs for the 2019–2020 academic year are listed below. You will receive a bill for each term. 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 College, and will not be paid directly to the College.

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

GRADUATE PROGRAMS

Annual Direct Costs (payable to SJC):

Per-credit tuition	\$1,075
College fee (1-7 credits per semester)	\$13/credit
College fee (8-11 credits per semester)	\$192
Parking fee (SJC Long Island only).	\$10
Technology fee (1-7 credits per semester)	\$80
Technology fee (8 or more credits per semester)	\$150
Graduation fee (if applicable)	\$200

Annual Indirect Costs (estimated):

Loan fees	\$140
Books and supplies	\$500
Personal expenses	\$3,000
Transportation	\$2,300
Independent student-living expense	\$7,300

GRADUATE ONLINE PROGRAMS

Annual Direct Costs (payable to SJC):

Per-credit tuition rate	\$680
College fee (per semester)	\$77
Technology fee (per semester)	\$58
Administrative fee (per semester)	\$49
Graduation fee (if applicable)	\$200

Annual Indirect Costs (estimated):

Loan fees	\$140
Books and supplies	\$500
Personal expenses	\$3,000
Independent living expense	\$7,300

M.F.A. IN CREATIVE WRITING

Annual Direct Costs (payable to SJC): Costs based on 9 credits per semester

Tuition	\$28,680
College fee	\$192
Technology fee	\$150
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	\$2,300
Independent student-living expense	\$7,300

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 COLLEGE (RETURN OF TITLE IV FUNDS)

All students should consult with a financial aid counselor in the Office of Financial Aid before changing enrollment status or withdrawing from the College. 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 term that the aid is awarded. When a student withdraws from the College, he or she 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. 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, and is not related to the College tuition refund policy. In the event that funds need to be returned, the student may find an outstanding balance on their account. The student is responsible for any outstanding balances owed to the College when funds are returned.

Title IV funds that are subject to recalculation in the event of a withdrawal from the College are Pell Grant, SEOG, Perkins Loan, Subsidized and Unsubsidized Stafford Loans and PLUS Loans.

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, Perkins Loan, Subsidized and Unsubsidized Stafford 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: Students are no longer eligible to receive federal financial aid once they have attempted 150 percent of the credits required to complete the degree.
- 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 College, 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 College 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 College 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 College 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 Stafford 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. Stafford 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.