

The George Washington University

2009-2010 Undergraduate Loan Questionnaire

I. General Information

Who needs to fill out this questionnaire?

- ◆ Undergraduate students enrolled less than full-time who are requesting loans only, or full-time undergraduates applying for loans for the summer semester.

What documentation will I need to complete my application?

- ◆ 2009-2010 *Free Application for Federal Student Aid* (FAFSA); required if applying for Federal Stafford Loan. **Students should submit this form online at <http://www.fafsa.ed.gov>**
 - ◆ Completed *Master Promissory Note* (MPN) for Federal Stafford Loans if you are a 1st time borrower at GW
 - ◆ Completed *PLUS Master Promissory Note* (PLUS MPN) for a Federal PLUS if your parent is a 1st time borrower at GW
 - ◆ Other alternative educational loan application
 - ◆ Completed *2009-2010 Loan Questionnaire*
 - ◆ Tax information if requested; see Section II: Special Instructions
 - ◆ Entrance Interview for first-time borrowers; see Section II: Special Instructions
- Note: The University reserves the right to request additional information.*

Where do I submit my paperwork?

- ◆ Submit all other paperwork to the Office of Student Financial Assistance.

When is the priority deadline for loan applications?

- ◆ May 1, 2009 to receive funds by the beginning of the FALL 2009 semester.
- ◆ October 1, 2009 to receive funds by the beginning of the SPRING 2010 semester.
- ◆ March 1, 2010 to receive funds by the beginning of the SUMMER 2010 semester.

Note: We cannot guarantee the actual arrival date of your loan funds. **Loan applicants are not exempt from tuition payment deadlines as outlined in *The George Washington University Bulletin*. Thus, you should be prepared to make tuition payments if your loan funds do not arrive by the start of the term, and to cover book and living expenses until such time as any credit balance can be released.**

II. Special Instructions

1. *Free Application for Federal Student Aid* (FAFSA): In Step 6, list The George Washington University (code number 001444). **Please note:** the 2009-2010 FAFSA can be used for loan periods between Fall 2009 and Summer 2010 only.
2. Federal Stafford *Master Promissory Note* (MPN): Complete and sign the MPN electronically at <http://gwired.gwu.edu/finaid> under Loans of the New Undergraduate section of our website.
3. Federal PLUS *Master Promissory Note* (MPN): Your parent must complete and sign the MPN electronically at <http://gwired.gwu.edu/finaid> under Loans of the New Undergraduate section of our website.
4. Tax Returns: You need to submit completed, **signed** tax information **ONLY IF:**
 - a) it is required for an alternative educational loan for which you are applying; or,
 - b) it is requested by our office, usually because of selection for verification by the Department of Education. If we request a tax return for a year in which you were not required to file, you may fill out a *Certification that Tax Return Was Not and Is Not Required to be Filed*, which is available through Colonial Central or on our website at <http://gwired.gwu.edu/finaid>.
5. **Entrance Interview:** If you are applying for your first Federal Stafford Loan and/or Federal Graduate PLUS at GW, you must complete an Entrance Interview for each loan program you wish to participate in. This can be done in our office or on our website at <http://gwired.gwu.edu/finaid>. If you complete this on the Web, please print out a copy of the confirmation page displayed at the end of the Interview for your records.

III. Loan Eligibility

The policies outlined below apply to all Federal Stafford Loans, Federal PLUS and alternative loans processed by The George Washington University. **Your signature on the *Loan Questionnaire* indicates that you understand and agree to abide by these policies and will submit all required documentation in a timely manner. Please pay special attention to the information below as you complete the *Loan Questionnaire* and select your loan period. When completing item #11 of the *Loan Questionnaire*, please be as accurate as possible in determining if the course instruction will be offered at either the Main Campus or an Off-Campus site.**

Students must meet the follow eligibility requirements for all Federal Stafford Loans, Federal PLUS and alternate loans processed by The Office of Student Financial Assistance:

- ◆ Students must be enrolled at least half-time during each term of the loan period. Half-time is defined as 6 credit hours.
- ◆ Completed loan applications for a given enrollment period **MUST** be on file in the Office of Student Financial Assistance no later than 30 days before the end of that enrollment period. **Applications cannot be processed after the loan period has ended.** Please submit all loan documents in a timely manner to allow for processing.
- ◆ Loan proceeds will be disbursed only after the student is properly registered and all documents are received (including Entrance Interviews, if applicable).
- ◆ The processing of aid for students enrolled in a distance education (DE) program is based on current federal regulations. The cost of attendance component for DE students includes tuition, fees, books and supplies (*living expenses are not included*). If your loan is certified for on-campus courses and you subsequently enroll in distance education courses, you may lose eligibility for part or all of your loans.

Federal Stafford Loans for undergraduates are processed using the Scheduled Academic Year (SAY: fall, spring, summer). Borrowers regain eligibility every Fall, the beginning of GW's SAY. A student is eligible to receive Stafford Loans for summer enrollment only if: a) the student did not receive the maximum amount during the preceding Fall and/or Spring terms; or, b) the student progresses to the next grade level. *Example:* A student who is a sophomore in Fall 2009 is eligible for a loan of \$4,500 for the academic year. If the student attains junior status (57 credits or more) after the Fall term, he or she may borrow \$1,000 more for the Spring and/or Summer 2010 loan period.

Annual loan limits for Dependent Undergraduate Students are as follows:

Grade Level	Maximum Subsidized	Maximum Unsubsidized	Total
Freshman	\$3,500	\$2,000	\$5,500
Sophomore	\$4,500	\$2,000	\$6,500
Junior	\$5,500	\$2,000	\$7,500
Senior	\$5,500	\$2,000	\$7,500

Subsidized Stafford eligibility is determined by the FAFSA calculations; students ineligible for the maximum amount can apply for the difference in unsubsidized funds.

Independent undergraduate students and dependent undergraduate students whose parents have been denied a Federal PLUS loan have the following eligibility:

Grade Level	Maximum Subsidized	Maximum Unsubsidized	Total
Freshman	\$3,500	\$6,000	\$9,500
Sophomore	\$4,500	\$6,000	\$10,500
Junior	\$5,500	\$7,000	\$12,500
Senior	\$5,500	\$7,000	\$12,500

*Actual loan amounts may be reduced by up to 1.5% due to lender origination fees and 1% for federal default fee.

Loans must be prorated for students whose remaining enrollment period is less than one academic year. Contact the Financial Aid Office for more information about this calculation.

The Federal Stafford Aggregate Maximum for undergraduate students is \$57,500. Additional funds may be requested through the Federal PLUS or alternative loan programs.

NOTE I: The Higher Education Amendments of 1986 require that undergraduate students have a minimum C (2.0) cumulative grade-point average by the end of the sophomore year and/or be making satisfactory academic progress to receive federal aid in subsequent years. See our *Satisfactory Academic Progress Requirements for Financial Aid Recipients Information* online for complete details and exceptions.

NOTE II: If you submit any application with a loan period of 12 months and later decide to change it to 9 months, or vice versa, you will need to submit a *Cancellation Request* and a new *Loan Questionnaire*. **YOUR ORIGINAL LOAN WILL BE CANCELLED AND A NEW ONE CERTIFIED.** You must allow up to **SIX** weeks for this request and plan your finances to allow for the delay.

Repayment of Federal Stafford Loans begins six months after cessation of post-secondary enrollment. Deferment and forbearance options are available for Federal Stafford Loans. Contact your lender, loan guarantor or servicer for complete details. For further information on these loan programs please review the information on our website at <http://gwired.gwu.edu/finaid>.

IV. Disbursement

Your loan funds are disbursed by your lender or guarantor to The George Washington University by means of EFT (Electronic Funds Transfer) or paper check. Federal regulations require that EFT proceeds be disbursed to the student's account within three business days, and that paper checks must be endorsed by the student within 30 calendar days of our receipt of the funds.

However, loan funds cannot be disbursed until:

- 1) **You have submitted all requested documentation;**
- 2) **You are enrolled for the number of credits indicated on your *Loan Questionnaire* or most recent *Rebudget Request*;**
- 3) **You complete an Entrance Interview if you are a first time Federal Stafford and/or Federal Graduate PLUS borrower at GW; and**
- 4) **You endorse your check, if applicable.**

If these requirements are not met within the specified time frame, your funds will be returned to the lender/guarantor. **If you still need the funds after they have been returned, you will be required to submit a *Request for Reissue* form for review and processing.** If you still have an outstanding issue on your record, your *Request for Reissue* will be deactivated and returned to you. If your loan proceeds were returned because you were not properly enrolled, you must either register for the additional number of credit hours for which your loan was originally certified, or submit a *Rebudget Request* form along with the *Request for Reissue*. If the problem was missing documentation, be sure that all required paperwork is on file. Since a new request cannot be processed until your lender and guarantor have credited your account with the returned funds, the receipt of the new loan proceeds will take approximately **SIX** weeks.

V. Rebudget Request

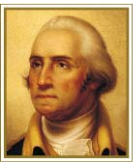
Loan applications are processed by our office based on the information provided by the student on the *Loan Questionnaire*. Your eligibility for funds is based in part on credit hours taken and tuition charged. If you register for fewer credits than you indicated on your *Loan Questionnaire*, it is important for you to notify our office **immediately** by submitting a *Rebudget Request* form. We will review the form to determine your new loan eligibility. **Since the rebudget process takes approximately two to four weeks, you must submit this form as soon as possible.** Failure to do so will result in the loan being cancelled and the funds being returned to the lender.

VI. Important Final Notes

- ◆ Print the student's name and GWid in the upper right corner of each page of every document submitted.
- ◆ Keep a copy of all completed forms and documentation for your records.
- ◆ The student is responsible for completing and checking the status of his or her own file. Student information is available through the GWeb Information System at <http://gweb.gwu.edu>.

All forms listed can be obtained from Colonial Central or our website at gwired.gwu.edu/finaid.

The above information is subject to revision as a result of changes in university or federal regulations and policy.



2009-2010 Undergraduate Loan Questionnaire

1. Name _____ GWid _____
 Local Address _____ SSN _____
 _____ Work Telephone _____
 Date of Birth _____ Home Telephone _____

2. Federal Stafford Loan amount you are requesting: \$ _____

3. To ensure you receive the maximum amount of loan for which you are eligible, we will process your loan request for both Subsidized and Unsubsidized Federal Stafford Loans. If you only want consideration for the Subsidized Federal Stafford Loan, check this box.

I wish only to be considered for the Subsidized Federal Stafford Loan.

4. Have you previously borrowed a Federal Stafford Loan through GW? If **NO**, you must complete the *Master Promissory Note* (MPN) at <http://gwired.gwu.edu/finaid>.

Yes No

5. Federal PLUS Loan amount your parent is requesting: (You must attach the PLUS Loan Data Form to this *Loan Questionnaire*.)

\$ _____

6. Has your parent previously borrowed a Federal PLUS Loan through GW? If **NO**, they must complete the *PLUS Master Promissory Note* (MPN) at <http://gwired.gwu.edu/finaid>.

Yes No

7. Alternative loan amount and type you are requesting: (You must attach the loan application to this *Loan Questionnaire*.)

\$ _____
 Type _____

8. GW School _____ Major _____
 Degree Sought _____ Program Start Date _____

Are you in a Certificate Program? Yes No

9. Are you taking courses through Distance Education? Yes No

10. Check the loan period for which you are applying. (**This must correspond with the credits listed in 13 below. Select one loan period per application.**) See instructions in the Loan Eligibility section.

<input type="checkbox"/> Fall/Spring	<input type="checkbox"/> Fall/Spring/Summer
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring/Summer
<input type="checkbox"/> Spring	<input type="checkbox"/> Summer

11. List the number of actual credit hours for which you will register. Include only those for which you will be charged. ♦ List credits for only those terms included in the above loan period. You must be registered at least half-time for most loan programs(see section III. Loan Eligibility). ♦ List all distance education courses under Off-Campus.	<table border="0"> <tr> <th>MAIN CAMPUS</th> <th>OFF-CAMPUS</th> </tr> <tr> <td>_____ Fall 2009</td> <td>_____ Fall 2009</td> </tr> <tr> <td>_____ Spring 2010</td> <td>_____ Spring 2010</td> </tr> <tr> <td>_____ Summer 2010 (Term 1)</td> <td>_____ Summer 2010 (Term 1)</td> </tr> <tr> <td>_____ Summer 2010 (Term 2)</td> <td>_____ Summer 2010 (Term 2)</td> </tr> </table>	MAIN CAMPUS	OFF-CAMPUS	_____ Fall 2009	_____ Fall 2009	_____ Spring 2010	_____ Spring 2010	_____ Summer 2010 (Term 1)	_____ Summer 2010 (Term 1)	_____ Summer 2010 (Term 2)	_____ Summer 2010 (Term 2)
MAIN CAMPUS	OFF-CAMPUS										
_____ Fall 2009	_____ Fall 2009										
_____ Spring 2010	_____ Spring 2010										
_____ Summer 2010 (Term 1)	_____ Summer 2010 (Term 1)										
_____ Summer 2010 (Term 2)	_____ Summer 2010 (Term 2)										

12. Where will you live during this loan period?

With Parents With Relatives
 On Campus Off Campus

13. Are you charged a fixed-rate tuition regardless of the number of credit hours for which you enroll?
If yes, how much per semester? Yes No
\$ _____
14. List the amounts and sources of any outside aid you expect to receive. Examples include fellowships/assistantships, stipends, GW employee tuition benefits, other tuition reimbursements From your employer, scholarships, etc.
Fall 2009 \$ _____ Spring 2010 \$ _____
Summer 2010 \$ _____
Source(s) _____

I certify that I have not borrowed in excess of the loan limits under Title IV programs at any institutions. I further certify that the information I have provided on this form is true and complete, and agree to notify the Office of Student Financial Assistance of any changes in my information. **In addition, I have read this form in its entirety, and understand and agree to all rules, regulations, and requirements.**

Student Signature

Date

PLEASE NOTE: Information in this *Questionnaire* is accurate at the time of printing. Subsequent changes in federal regulations or University policy may occur at any time, and may change application requirements or program guidelines.

WARNING! This form is used to establish eligibility for federal student aid funds. Intentionally false statements or misrepresentation may subject you to a fine, imprisonment, or both, and may also eliminate you from future consideration for assistance from The George Washington University. Documents submitted in support of your application will be used solely to determine eligibility for financial assistance and cannot be returned.

The George Washington University does not unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. This policy covers all programs, services, policies, and procedures of the University, including admission to educational programs and employment. The University is subject to the District of Columbia Human Rights Law. Inquiries concerning the application of this policy and federal laws and regulations concerning discrimination in education or employment programs and activities may be addressed to Susan B. Kaplan, Associate Vice President for Human Resources, The George Washington University, Rice Hall, Washington, DC 20052, (202) 994-4433, or to the Assistant Secretary for Civil Rights of the U.S. Department of Education. Disabled individuals who require special information may direct inquiries to the Office of Disability Support Services at (202) 994-8250 (TDD/voice).

6/2009

Please return the completed Loan Questionnaire as quickly as possible so we can begin the processing of your loan.

By mail or in person:
Office of Student Financial Assistance
Colonial Central (Marvin Center)
800 21st Street, NW
Washington, DC 20052