2013-2014 Tepper School of Business Graduate Student Financial Aid Application 2013-2014

DO NOT EMAIL THIS FORM. IT CONTAINS YOUR SOCIAL SECURITY NUMBER.

Last Name	First Name	Date of Birth	SSN

Address	City	State	Zip

Cell Phone	Home Phone	Work Phone	Email

Academic Information (Check/complete all that apply):

	MBA Full Time		MSCF Full Time New York		Dual Degree Program (Indicate Program Below)
	MBA Flex Time		MSCF Part Time New York		
	MBA Flex Mode		MSCF Full Time Pittsburgh		Other Program (Indicate Program Below)
	FlexMBA (distance)		MSCF Part Time Pittsburgh		
	PhD				

What is your expected graduation date? Month_____ Year_____

Check semesters of enrollment greater than 17 units: ___Summer 2013 ___Fall 2013 ___Spring 2014 ___Summer 2014

Financial Aid (Check and complete all that apply):

- ○ I am applying for federal student loans from the U.S. Department of Education.
- ○ I do not receive any employer tuition remission.
- ○ I will receive the following employer tuition remission. Indicate employer's name _____
  SUMMER 2013 $_____ FALL 2013 $_____ SPRING 2014 $_____ SUMMER 2014 $_____

  Is the above tuition remission paid directly to you? Indicate yes or no _____ All tuition remission must be reported.

- ○ I am receiving scholarship(s) for 2013-2014 that are not awarded by the Tepper School. All external scholarships must be reported. Attach a separate sheet if necessary.

Scholarship Name_____ Scholarship Amount $_____
Scholarship Name_____ Scholarship Amount $_____
Scholarship Name_____ Scholarship Amount $_____

Student Signature: (PLEASE READ AND SIGN):

I understand that in order to receive federal financial aid, I must meet all eligibility requirements including enrollment of at least 18 units per semester. I certify that all information on this form is complete and accurate and I understand that if I receive federal financial aid as a result of intentionally providing false or incomplete information in my application materials for federal financial aid, I may be subject to fine or imprisonment or both. I understand that if I am a federal financial aid recipient and I receive external financial aid for 2013-2014 after submission of this application, I am required to report that information to the Tepper School of Business Financial Aid Office. I understand that I may need to provide other verification documentation in support of my application for federal financial aid and failure to submit the requested documentation will result in being denied federal financial aid. I authorize the Tepper School to make updates to my Free Application for Federal Student Aid (FAFSA) to correct errors and/or to complete the verification process.

Signature of Student _____ Date_____ Turn Over

Tepper School of Business Financial Aid Office, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213-3890
Fax: 412-268-2904

FEDERAL STUDENT LOAN APPLICATION STEPS

April 16th is the suggested deadline for federal loan borrowers to submit the FAFSA and Tepper School Financial Aid Application. Students who do not meet the suggested deadline may still apply. The deadline is set to ensure that students have time to file their federal income tax returns before applying for financial aid and to ensure timely disbursement of loans for the Fall semester.

Step 1: Prepare & Complete Your FAFSA

File your federal income tax return approximately 1-2 weeks prior to submitting your FAFSA (Step 2). Also, if you do not have a federal PIN, request one via www.pin.ed.gov so that you may complete your FAFSA (Free Application for Federal Student Aid) electronically. Complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov indicating the Tepper School federal code, E00074. NOTE: FAFSA filers have the option of using an IRS data retrieval tool when filing the FAFSA. It is HIGHLY RECOMMENDED that you use the IRS data retrieval tool. Students who refuse use of the IRS data retrieval tool or who are not able to use the tool because they do not meet the Dept. of Education's eligibility requirements for using the tool may be asked by the school to submit verification materials, including a federally-required IRS tax transcript. A copy of a student's federal tax return is no longer federally-allowable verification of IRS data. IRS matching data for the FAFSA is generally available one to two weeks after submitting your federal tax return electronically.

Step 2: Financial Aid Application

Complete a Tepper School Financial Aid Application (.pdf) and fax it to 412-268-2904.

Step 3: Financial Aid Award Letter

Receive a Financial Aid Award Letter via email from the Tepper School Financial Aid Office approximately 10-14 business days after submitting both the FAFSA and the Tepper School Financial Aid Application. Incoming students receive their award letters via the email address they have provided on the Tepper School of Business Financial Aid Application. Continuing students receive their award letters via their Andrew email account.

Step 4: Federal Loan Entrance Counseling-First-time at Tepper federal Direct Loan Borrowers Only

Complete Federal Loan Entrance Counseling via www.studentloans.gov using your federal PIN from Step 1 above. Be sure to indicate that you are a graduate/professional student. When you select your school from the drop down menu, you will have 3 choices for Carnegie Mellon University. It is important that you select “Carnegie Mellon University-Tepper” as your school.

Step 5: Stafford Loan Application-First-time Federal Direct Stafford Loan Borrowers Only

Complete a Master Promissory Note (MPN) via www.studentloans.gov using your federal PIN from Step 1 above. When you select your school, you will have 3 choices for Carnegie Mellon University from the drop down menu. It is important that you select “Carnegie Mellon University-Tepper” as your school. Please note that you are not able to indicate a loan amount on the MPN. The amount of your loan eligibility is provided to you via your Financial Aid Award Letter (see Step 3) and you subsequently indicate the loan amount(s) you want to borrow by submitting the Tepper School Loan Processing Form (see step 8).

Step 6: Perkins Loan Application-First-time Federal Perkins Loan Borrowers Only

If a Federal Perkins Loan is indicated in your Financial Aid Award Letter (Step 3) and you are a first-time Perkins borrower at Tepper, complete Perkins Loan Entrance Counseling and a Perkins Promissory Note via our servicer's website www.ECSI.net using school code Z9, but only after being contacted by the HUB to do so, generally around the start of classes in the semester in which you are first offered a Perkins loan. These documents are not available to students prior to being contacted by the HUB.

Step 7: Grad Plus Loan Application-All Federal Direct Graduate Plus Loan Borrowers Only

Apply for a Grad Plus loan no earlier than June 1st via www.studentloans.gov using your federal PIN from Step 1 above. In order to initiate a credit check, select "Request a Direct Plus Loan." When you select your school, you will have 3 choices for Carnegie Mellon University from the drop down menu. It is important that you select “Carnegie Mellon University-Tepper” as your school. If you receive a favorable credit decision, you must then select "Complete Master Promissory Note" to apply for the loan. You may borrow up to the amount indicated in your Financial Aid Award Letter (Step 3). Credit decisions for Grad Plus Loans expire after 90 days.

Step 8: Loan Processing Form

All borrowers need to complete the Tepper School of Business Loan Processing Form (pdf) and fax it to 412-268-2904. This form is required in order for your loans to be processed.

PLEASE NOTE: VERIFICATION: Students may be asked to submit verification of any information used to determine their eligibility for federal financial aid. This process is called "verification" and may be required by the US Dept. of Education or may be initiated by the school to resolve conflicting information or to make changes to federal financial aid. In order for the school to complete the verification process, students selected for verification are required to submit an IRS transcript (for the year that corresponds with the FAFSA for yourself and your spouse, if you are married) and a completed Verification Worksheet to the Tepper School Financial Aid Office. Additional verification documents may be required. All required and requested documents must be submitted prior to disbursement of federal aid.
The Tepper School Financial Aid Office has the right to request any documentation it determines necessary to verify information provided on the FAFSA and/or other financial aid application materials. Failure to submit requested documents within the award year will result in a decision to deny federal aid. If your financial aid awards change as a result of the verification process, the Financial Aid Office notifies you in writing within 30 days of the award change.

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PRIVATE (NON-FEDERAL) EDUCATION LOAN APPLICATION STEPS

The private loan application process takes several weeks to complete. Students are advised to apply for private loans no sooner than 90 days before the start of classes for the first enrollment period for which the loan is intended but soon enough to allow 45-60 days for your loan process. The loan application process is a proactive process between you and your lender so borrowers should keep in close contact with their lender to make sure that the application process is progressing as expected. The Tepper School does not take action on your private loan application process until after you and/or your lender complete Steps 1-7 and you subsequently submit your Tepper Loan Processing Form (step 8).

Step 1: Submit the Tepper School Financial Aid Application to the Tepper School Financial Aid Office.

Step 2: Select and apply with any lender you wish even if the lender is not shown on our historical lender list. Most students/cosigners apply online. Your lender will contact you with a credit decision and, if you are credit-approved, send you an Application Disclosure. **PLEASE NOTE:** All international loan applicants are required to apply with a co-borrower who is a US citizen or permanent resident of the US.

Step 3: Review your Application Disclosure to find general information about your loan. Online applicants are able to click on a link to read the disclosure. Students who apply by phone receive the disclosure via US mail.

Step 4: Follow your lender's instructions for the next steps in your loan application process.

Step 5: Complete the Applicant *Self-Certification Form.* You will receive it from your lender via email, U.S. mail or possibly both. If you need an additional copy, you may contact your bank or retrieve it online. The following information is needed in order for you to complete the the lender's self-certification form:

- **Section 2A of the Self Certification Form:** *Cost of Attendance* is the estimated cost of tuition and fees, room and board, transportation, and other allowable costs for the period of enrollment covered by the loan, as determined by the school. Links to the Tepper School estimated cost of attendance for your academic program may be found on www.tepper.cmu.edu/current-students/current-graduate-students/financial-aid/tuition--expenses/index.aspx
- **Section 2B of the Self Certification Form:** *Estimated Financial Assistance* is all federal, state, institutional (school), and private sources of financial aid for the enrollment period listed in Section 3 of the Self Certification Form. This includes, scholarships and fellowships you are receiving from the Tepper School and outside sources, other loans (federal and/or private), employer tuition remission, and financial aid provided by any other source.
- **Section 3 of the Self Certification Form:** *Period of Enrollment Covered by the Loan*. Do not include periods on non-enrollment. Choose one of the following when completing the Self Certification Form:

Summer 2013 only	Summer & Fall 2013	Fall 2013 only	Fall 2013 & Spring 2014	Fall 2013 & Spring 2014 & Summer 2014	Spring 2014 only	Spring & Summer 2014	Summer 2014 only
5/20/2013 to 8/9/2013	5/20/2013 to 12/17/2013	8/26/2013 to 12/17/2013	8/26/2013 to 5/13/2014	8/26/2013 to 8/8/2014	1/13/2014 to 5/13/2014	1/13/2014 to 8/8/2014	5/19/2014 to 8/8/2014

Step 6: Watch for an email and letter from your lender requesting a signed consumer credit agreement.

Step 7: Read your Approval Disclosures and sign them. You will receive a link to it via email if you choose to sign or download your consumer credit agreement electronically. Otherwise, you will receive the disclosure via U.S. mail with a pre-printed consumer credit agreement. This disclosure gives information on specific loan terms that are effective for 30 days.

Step 8: Submit the Loan Processing Form to the Tepper School of Business. This form must be submitted in order to initiate action by the school. The lender contacts the Tepper School Financial Aid Office to verify the amount of your eligibility and loan disbursement dates.

Step 9: Waiting Period-Watch for the final loan disclosure from your lender. Once you have received it, you have a 3-business day rescission period during which time you have the right to cancel the loan. The loan will not disburse during the rescission period. You may expect your loan to first disburse 7-10 days after the rescission period ends but not prior to the week before classes begin in the semester covered by the loan.