Student Financial Services

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Email  sfs@brynmawr.edu  
Web  www.brynmawr.edu/sfs

Office Hours  Monday–Friday, 9 a.m.–5 p.m.

Students can usually be seen on a walk-in basis, but when possible, we suggest that students schedule an appointment.

Student Financial Services Staff

Ethel M. Desmarais, Director  
Kim Folkes, Associate Director/Database Manager  
Linda S. Locker, Associate Director  
Felicia Rivera, Senior Assistant Director  
Robyn Barto, Assistant Director  
Carrise Mangano, Assistant Director  
Trish Rutecki, Assistant Director
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Letter from the Director of Student Financial Services

Student Financial Services is responsible for administering Bryn Mawr College’s financial aid programs and for billing of tuition, room and board, fines and other fees. This handbook has been prepared to provide you with information about our policies and procedures for the 2014-15 academic year. Please read it carefully and share it with your family.

At Bryn Mawr College, we view the financing of private higher education as a partnership of the family, the state and federal governments, and the institution. Counselors are available to help you through the financial aid process, as well as to assure that our resources are distributed equitably and appropriately.

To meet your eligibility for assistance, Student Financial Services uses funds from federal, state and institutional sources. As stewards of the funds, Bryn Mawr College complies with federal and state regulations, trustee policy decisions and recommendations from the Bryn Mawr Student Financial Services Policy Committee.

Bryn Mawr supported 72 percent of the undergraduate students at the College with institutional grant aid during the 2013-14 academic year, awarding more than $27.3 million in grant aid.

The College offers an interest-free monthly payment plan administered through Nelnet Business Solutions (NBS). Prepaid plans for tuition or tuition, fees, room and board are also available for families who are not receiving any type of financial aid. An exception to participate in these plans is given to students who are only receiving Bryn Mawr Merit Scholarships.

We hope these pages will help clarify our institutional policies and simplify the process for you. The information in this handbook was accurate at the time of publication; however, Bryn Mawr’s policies, procedures and terminology may change without notice. Please feel free to contact us with questions or concerns.

We look forward to working with you.

Sincerely,

Ethel M. Desmarais
Director
Student Financial Services
Bryn Mawr College believes that the student and her family have the primary responsibility for financing the cost of education. Financial aid is intended to supplement the resources of the family to meet the expenses of a Bryn Mawr education and is administered on the basis of demonstrated eligibility.

**Student Budget**

**Cost Of Education**

The cost of education at Bryn Mawr includes not only the billed costs of tuition, fees, room and board, but also an estimated allowance for personal expenses, books and supplies ($2,000), and travel subsidy.

Student Financial Services bills student and disburses loans and grant funds by semester.*

2014-15 Student Budget/Billed Expenses:

- Tuition..............................$44,470
- Room and Board ............... $14,350
- College Fees ........................... $740
- SGA Fee .................................. $330
- Total ................................. $59,890

While these costs are high, the tuition and fees cover only 50 percent of the actual cost of education. Gifts from alumnae and friends, income from the college endowment and income from the current operating budget cover the balance of the costs.

* Federal Work Study funds are paid directly to the student on a bi-weekly basis depending on hours worked, and are not credited to the student billing account.

**Forms Required to Apply for Financial Aid from the College**

To apply for Bryn Mawr financial aid, the student and the parent(s) with whom she resides must submit The Free Application for Federal Student Aid (FAFSA) and the CSS/Financial Aid PROFILE.

All financial aid applicants must submit complete copies of the student and parent 2013 U.S. federal tax return, both personal and business, with all pages, schedules and W-2 Forms to the College Board Institutional Document Imaging Service (IDOC) with IDOC cover sheet. Students and parents who are not required to file a federal tax return must submit the Non-Tax-Filer Statement with copies of their W-2 Forms to IDOC. Where possible, students are encouraged to use IRS Data Retrieval to complete their FAFSA. (See IRS Data Retrieval and Tax Transcripts.) Bryn Mawr may request other forms and documentation, including a Federal Verification Worksheet and Federal Income Tax Transcripts, at the time of application review.

Only applicants who apply for aid from the College and complete that application at the time of admission are eligible to apply for institutional assistance during their subsequent years of enrollment.

Information and instructions about the deadlines and forms required to apply for aid from the College are available under the Apply for Aid section at www.brynmawr.edu/sfs.

**Single, Divorced or Separated Parents**

When a student’s parents are divorced, separated or were never married, both are expected to provide financial aid information. The noncustodial parent must submit the CSS Noncustodial PROFILE.

All noncustodial parents must submit a signed copy of their 2013 U.S. federal tax return, both personal and business, with all pages, schedules and W-2 Forms to the College Board Institutional Document Imaging Service (IDOC). The amount of a noncustodial parent’s contribution is based on the College’s determination of ability to contribute to the cost of education and not on willingness to do so. The College is not bound by family agreement or court agreement in the awarding of its own private funds. The custodial parent and step-parent, if any, must supply financial information on the FAFSA and the CSS/Financial Aid PROFILE.
Forms Required to Apply Only for Federal Loans

Students who do not wish to apply for need-based aid from the College, but who wish to apply for Federal Direct Stafford Loans must complete the Free Application for Federal Student Aid (FAFSA) and submit tax returns and, when applicable, Non-Tax-Filer Statements directly to Student Financial Services. The CSS/Financial Aid PROFILE and Noncustodial PROFILE are not required.

Parent Contribution

Bryn Mawr determines the expected parent contribution through a need-analysis formula applied to the information submitted on the FAFSA, the CSS/Financial Aid PROFILE, the CSS Noncustodial PROFILE and the federal tax returns. The need-analysis system considers the family’s income, assets, living costs based on the size of the family, number of children in college and other information specific to the family situation.

A standard allowance for living expenses, based on the size of the family, is used in determining financial aid eligibility. Since families maintain different standards of living, the use of a standard allowance ensures that aid is distributed equitably among applicants. Differences in family circumstances and unusual necessary expenses, such as very high uninsured medical bills, may be considered. Siblings in graduate school and parents in college are not considered.

The parent contribution measures a family’s ability to absorb educational costs over time on a comparative basis. Most families will use a combination of current income, savings, educational loans and a payment plan to meet the family contribution. Descriptions of these programs are available in this handbook and in other materials mailed to admitted students.

The worksheet in the back of this handbook can help you determine your family’s share of the College bill.

Student Contribution

Bryn Mawr students are expected to contribute to the cost of their education, and to apply for federal and state aid programs. The minimum expected contribution from summer savings is $2,400 for first-year students. Incremental increases for upper-class students may be expected annually. A student who chooses not to work, is unable to work or unable to save from summer earnings may be able to borrow to fill the gap or to work more during the academic year. The College will not offer additional grant assistance to replace the summer savings obligation, nor will the College replace state grant funds forfeited due to a late state grant application. Each student is also expected to contribute at least one-fourth of any personal assets held in her name at the time of her initial application for each year that aid is received.

Financial Aid Self Service

Students can view their most current financial aid application and award information on the Web through BIONIC at http://bionic.brynmawr.edu. By using their Bryn Mawr College user ID and password, students can access the Student Center and their Financial Aid “To Do List” to check their awards.

Students may accept or decline their grants online. Students may accept, decline, or reduce their loans online. Federal Work study awards are not credited to student accounts and cannot be accepted online. To decline her work study award, a student must send written notice to Student Financial Services or an e-mail to sfs@brynmawr.edu.

Determining Financial Aid Awards

A student’s eligibility for need-based aid is the difference between the total cost of education and the expected family contribution.

\[
\text{Cost of Education} - \text{Expected Family Contribution} = \text{Need}
\]

Bryn Mawr may meet eligibility through the following types of assistance: Federal Work-Study, Federal Direct Stafford Loan, Bryn Mawr Grant, and in some cases, Federal Perkins Loan, Federal Pell Grant and FSEOG Grant.
Student Financial Services may estimate the student’s eligibility for federal and state assistance. College policy requires that federal and state grants, tuition benefits and entitlements replace an equal amount of Bryn Mawr Grant and/or FSEOG Grant. The total amount of aid the student receives, including outside scholarships, cannot exceed the determined eligibility for aid or, in the case of non-need-based aid, the total cost of education.

**Appealing Financial Aid Awards**

Applicants can only appeal a financial aid award by submitting a written request to the Student Financial Services Appeal Committee. Appeals will be considered if the family submits additional information that was not originally reviewed, or if there is a documented change in family circumstances. Appeals that require an exception to College policy will be referred to the Student Financial Services Policy and Appeal Committee.

The College reserves the right to implement a deadline on the appeal process.

**Revising Financial Aid Awards**

Awards may be revised or canceled if a student withdraws; enrolls less than full-time; changes housing status; has a change in family circumstances; provides information on the FAFSA that differs from other documents received; or receives outside assistance.

Students who enroll less than full-time must report all enrollment changes to Student Financial Services each term.

Students who do not live on campus must notify Student Financial Services of their housing status and provide their off-campus living expenses. If documented off-campus living expenses are lower than on-campus costs, the student’s cost of attendance will be adjusted downward and her aid adjusted accordingly. The College does not offer institutional grants for living expenses that exceed the cost of living on campus.

**Renewing Financial Aid Awards**

Students must reapply for financial aid each year of enrollment by submitting the CSS/Financial Aid PROFILE, the FAFSA, and the CSS Noncustodial PROFILE (if applicable). Signed copies of the student and parent federal tax returns, both business and personal, with all pages, schedules and W2 Forms must be submitted to the College Board Institutional Document Service (IDOC). Need-based awards are not automatically renewed. Eligibility for need-based financial aid (including federal loans) is assessed annually. The financial aid deadline for continuing students is April 15th. Only students who applied for financial aid from the College at the time of admission will be considered for grant assistance from the College in subsequent years of enrollment.

The College cannot guarantee that a continuing student will receive 100 percent of her determined eligibility if her application is received after the April 15 deadline.

Continuing students must register online at http://student.collegeboard.org/profile and complete the CSS/Financial Aid PROFILE on-line. A student may call CSS at 1 (305) 829-9793 or email: help@cssprofile.org with filing questions. The Bryn Mawr CSS Code is #2049.

Continuing students should complete the FAFSA on www.fafsa.gov and use IRS Data Retrieval where possible. The Bryn Mawr Federal Code is #003237.

The CSS Noncustodial Parent PROFILE is available online at www.ncprofile.collegeboard.com.

All applicants must apply on time to their state scholarship programs each year. Some states will send grant applications. Bryn Mawr College will not replace forfeited state grants.

Tuition and fee increases are customary, and are used in determining the renewal award amounts. The family contribution is reassessed each year on the basis of the new information supplied on the FAFSA, CSS/Financial Aid PROFILE and supporting documents. The level of financial aid may change as a function of increased College costs and changes in family circumstances. The amounts and types of aid also depend on the amounts of federal and other funds that are made available to the College every year.

Financial aid will normally be offered to students for eight semesters only. A student may appeal for a ninth semester of Bryn Mawr grant if there is a mitigating reason, such as a medical leave of absence.
Junior Year Abroad

Only students who are approved to study abroad by the Foreign Studies Committee may receive financial aid funding for Junior Year Abroad (JYA) programs. To receive funds, students must demonstrate eligibility. Applications for financial aid must be completed and returned by April 1. Scholarships from sponsoring agencies awarded to students studying abroad will reduce the amount of the College’s JYA grants.

Domestic Abroad

Students who study as guest students at another U.S. institution are not eligible for Bryn Mawr Grant during their domestic abroad semester, but may be eligible for federal grants and loans if certain conditions are met.

To be eligible for federal funds, domestic abroad students must be in good academic standing at Bryn Mawr during the term immediately prior to study away. The student's academic dean must approve participation in the program and confirm that the courses taken will count toward the student’s Bryn Mawr degree in accordance with the College’s transfer credit policies.

Domestic Abroad students must provide Student Financial Services with the address of the visiting school so that the College can partner with that institution to process federal loans and grants via a Consortium Agreement. A Consortium Agreement verifies the students’ costs and enrollment at a visiting school provided the courses taken will count toward a degree at Bryn Mawr.

Outside Scholarships

Students must report outside assistance, including employer tuition benefits, to Student Financial Services, so the additional assistance can be incorporated into their Bryn Mawr aid eligibility.

Grant Adjustments: Since Bryn Mawr meets full demonstrated need, any additional grant or scholarship aid the student receives will replace a portion of the Bryn Mawr award. The College applies the following formula to outside scholarships: All received outside scholarships are added together. $500 is subtracted from the total. The resulting total is divided in half. Half of the remainder replaces the same amount of Bryn Mawr Grant or Federal Supplemental Educational Opportunity Grant (SEOG) dollar for dollar. Example: an outside scholarship for $1,000 will reduce Bryn Mawr Grant by $250. In the event that a student’s full demonstrated need is met entirely by grant assistance, any additional outside scholarship assistance will replace Bryn Mawr College Grant and/or FSEOG funds dollar for dollar. College policy does not allow Student Financial Services to use outside grant assistance, including employer tuition benefits, to replace the parent or student expected family contribution.

Please note that College policy requires federal and state grants, tuition benefits and entitlements to replace an equal amount of Bryn Mawr Grant and/or FSEOG.

Self-Help Adjustments: Once a student’s grant has been adjusted to allow room for additional outside assistance, her award will be further revised, if necessary, to lower federal loan and work study awards to prevent a federal over-award. Reductions will be made in this order: Federal Perkins Loan, Federal Subsidized Direct Loan, Federal Work Study.

A federal over-award occurs when a student is receiving more need-based aid than her demonstrated need as determined by the U.S. Department of Education from the information provided on the Free Application for Federal Student Aid (FAFSA). If a federal over-award occurs, causing a student to lose eligibility for the Subsidized Federal Direct Stafford Loan Program, Student Financial Services will advise her of any eligibility remaining under the Unsubsidized Federal Direct Stafford Loan Program. Students are encouraged to keep their borrowing to a minimum and to borrow less after receiving outside scholarships. However, they will be invited to make this choice.

A student who loses eligibility for Federal Work Study because of an outside scholarship may still have the option to work on campus, depending on the availability of jobs, scheduling, and current College Student Employment policy.

Many announcements about local community support are made after the College’s initial financial aid award offer. Students receiving outside scholarships must inform Student Financial Services as soon as possible so they can make necessary adjustments and provide notification of award changes.
Independent Student Status

For purposes of federal aid only, Bryn Mawr College will consider students independent who meet the federal criteria. To determine if the student meets the federal definition of independent status, go to www.fafsa.gov and complete the Dependency Status Worksheet.

For purposes of Bryn Mawr’s institutional grant, if a student receives aid as a dependent of her parents in her first award year, she will be considered a dependent for all subsequent years at Bryn Mawr. For purposes of institutional support, this status will not change, regardless of family relationships or a change in family relationships once the student has entered college.

If a student believes she qualifies for aid as an independent student, she should write a letter addressed to the Director of Student Financial Services.
The types of financial aid that may appear on the student’s award letter are described below. Eligibility is determined based on the unique family circumstances and in compliance with institutional, federal and state policies, and may not include all the different types of aid described here.

The College Resource Office asks all students who are eligible to receive a Bryn Mawr Grant to write an annual thank you letter to the generous alumnae and friends who support our aid programs. Many donors truly appreciate hearing from the current students they are helping to support.

**Bryn Mawr Grant Funds**
Awards are made by the College to full-time students based on need from funds in its control. Awards are given in amounts determined to meet the grant portion of the student’s eligibility after considering Federal Pell Grants and State Grants. Bryn Mawr Grants are awarded for a maximum of eight terms. (See “Renewing Financial Aid Awards.”) Only students who apply for institutional aid at the time of admission are considered for institutional grant assistance during any of their subsequent years of enrollment.

**Bryn Mawr Merit Scholarship**
Students admitted to Bryn Mawr College as first-year, first-time students are automatically considered for the Bryn Mawr Merit Scholarship; no additional application is required. Applicants are evaluated using Bryn Mawr’s holistic admission review process, which takes numerous factors into account including but not limited to academic coursework and performance, involvement in school and community, leadership qualities, standardized test scores, letters of recommendation, quality and content of writing, and potential to contribute in meaningful ways to the Bryn Mawr community.

Students may receive a Bryn Mawr Merit Scholarship even with no demonstrated financial need. Merit scholarships may be awarded to U.S. citizens and permanent residents. In past years, awards have ranged from $8,000-$20,000 per year. Scholarships are awarded at the time of admission, and are renewable each year for up to four years as long as the student remains enrolled full-time and in good academic standing with the College.

**Bryn Mawr Posse Scholarships**
Bryn Mawr College partners with the Posse Foundation to award a limited number of full tuition scholarships to selected incoming students from the Boston, MA and Houston, TX areas regardless of need. To apply for a Posse Scholarship, a student must be from the Boston, MA or Houston, TX areas and go through the Posse Foundation’s selection process. The Posse Foundation identifies, recruits and trains youth leaders from urban public high schools to form multi-cultural Posses. Responsibility for final selection is shared by Bryn Mawr College and the Posse Foundation. Posse Scholarships are awarded for a maximum of eight terms. To receive these scholarship funds, Posse students must complete the financial aid application requirements. See the section “Forms Required to Apply for Financial Aid.”

**Federal Aid Eligibility**
Only students who are U.S. citizens or eligible noncitizens are eligible for the federal aid programs listed here. For more information on federal eligibility, go to StudentAid.gov/eligibility.

**Federal Pell Grants**
Pell Grants are need-based grants awarded to undergraduate students who have not earned a bachelor’s or a professional degree directly by the federally funded Pell Grant Program for a federal maximum of 12 semesters. If the amount of Pell Grant is not known or is estimated by Student Financial Services at the time of the initial award announcement, the amount of the Bryn Mawr grant will change so that the total grant aid will remain the same.

**Lifetime Pell Grant Limit:** The amount of Pell Grant funds a student may receive over her lifetime is limited by a new federal law to be the equivalent of six years of Pell Grant funding. The maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%. More information about Pell Grant lifetime can be found at http://studentaid.ed.gov/types/grants-scholarships/pell/calculate-eligibility.

**Pell Grant Credit Balance:** Pell eligible students whose federal disbursed funds would create a credit balance are able to receive an advance of funds to purchase books and supplies no later than the 7th day from the start of classes. The amount of the advance will be the lesser of the presumed credit balance or the amount needed by the student as determined by the College.
Federal Iraq and Afghanistan Service Grant

If the student is not eligible for Pell Grant but the student’s parent or guardian was a member of the U.S. armed forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001, the student may be eligible for this grant. To receive the grant, the student must be under 24 years old or enrolled in college, at least part-time, at the time of the parent’s or guardian’s death. The amount of the grant will be equal to the maximum Pell Grant for the award year, although the amount will not exceed the cost of attendance for the year.

Federal Supplemental Educational Opportunity Grants (FSEOG)

The College awards FSEOG from federal funds allocated to Bryn Mawr to undergraduates with exceptional financial need who have not earned a bachelor’s or professional degree. In compliance with federal regulations, priority is given to students who qualify for Pell Grants.

State Grants

Students who are residents of Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, Ohio, Pennsylvania, Rhode Island, Vermont or West Virginia, are required to apply on time to their state grant program. State grants are awarded to the student by the state scholarship office of the state in which the student resides. Student Financial Services complies with state regulatory requirements. If the state funds have not been received at the time of Bryn Mawr’s award announcement, the Bryn Mawr grant and/or FSEOG will later be reduced by the amount of the state grant. If a student fails to meet her state grant deadline, the College will not replace forfeited state grant funds with Bryn Mawr grant.

A complete listing of state grant agencies can be found at http://wdcrubcolp01.ed.gov/Programs/ EROD/og_list.cfm?category_cd=SGT.

Federal Work Study

The College awards Federal Work Study on the basis of need from federal funds allocated to Bryn Mawr. Eligible students may earn up to a specified amount through part-time employment. Wages are paid, in part, by the federal subsidy. The median award is $2,000. Maximum earning potential is contingent on the availability of jobs and scheduling. Please refer to the “Student Employment” section of the handbook.

Federal Perkins Loans

The College awards Perkins loans from federal funds allocated to Bryn Mawr based on federal need. Awards range from $500 to $5,500 per year and are based on financial eligibility. Upon receipt of the award letter, the student must log on to virtual.brynmawr.edu to accept, reduce or decline her Federal Perkins loan.

The student must complete a Perkins Loan Master Promissory Note (MPN) and a Perkins Loan Entrance Interview before these funds can be credited to her student account. The MPN will be sent to the student during the summer and must be signed and returned to Student Financial Services prior to the start of school. The student may satisfy the Perkins Loan Entrance Interview requirement by logging on to www.brynmawr.edu/controller/studentaccounts. Under Student Account Related Links, click on Perkins Loan Entrance Interview.

Loan repayment is deferred while the student is enrolled at least half-time in any approved postsecondary school.

Students begin repayment nine months after graduation, withdrawal from the College or dropping below half-time status. The interest rate is five percent per year. No interest accrues until the repayment schedule begins. Students must complete a Perkins Loan Exit Interview before graduating or dropping to less than half-time enrollment. To satisfy this requirement, students must log on to www.brynmawr.edu/controller/studentaccounts and complete the Perkins Loan Exit Interview. Under Student Account Related Links, click on Perkins Loan Exit Interview.

Federal Direct Stafford Loans for Students

The Federal Direct Stafford Loan Program enables students who are enrolled at least half-time (two units) to borrow directly from the federal government rather than from a bank. Loans made through this program include the Direct Subsidized Stafford and the Direct Unsubsidized Stafford Loans.

Direct Subsidized Loans: The student must demonstrate federal financial need. The U.S. Department of Education will pay (subsidize) the interest that accrues during certain periods.
Direct Unsubsidized Loans: Financial need is not a requirement. The student is responsible for paying the interest that accrues.

Eligibility for the Subsidized Loan is determined by the information provided on the FAFSA. The College administers all necessary paperwork for the government so the student does not have to submit a separate loan application.

Interest Rate: Due to the Bipartisan Student Loan Certainty Act of 2013, interest rates are determined each June for new loans being made for the upcoming award year, which runs from July 1 to the following June 30. Each loan has a fixed interest rate for the life of the loan. The interest rate was fixed at 3.86% for Federal Direct Stafford Loans for undergraduates first disbursed on or after July 1, 2013. On July 1, borrowers may view interest rates for the 2014-15 academic year at www2.ed.gov/offices/OSFAP/DirectLoan/student.html.

Fees: A loan origination fee of 1.072% will be deducted from the gross amount on all Federal Direct Stafford Loans first disbursed between December 1, 2013, and September 30, 2014. For loans disbursed on or after October 1, 2014, the loan fee may be different depending on the across-the-board federal budget cuts, known as “sequester” put into place by the Budget Control Act of 2011. The Department of Education will notify borrowers of fee changes and will provide additional information.

Borrowing Limits: See chart on following page.

“New” Time Limitation on Direct Subsidized Loan Eligibility:

First-time borrowers or students without prior loan balances who received a loan on or after July 1, 2013 are subject to a limit on the maximum period of time (measured in academic years) they can receive a Direct Subsidized Loan. A student cannot receive more than 150 percent of her “maximum eligibility period.” The maximum eligibility period is based on the published length of the student’s current program.

Examples of Typical Payments for Federal Perkins Loan Repayment

<table>
<thead>
<tr>
<th>Total Loan Amount</th>
<th>Number of Payments</th>
<th>Amount per Month</th>
<th>Interest Charges</th>
<th>Total Repaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,000</td>
<td>120</td>
<td>$42</td>
<td>$1,091</td>
<td>$5,091</td>
</tr>
<tr>
<td>$5,000</td>
<td>120</td>
<td>$53</td>
<td>$1,364</td>
<td>$6,364</td>
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<tr>
<td>$15,000</td>
<td>120</td>
<td>$159</td>
<td>$4,091</td>
<td>$19,091</td>
</tr>
</tbody>
</table>

For example, for a four-year bachelor’s degree program, the maximum period for which a student can receive Direct Subsidized Loans is six years (150 percent of 4 years = 6 years).

More information on Loan Lifetime limits can be found at www.studentloans.gov under “Is there a time limit on how long I can receive loans?

To Accept Your Loan: Upon receipt of the award letter or email notification, the student must log onto BIONIC to accept, reduce or decline her Federal Direct Stafford Loan.

Entrance Counseling: All first-time Direct Stafford Loan borrowers at Bryn Mawr must complete loan entrance counseling to review their rights and responsibilities. The student may satisfy this obligation online at www.studentloans.gov. Entrance loan counseling is also available by appointment in Student Financial Services.

Master Promissory Note: All Federal Direct Stafford Loan first-time borrowers must sign a Master Promissory Note (MPN). The MPN is a multi-year promissory note good for ten years from the date the first loan is disbursed. Borrowers may complete an electronic MPN (eMPN) at www.studentloans.gov. The eMPN speeds up the processing of the loan.

Loan Disbursement: On behalf of the federal government, the Department of Education will electronically transmit the loan funds to Bryn Mawr College each semester. The loan is credited to the student’s account once she completes a loan entrance interview and signs a master promissory note (MPN). Student Financial Services will notify the student when the funds have been credited. Loan funds are scheduled to be disbursed on the first day of classes. When the student borrows for the entire year, one-half of the loan proceeds will be credited to the student account in the fall and the remaining half in the spring. If the student borrows for only one semester, the loan funds will be credited in a single installment during the term for which she borrowed.
Students should take into consideration that a loan origination fee will be deducted from the loan disbursement each semester. This means that the net amount of loan funds credited to the student’s account will differ from the gross amount that was listed on the student’s award letter.

**Exit Counseling:** All borrowers must complete exit counseling prior to graduating or within forty-five days of dropping enrollment below half-time. The student may satisfy this obligation online at www.studentloans.gov. Exit loan counseling is also available by appointment at Student Financial Services.

**Repayment:** Loan repayment begins six months after the student ceases to be enrolled on at least a half-time basis. The repayment term ranges from 10 to 25 years depending on the amount borrowed and the repayment plan chosen. The minimum monthly payment is $50. If the student borrows a smaller amount, she will have shorter repayment terms. If the student borrows a larger amount, she may wish to consolidate her loan to extend the repayment term. There are additional requirements for each repayment plan. You can read more about each of the plans, including the new “Pay as You Earn Repayment Plan”. The student should review her options at: www.studentaid.gov/repay. You can use their online calculators to estimate your monthly payment under each repayment plan.

**Deferment/Discharge/Cancellation:** Under certain conditions, federal regulations allow students to defer loan repayment. The most common deferments are for enrollment on at least a half-time basis, unemployment, and economic hardship. An active duty military deferment is available for loans first disbursed on or after July 1, 2001. Complete information about loan deferments will be provided during the entrance and exit interview processes. Additional information can be found online at www.studentaid.gov/repay.

**NSLDS:** The National Student Loan Data System (NSLDS) is the U.S. Department of Education’s central database for student financial aid records. The secure NSLDS web site, www.nslds.ed.gov, allows you to track and manage your federal grants and student loans from when they are approved until you pay them off. Using your federal PIN (the one you use when completing your FAFSA), you can access this web site 24 hours a day. Please note that loan information at NSLDS is accessible to authorized users at schools and to lender and guaranty agencies.

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**Loan Limits and Terms: Direct Stafford Loan Limits**

<table>
<thead>
<tr>
<th>Dependent Undergraduate (Except Students Whose Parents Cannot Borrow PLUS Loan)</th>
<th>Base Amount</th>
<th>Additional Unsubsidized</th>
<th>Maximum</th>
<th>Bryn Mawr College Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st-year undergraduate</td>
<td>$3,500</td>
<td>$2,000</td>
<td>$5,500</td>
<td>1-7</td>
</tr>
<tr>
<td>2nd-year undergraduate</td>
<td>$4,500</td>
<td>$2,000</td>
<td>$6,500</td>
<td>8-15</td>
</tr>
<tr>
<td>3rd/4th-year undergraduate</td>
<td>$5,500</td>
<td>$2,000</td>
<td>$7,500</td>
<td>16+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Independent Undergraduate Students and Dependent Students Whose Parents Cannot Borrow PLUS Loans</th>
<th>Base Amount</th>
<th>Additional Unsubsidized</th>
<th>Maximum</th>
<th>Bryn Mawr College Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st-year undergraduate</td>
<td>$3,500</td>
<td>$4,000 + $2,000</td>
<td>$9,500</td>
<td>1-7</td>
</tr>
<tr>
<td>2nd-year undergraduate</td>
<td>$4,500</td>
<td>$4,000 + $2,000</td>
<td>$10,500</td>
<td>8-15</td>
</tr>
<tr>
<td>3rd/4th-year undergraduate</td>
<td>$5,500</td>
<td>$5,000 + $2,000</td>
<td>$12,500</td>
<td>16+</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Level</th>
<th>Aggregate Loan Limits Subsidized Borrowing</th>
<th>Aggregate Combined Loan Limit Subsidized and Unsubsidized Borrowing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent undergraduate</td>
<td>$23,000</td>
<td>$31,000</td>
</tr>
<tr>
<td>Independent undergraduate</td>
<td>$23,000</td>
<td>$57,500</td>
</tr>
</tbody>
</table>
**Federal Direct PLUS Loans (Parent Loan for Undergraduate Students)**

Dependent undergraduate students whose parents are applying for a loan must complete a FAFSA. The Federal Direct PLUS is a non-need-based, low-interest federally subsidized loan program designed to help parents provide funds for the parental contribution. Bryn Mawr College administers the PLUS application process and the funds are provided by the U.S. Department of Education. A Parent PLUS loan applicant must pass a credit check and should not have an adverse credit history.

**PLUS Loan Application Instructions**

The parent borrower must sign on to www.studentloans.gov with a Federal Student Aid PIN. A borrower who does not have a PIN can request one via the Federal Student Aid PIN Web site at pin.ed.gov.

The four steps on the Direct Plus Loan Request are:

1. Personal Information
2. Student & Loan Information
3. Review Request
4. Credit Check & Submit

Borrowers must also provide the following information to the school:

**Award Amount Information**—Borrowers can request a specific amount they wish to borrow, or can request that Bryn Mawr determine the maximum amount they are eligible to receive by selecting the Maximum Amount Indicator.

**Credit Balance Option**—Borrowers can indicate whether they want any remaining credit balance to be paid to the parent borrower or to the student.

**Interest Rate:** Due to the Bipartisan Student Loan Certainty Act of 2013 interest rates are determined each June for new loans being made for the upcoming award year, which runs from July 1 to the following June 30. Each loan has a fixed interest rate for the life of the loan. For PLUS Loans borrowed between July 1, 2013, and June 30, 2104, the interest rate was fixed at 6.41% percent. On July 1, borrowers may view interest rates for the 2014-15 academic year at www2.ed.gov/offices/OSFAP/DirectLoan/student.html.

Interest is charged on PLUS Loan during all periods, beginning on the date of the first loan disbursement. A PLUS borrower may pay the interest as it accrues during a deferment, or allow it to accrue and be capitalized at the end of the deferment period.

**General Loan Repayment**

Comprehensive repayment plans and schedules, along with an interactive calculator, are available at www.studentaid.ed.gov.

The federal government provides various ways for you to pay back federal loans based on income rather than amount borrowed. Student Financial Services recommends you work with your loan servicer when choosing a repayment plan.

Available repayment plans include:

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Monthly Payment</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>Payments are fixed starting at $50</td>
<td>10 years</td>
</tr>
<tr>
<td>Graduated</td>
<td>Payments are lower at first and then increase, usually every two years</td>
<td>10 years</td>
</tr>
<tr>
<td>Extended</td>
<td>Payments may be fixed or graduated</td>
<td>25 years</td>
</tr>
<tr>
<td>Income-Based (IBR)</td>
<td>10% of discretionary income, payments change as income changes (other conditions apply)</td>
<td>25 years</td>
</tr>
</tbody>
</table>

Public Service Loan Forgiveness programs were created to encourage students to enter and continue work, full-time, in public service jobs. Remaining balances on federal Direct Program Loans are forgiven after 120 qualifying monthly payments are made, beginning after October 2007. Full-time employment by a public service organization is required at time of repayment. Detailed information, along with questions and answers about the program, is available at www.studentaid.ed.gov.
Other Fees: A loan origination fee of 4.288% will be deducted from the gross amount on all Federal Direct PLUS Loans first disbursed December 1, 2013, through September 30, 2014. For loans first disbursed on or after October 1, 2014, the loan fee may be different depending upon the across-the-board federal budget cuts, known as “sequester” put into place by the Budget Control Act of 2011. The Department of Education will notify borrowers of fee changes and will provide additional information.

Borrowing Limits: The yearly amount is limited to the difference between the student’s cost of attendance minus any other financial aid the dependent student receives, including Stafford Loan assistance. There are no aggregate PLUS loan limits.

Direct PLUS Master Promissory Note: The PLUS Master Promissory Note (MPN) is a multi-year promissory note which a parent needs to sign only once, at the time he/she first borrows for that dependent. Parents may complete an electronic MPN (eMPN) at www.studentloans.gov.

Disbursement: When the parent borrows for the academic year, loan proceeds are disbursed in two equal installments, one per semester. If the parent borrows for only one semester, the loan funds are credited in a single installment during the term for which the loan was borrowed. Parents should take into consideration that a loan origination fee of 2% will be deducted from the loan disbursement each semester. This means that the net amount of PLUS loan funds credited to the student’s account will differ from the gross amount borrowed.

Repayment: Repayment begins on the date of the last disbursement. Parent PLUS loan borrowers whose funds were first disbursed on or after July 1, 2013 have the option of delaying their repayment on the PLUS loan either 60 days after the loan is fully disbursed or six months after the dependent student is not enrolled at least half-time. During this time, interest may be paid by the parent or capitalized.

Private Alternative Loan

Private loans are non-federal education loans offered by a lender such as a bank or credit union. Students should consider applying for a private loan only after exhausting all other possible sources of funds. Fewer than 2.5% of Bryn Mawr degree seeking undergraduates borrowed a private loan during the 2013-14 school year. Private loans often have variable interest rates, require a credit check, and may have less attractive repayment plans than federal loans. Many lenders require a credit-worthy co-signer. In general, students may borrow up to the cost of education minus all other financial aid receive. Students who choose to borrow a private loan must select a lender of their choice and complete the lender’s application process. A list of private lenders used by Bryn Mawr students over the past three years is posted on our website: www.brynmawr.edu/financialaid/fa_types_aid

FSA Ombudsman

The Federal Student Aid Ombudsman was created by the Department of Education to help resolve disputes and solve other problems with federal student loans.

The Ombudsman’s Service Line is 1-877-557-2575. Fax number: 1-202-275-0549.

You may also write to:
U.S. Department of Education
FSA Ombudsman
830 First Street, NE Fourth Floor
Washington, DC 20202-5144

Student Employment

Students awarded need-based Federal Work Study or Campus Employment may work on campus to earn money to cover the costs of books, supplies and personal expenses. Students’ maximum earning potential is contingent on availability of jobs and scheduling. Earnings are paid directly to students on a bi-weekly basis and are not credited to student billing accounts. Current College policy requires that all first year students work with the dining services department. First year students will receive information about this opportunity during the summer in a mailing from the Dean’s Office.

The Student Employment Office serves as a resource for students who need assistance finding and maintaining jobs on campus. Contact information for the Student Employment Office can be found at www.brynmawr.edu/student-employment.

Students who have not been previously employed at the College or who have had not worked at the College in more than two years, must complete an I-9 form before
they can be hired. Students will be required to show the following documentation for the I-9:

- One document that establishes both identity and employment authorization such as a U.S. Passport, Permanent Resident Card, Alien Registration Card, foreign passport with I-551 stamp.
  
  **OR**

- One document that establishes identity such as a driver’s license, state ID card, voter’s registration card, military dependent’s ID card. **AND**

- One document that establishes employment authorization such as: SS Card, birth certificate, U.S. Citizen Card, employment authorization document issued by the Department of Homeland Security.

For a complete list of acceptable I-9 documents please contact the Human Resources Office at 610-526-5261 or the Student Employment Office at 610-526-7941. Certified copies of birth certificates are acceptable. All other documents must be original.

**Community Service Jobs:** The Civic Engagement Office (CEO) employs Federal Work Study eligible students during the academic year through a variety of community service related jobs. Students are employed as reading and mathematics tutors through school and community based tutoring programs and students are hired as student coordinators to help run the CEO’s co-curricular volunteer programs. The CEO also coordinates the Community Based Work Study program which matches work study eligible students with local community partner organizations as paid employees, working eight to ten hours per week. The CEO’s work study employment programs provide students with opportunities to make meaningful contributions to local organizations and communities while also learning about community issues and developing professional skills. Participation is limited to students enrolled in their second, third, and fourth years at Bryn Mawr College. Visit the CEO on the Bryn Mawr College web site: www.brynmawr.edu/ceo.

**Summer Community Service:** Federal Work Study eligible students are invited to locate a community service agency in their hometown and work there during the summer break. Both the agency and the job description must be approved by Student Financial Services and the agency must agree to pay 25% of the student’s hourly wage. An email will be sent to eligible students regarding this program and its requirements before spring break. For information regarding summer community service, contact Student Financial Services.

**Off-Campus Employment:** The Career and Professional Development Office receives and maintains part-time and temporary job postings from the local and Philadelphia communities. Child care, yard work, office work, sales, catering, computer user services, house and/or pet sitting, copy editing, research, and tutoring are examples of jobs posted on a regular basis. Interested students should visit the Career and Professional Development Office located in the Bryn Mawr College Campus Center 2nd floor: www.brynmawr.edu/cpd.

**The Yellow Ribbon Program:** The Yellow Ribbon GI Education Enhancement Program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. It is a supplement to the “Post GI Bill Benefit in Pennsylvania” also known as Chapter #33 and expands veterans’ higher-education benefits, paying up to $17,500 for participating students. Students applying to Bryn Mawr may also be eligible for additional aid beyond the VA benefit.

All VA benefits, including housing allowances and book stipends sent directly to the student will be considered resources before Bryn Mawr Grant eligibility is calculated. Eligible students admitted to degree programs in Bryn Mawr’s undergraduate college will be able to take advantage of this benefit pending college approval for the 2014-15 school year. For more information log onto www.gibill.va.gov/benefits/post_911_gibill/yellow_ribbon_program.
Disbursing Awards to Student Accounts

Awards will be credited to students’ accounts when the College has received all of the following:

- Signed copy of parents’ complete 2013 federal income tax returns with all pages, schedules and W-2 Forms or a Non-Tax- Filer Statement with W-2 Forms submitted through the College Board Institutional Document Service (IDOC).
- The electronic results of the 2014-15 CSS/Financial Aid PROFILE for students receiving Bryn Mawr Grant assistance.
- The electronic results of the 2014-15 FAFSA.
- If selected, a 2014-15 Federal Verification Worksheet. Follow instructions on the worksheet to complete verification.
- The student’s written or electronic confirmation to borrow a Federal Loan(s).
- Perkins Master Promissory Note (MPN) and Perkins Loan Entrance Interview for borrowers receiving a Perkins Loan for the first time from Bryn Mawr College.
- Federal Direct Stafford Master Promissory Note (MPN) and Direct Stafford Loan counseling for first-time borrowers.
- Funds from the donor, state or federal agency.

IRS Data Retrieval or Tax Return Transcript: You may be required to confirm your FAFSA tax data via IRS Data Retrieval, or submit to Bryn Mawr a Tax Return Transcript directly from the IRS. You may download and print an IRS Tax Return Transcript immediately by logging into www.irs.gov/transcript. Be sure to choose “Return Transcript” in the drop down menu. You will be required to answer security questions to confirm your identity. You may also request the IRS to mail your Tax Return Transcript to your IRS address of record by logging onto this site or by calling 1 (800) 908-9946. The IRS site states that a Tax Transcript will arrive by mail in five to 10 business days.

- Until verification is complete, Bryn Mawr cannot credit a federal grant or loan to the student account; the student cannot be employed under the Federal Work Study Program; and Student Financial Services will not certify a Federal Direct Stafford Loan application.
- Verification is complete when all requested forms and documentation have been submitted and reviewed for accuracy. Verification documents should be submitted within 30 days of the initial request, but no later than 120 days after the last day of the student’s enrollment.
- If changes are made to the student’s award during the verification process, Student Financial Services will send a revised award letter or notify the student by e-mail that changes have been made and can be viewed electronically through BIONIC.

Requirements and Responsibilities
**IRS Data Retrieval**

Student Financial Services encourages you to complete your FAFSA on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and use IRS Data Retrieval; an easier, faster way to enter federal income tax information on the Free Application for Federal Student Aid (FAFSA). The process allows you to use electronically submitted tax information to complete specific elements of your FAFSA, simplifying the verification process. When completing the FAFSA you may enter your PIN and link to the IRS web site. The retrieval process will display your tax information and allow you to transfer it to your FAFSA.

- If you and your parents did not file a 2013 federal tax return with the IRS before completing the FAFSA, please complete the form with estimated income information. FAFSA on the Web will remind you to access IRS information using the IRS Data Retrieval once tax returns are filed.

- If you do not use IRS Data Retrieval to complete your FAFSA or if you make changes on your FAFSA to data retrieved earlier, you may be required to submit IRS federal income tax transcripts to complete the federal verification process.

- If you are selected for verification by the U.S. Department of Education, you may be required to provide IRS federal income tax transcripts as well as untaxed income information to Bryn Mawr College.

In some cases, you may not be able to use IRS Data Retrieval. Please see detail:

- If your tax filing status is “married filing separately”
- If your tax status is “head of household”
- If you filed an amended tax return
- If you filed a foreign tax return
- If you filed paper taxes within the last 8 weeks

If you are selected for verification and cannot use IRS Data Retrieval you may have to submit IRS federal income tax transcripts as well as untaxed income information to Bryn Mawr Student Financial Services.

The submission of IRS tax data or IRS tax transcripts does not satisfy Bryn Mawr’s requirement that undergraduate students who apply for non-federal Bryn Mawr Grant submit full signed and dated federal income tax returns, both personal and business, all pages, schedules and attachments, including W2 forms, to the IDOC service.

**Satisfactory Academic Progress**

Satisfactory Academic Progress for the continuation of federal and institutional financial aid is monitored for undergraduates per semester by the Committee on Academic Standing. The Satisfactory Academic Progress Policy for Undergraduates can be found on the Dean’s webpage: [www.brynmawr.edu/deans](http://www.brynmawr.edu/deans).

**Failure to maintain satisfactory academic progress for financial aid recipients**

When a student fails to meet one or more of the satisfactory academic progress standards, the Committee on Academic Standing will place her on academic probation. The first time a student is placed on academic probation, Student Financial Services will send the student a financial aid warning for one academic semester. Students with a status of financial aid warning are still eligible to receive financial aid.

If after the financial aid warning period, the Committee on Academic Standing does not deem the student to be maintaining satisfactory academic progress, the student will become ineligible to receive financial assistance. Student Financial Services will notify the student that she is no longer eligible to receive federal and institutional financial aid.

**Appeals**

A student who fails to meet the satisfactory academic progress standards for two consecutive semesters may appeal to the Committee on Academic Standing for permission to continue for an additional semester of academic probation and for a semester of financial aid probation. Appeals must be submitted directly to the Committee on Academic Standing. The reasons a student may appeal to continue to receive financial aid include a student’s injury or illness, the death of a relative, or other special circumstance.

If the Academic Standing Committee approves the appeal, Student Financial Services will notify the student that she is eligible for a financial aid probation semester. While on financial aid probation, students will be required to meet regularly with their dean and the student’s instructors will be asked to submit mid-semester reports regarding academic work. At the end of the financial aid probation period, the Committee on Academic Standing will determine if the student has met specified standards and/or regained good academic standing.
Reinstatement

A student who has been denied financial aid because of failure to make satisfactory academic progress can have eligibility reinstated once she is in good academic standing. A student who has not regained academic standing, but who has satisfied the specific terms of an academic plan set forth by the Academic Standing Committee, may appeal to continue on an additional semester of financial aid probation.

Student Rights and Responsibilities

Students have the right to know:

1. Student Financial Services’ location, hours, and counseling procedures.

2. The financial aid programs available at Bryn Mawr College.

3. The application procedures and deadlines.

4. The criteria for selecting financial aid recipients.

5. The criteria for determining need.

6. The method for determining the amounts and types of aid awarded.

7. The costs that were considered in determining eligibility for aid.

8. The method and timing of financial aid payments.

9. The basis for determining satisfactory academic progress to continue to receive financial aid and what happens when progress is not made.

10. The portion of aid that must be repaid, the portion that is grant, and the portion that must be earned through employment. This information is available in this handbook and on the award letters for students who will be offered aid. If you have any questions, however, please contact Student Financial Services.

11. If offered a Federal Work Study award, the nature of the job, the required number of work hours, job duties, the pay, and the method and timing of payments.

Financial aid applications are confidential. Information concerning financial aid applicants will be released only to agencies that require the information for scholarship consideration and only when authorized by the student and her family.

Students are responsible for:

1. Completing all application forms accurately and submitting them on time to the appropriate place.

2. Providing all documentation, verification, corrections and/or other scholarship information requested by Student Financial Services or other scholarship agencies.

3. Reporting any changes in enrollment to Student Financial Services.

4. Reading and understanding all forms that are distributed and retaining student copies.

5. Performing the work that is agreed upon in accepting a work-study position.

6. Reporting name and address changes directly to the Registrar and lenders of all education loans that have been received.

7. When filing U.S. taxes, include as taxable income all grant aid that exceeds the cost of tuition, fees, books and supplies.
Worksheet: How to Determine the Family’s Share of the College Bill

Financial Aid awards and federal loans are not applied to student accounts until all documentation is received and/or the appropriate check(s) have been signed. Families can use this worksheet to help determine the amount due. The student’s award letter will help determine the family’s share of the bill.

**Semester I: Fall**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$22,235</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$7,175</td>
</tr>
<tr>
<td>College Fees</td>
<td>$370</td>
</tr>
<tr>
<td>SGA Fee</td>
<td>$165</td>
</tr>
<tr>
<td><strong>Total Charges</strong></td>
<td><strong>$29,945</strong></td>
</tr>
</tbody>
</table>

Refer to your award letter to:

- Subtract Semester I grant disbursements $________
- Subtract Semester I outside grants or scholarships $________
- Subtract expected loan proceeds $________
- Remainder is amount due from family $________

**Semester II: Spring**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$22,235</td>
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</tr>
<tr>
<td><strong>Total Charges</strong></td>
<td><strong>$29,945</strong></td>
</tr>
</tbody>
</table>

Refer to your award letter to:

- Subtract Semester II grant disbursements $________
- Subtract Semester II outside grants or scholarships $________
- Subtract expected loan proceeds $________
- Remainder is amount due from family $________

**Total amount due for 2014-15** $________

Federal Work-Study funds are paid directly to the student on a bi-weekly basis as wages. Work-Study funds are not credited to the student’s bill.
Self Service for Student Accounts

Students will receive their billing statements and may view their student account via the College’s electronic billing and payment processor, Nelnet Business Solutions (NBS). Students can authorize access to family and friends who may want to view and pay the bills online using Student Account Self Service on BIONIC.

In compliance with the Family Educational Rights and Privacy Act of 1974, (FERPA), commonly called the Buckley Amendment, all Bryn Mawr College billings and student accounts are in the student’s name. All students are required to acknowledge their responsibility for the cost of tuition and fees before registration.

E-Billing Information and Payment Due Dates

The College bills by semester via an electronic “e-bill”. All bills are in the student’s name. An email notification is sent to the student’s Bryn Mawr email address when an e-bill is ready to access online. Students retrieve the e-bill on the Bryn Mawr College website by logging into BIONIC. Students may forward the e-bill or set up a parent or other third party as an “authorized” payer to view or receive the e-bill. The College does not send paper bills, but students may print their e-bill. The College can only send e-bills to the student address due to FERPA regulations.

- E-bills for the Fall semester are available the first week of July and payment is due August 1, 2014.
- E-bills for the Spring semester are available the first week of December and payment is due January 2, 2015.

Monthly bills are sent when student accounts have outstanding balances. Participation in registration, pre-registration, room draw, graduation, and transcripts are withheld until accounts are paid in full.

Bill Payment Options

Monthly Payment Plan

- Bryn Mawr College contracts with Nelnet Business Solutions (NBS) to offer an interest-free monthly payment plan. This option allows monthly payments for a $25 per semester enrollment fee.
- To calculate a semester’s payment plan amount, use the Total Amount Due figure on the Worksheet in the back of this Handbook. To determine monthly payments and enroll in the NBS payment plan, access: www.brynmawr.edu/sfs/ampp.

Prepaid Plan

Two prepaid tuition plans are offered to those students who are not receiving financial aid and those students who have only a Bryn Mawr Merit Scholarship. These plans offer no tuition increases for four years. Payment for the current year and all future years must be paid in full by August 1 2014. The pre-paid plans can be utilized for Tuition only, or for Tuition, Fees, and Room and Board. This does not pertain to the Student Government Fee.

A credit for all four years’ tuition, or tuition, fees, room and board will be placed on the account. Each semester’s bill will reflect only that semester’s credit.

Payment

- Payment by check should be in U.S. dollars, drawn on a U.S. bank, payable to Bryn Mawr College. Do not post-date checks; the College is unable to hold checks. Be sure to include the student’s College ID number on the check. Make check payable to and mail to:

  Bryn Mawr College
  Attn: Controller’s Office-Student Payment
  101 North Merion Avenue
  Bryn Mawr, PA 19010-2899

- Electronic checks (e-checks) and credit cards may be used to pay student account balances through the online payment processor, Nelnet Business
Solution’s, QuikPay, which can be accessed using the link at: www.brynmawr.edu/sfs/ampp.html

- Visa, MasterCard, Discover, and American Express cards are accepted for payment. A 2.75% fee will apply. The fee is not charged by Bryn Mawr College, and will be reflected as a separate transaction on the credit card statement. The 2.75% fee will never be reflected on a student’s Bryn Mawr College student account.

- Students are able to establish Authorized Payer(s) to pay the bill online. Visit the Student Financial Services website at: www.brynmawr.edu/sfs/ampp for instructions.

- Payments from outside the United States should be processed via the “peerTransfer Education” website: brynmawr.peertransfer.com.

- To wire funds, call (610) 526-5245 for instructions.

Banking Information

- An ATM machine, funded by TD Bank, is located on campus in the Campus Center for student use.

- Student Banking: Bryn Mawr College is located within walking distance to local and national banks to accommodate student banking needs.

Understanding the Tuition Bill (Billing Statement)

How Financial Aid Funds are Credited

Students must complete the financial aid application process before funds can be credited to their student account. Students selected for federal verification must complete verification. Estimated awards are not finalized and cannot be credited. Wages earned through Federal Work Study or Campus Employment are paid directly to the student on a bi-weekly basis and are not applied toward the bill. Grant and loan funds are disbursed to the student’s account one-half in the fall and one-half in the spring. The earliest that federal grant and loan funds can be disbursed is ten days before the start of classes each term. At Bryn Mawr College, federal loans and grants are disbursed on the first day of classes if the student has accepted her loan on line, signed the loan promissory note and completed entrance counseling.

Grants and Scholarships: Bryn Mawr Grants and Scholarships will be credited prior to billing. State grants and outside scholarships are credited when the College has received the funds from the state agency or private donor. Federal Pell Grants are credited once we receive final authorization from the Department of Education.

Federal Perkins Loan: First time borrowers at Bryn Mawr must sign a Perkins Master Promissory Note (MPN) and complete a Perkins Loan Entrance Interview before funds can be credited.

Federal Direct Stafford Loan: First time borrowers must sign a Federal Direct Stafford Master Promissory Note (MPN) and complete a Federal Direct Stafford Loan Entrance Interview before funds can be credited. A Federal Origination Fee is subtracted from the proceeds. Loan fees are federally regulated and subject to change.

Federal Direct PLUS Loan: Parents must sign a Federal Direct Master Promissory Note (MPN) before funds can be credited. A Federal Origination Fee is subtracted from the proceeds. Loan fees are federally regulated and subject to change.

How Payments Appear on the Bill

Payment Plans: If enrolled in the Nelnet Business Solutions (NBS) monthly payment plan, each payment is credited to the account as payments are received.
from NBS. Payment plans are for each semester only.

**Prepaid Plans:** One semester’s portion of the total Prepaid Plan will be credited to the Student Account each semester.

**Refunds for Enrolled Students and Title IV Recipients**

The student’s account becomes eligible for a refund when the balance is exceeded by the credits posted to it. Refunds are processed once a week. Refunds resulting from an average from Title IV aid funds are automatically processed by Student Financial Services as quickly as possible to be distributed by the Controller’s Office on the nearest upcoming Monday per their processing calendar. Refunds resulting from an average from Alternative Loan funds or other sources must be requested in writing, preferably on the Refund Request Form: www.brynmawr.edu/sfs/forms. If a student prefers to have their available refund amount rolled over to the next semester, a written request is required.

Bryn Mawr College provides a permission feature through BIONIC Self-Service to expedite the processing of federal funds relating to student accounts. Granting “Title IV Permission” will authorize federal funds to pay for miscellaneous charges, (health center fees, parking fines, etc.) and therefore, accelerate the payment of bills and any applicable refund.

Refunds can be directly deposited to a bank account. The Direct Deposit Form can be downloaded from www.brynmawr.edu/controller/DepositFormupdated42010.pdf, completed and sent to the Controller’s Office.

**Withdrawal and Refund Policies**

Students will be refunded 100% of their previously paid tuition, room and board, and college fee if the Registrar receives written notice that the student has withdrawn from the College or begun a leave of absence before the first day of classes.

Students withdrawing from the College or embarking on a medical or psychological leave of absence on or after the first day of classes, refunds of tuition, room and board occur according to a pro rata schedule up to 60% attendance. No refunds are processed for withdrawals after 60% of the semester. Fall and spring breaks are not included in the calculation of refund weeks. Note that Student Government Association dues and the health insurance portion of the College Fee are non-refundable.

The date the student began the withdrawal process by contacting the Dean’s Office orally or in writing is considered the date of withdrawal for College refunds and for the return of Title IV funds. When a student continues to attend classes or other academically related activity after beginning the withdrawal process, the College may choose to use the student’s last date of documented attendance at an academically related activity as the date of withdrawal. For a student who leaves the College without notifying the College of her intent to withdraw, the College normally uses the student’s last date of documented attendance at an academically related activity as the date of withdrawal. If that date cannot be ascertained, the College will consider the midpoint of the enrollment period to be the date the student withdrew.

**When a Student Withdraws: Treatment of Title IV Federal Aid**

This policy applies to all students receiving Federal Pell Grants, Federal Stafford Loans, Federal PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Perkins Loans, Federal Iraq Afghanistan Service Grants, and in some cases, state grants.

When a recipient of Title IV Federal grant or loan assistance withdraws or takes a leave of absence from the College during the semester, the College must determine per a federal formula, the amount of federal aid that the student may retain as of the withdrawal date. Any federal aid that the student is eligible to receive, but which has not been disbursed, will be offered to the student as a post-withdrawal disbursement. Any federal aid the student is not eligible to receive according to the federal refund policy will be returned to the federal government.

The student is entitled to retain federal aid based on the percentage of the semester she has completed. As prescribed by federal formula, the College calculates the percentage by dividing the total number of calendar days in the semester into the number of calendar days completed as of the withdrawal date. Fall and spring breaks are excluded as periods of nonattendance in the enrollment period. Once the student has completed more than 60% of the semester, she has earned all of the Title IV assistance scheduled for that period.
The amount of Title IV assistance not earned is calculated by determining the percentage of assistance earned and applying it to the total amount of grant and loan assistance that was disbursed. The amount the school must return is the lesser of:

• the unearned amount of Title IV assistance or
• the institutional charges incurred for the period of enrollment multiplied by the unearned percentage.

The order of return of Title IV funds is:

• Unsubsidized Federal Stafford Loans
• Subsidized Federal Stafford Loans
• Federal Perkins Loans
• Federal PLUS Loans
• Federal Pell Grants
• Federal Iraq Afghanistan Service Grants
• Federal Supplemental Education Opportunity Grants (FSEOG)
• Other Title IV assistance

**Deadlines for Returning Title IV Funds**

The amount of the refund allocated to the Federal Stafford Loan, Federal PLUS Program, Federal Pell Grant, Federal SEOG, and Federal Perkins will be returned by the College to the appropriate federal program accounts within 45 days of the date the student officially withdrew or was expelled, or within 45 days of the date the College determined that the student had unofficially withdrawn.

The amount of the refund, if any, allocated to the student will be paid within 45 days of the student’s withdrawal date or, if the student withdrew unofficially, the date that the Dean’s Office determined that the student withdrew.

**Treatment of State Grants When a Student Withdraws**

The amount of the state grant funds a student will retain is based on the individual refund policy prescribed by the issuing state.

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**Tuition Refund Plan**

Bryn Mawr College makes available to its undergraduate students, the Tuition Refund Plan (TRP), an optional insurance program offered by A. W. G. Dewar, Inc. The plan is intended to minimize the financial loss if a student must withdraw from the College for medical reasons. The plan complements Bryn Mawr’s refund policies. Bryn Mawr College’s refund policy is in compliance with Federal Regulations and is detailed in the Undergraduate College Catalogue. To learn more about this policy access: www.collegerefund.com or email trp@dewarinsurance.com. For direct contact call (617) 744-1555 or write to A. W. G. Dewar, Inc., Four BatteryMarch Park, Quincy, MA 02169. A complete application and premium must be postmarked to Dewar before the opening day of classes.
Contact

OneStop

- The OneStop page on the Bryn Mawr website: www.brynmawr.edu/onestop/ is a clearinghouse of information about student services. We encourage all students and parents to visit this site for access to phone numbers and information.
- The OneStop desk located at Guild Hall offers students the opportunity to accomplish their College business needs at a single, convenient location.

Student Financial Services  
(610) 526-5245 ................. sfs@brynmawr.edu 
(610) 526-5249 (fax)  

Perkins and Institutional Loan Repayment  
(610) 526-5515  

Admissions Office  
(610) 526-5152 ................. admissions@brynmawr.edu  
(610) 526-7471 (fax)  

Transcripts Request  
(610) 526-5142 ................. www.brynmawr.edu/registrar  
(610) 526-5520 (fax) .......... transcripts@brynmawr.edu  

Registrar  
(610) 526-5041 ............... registrar@brynmawr.edu  

Payroll Office  
(610) 526-5267 ............... payroll@brynmawr.edu  

One Card Office  
(610) 526-7930  

Questions About Charges and Fines

OneStop Desk, Guild Hall  
(610) 526-5500  

Financial Aid, Loans: Student Financial Services  
(610) 526-5245, (610) 526-5246  

Haverford College Charges: HC Bursar  
(610) 896-1251 ................. bwilson@haverford.edu  

Health Center Charges: Health Center  
(610) 526-7360  

Late Registration Fee: Registrar  
(610) 526-5140  

Library Fines: Library  
(610) 526-5276 ............... library@brynmawr.edu  

Lost Keys: Facilities Service  
(610) 526-7930  

Parking Fines: Public Safety  
(610) 526-7911  

Returned Check Charge: Controller’s Office  
(610) 526-5251  

Room Damage/Room Charges: Facilities Service  
(610) 526-7930  

Tuition, Fees, Room, Board: Student Financial Services  
(610) 526-5245, (610) 526-5246  

Financial Services

Bryn Mawr College does not discriminate on the basis of race, color, religion, national or ethnic origin, sexual orientation, age or disability in the administration of its educational policies, scholarship and loan programs, and athletic and other College-administered programs, or in its employment practices.

In conformity with the Civil Rights Act of 1964, as amended, it is also the policy of Bryn Mawr College not to discriminate on the basis of sex in its educational programs, activities or employment practices. The admission of only women in the Undergraduate College is in conformity with a provision of the Act. Inquiries regarding compliance with this legislation and other policies regarding nondiscrimination may be directed to the Equal Opportunity Officer, who administers the College’s procedures, at (610) 526-5275.
Student Financial Services
Benham Gateway
101 North Merion Avenue
Bryn Mawr, PA 19010-2899
(610) 526-5245
E-mail: sfs@brynmawr.edu
www.brynmawr.edu/sfs