



NYU

SCHOOL OF
PROFESSIONAL STUDIES

FINANCIAL AID GUIDELINES 2018-2019



NAVIGATING OPPORTUNITIES TO
FUND YOUR GRADUATE EDUCATION

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FUNDING YOUR GRADUATE STUDIES AT NYUSPS

Congratulations! You have taken the first step toward securing your future by researching and applying to one of our many dynamic, industry focused graduate degree programs. In addition, you must consider how you will finance your education, and this can be an involved and complex process. For your convenience we have compiled this comprehensive financial aid guide to help you to navigate through and choose the best options to suit your particular needs.

In this guide you will find important information regarding the federal aid process, NYU School of Professional Studies (NYUSPS) department and divisional scholarships, private loans, and the NYU payment plans. It also will provide access to tools and links that will help you to become familiar with the numerous technical systems you will encounter during the process.

Additional useful information includes:

- Important financial aid contacts
- Types of aid available to graduate students
- Billing information
- FAQs
- Budgeting and loan repayment calculators

If you have any questions or concerns regarding the financial aid process, please contact us at any time.

ESTIMATED FINANCIAL AID TIMELINE FOR 2018-2019

2018

- February 1:** Fall early decision application deadline for both domestic and international students.
- March 15:** Suggested FAFSA filing date for all fall and spring applicants, even prior to applying.
- May 1:** Financial aid packages begin rolling out for fall early admitted students.
- July 1:** Fall term bills are sent electronically.
- July 15:** Fall early-admitted loan borrowers should complete the federal promissory notes and entrance counseling at studentloans.gov.
- August 1:** Final domestic student admissions deadline for fall admittance. Applicants should complete the Free Application for Federal Student Aid (FAFSA.ed.gov) immediately.
- September 15:** Fall refunds are processed for the difference between your financial aid award and the cost of the semester.
- October 1:** Earliest date to complete the Free Application for Federal Student Aid (FAFSA.ed.gov) for the next academic year.
- October 15:** Early decision admissions deadline for domestic students for spring. Applicants should complete the Free Application for Federal Student Aid (FAFSA.ed.gov) immediately.
- November 15:** Financial aid awards for recently admitted students for spring.
- December 1:** Spring term bills are sent electronically.
- December 15:** Spring early admitted loan borrowers should complete the federal promissory notes and entrance counseling at studentloans.gov.

2019

- January 10:** Financial aid awards begin rolling out for newly admitted spring students who applied by the final admissions deadline.
- January 15:** Spring refunds are processed for the difference between your financial aid award and the cost of the semester.

IMPORTANT FINANCIAL AID CONTACTS

NEW YORK UNIVERSITY FINANCIAL AID OFFICES

StudentLink Center (Manhattan), 383 Lafayette Street, New York, NY 10003

StudentLink Center (Brooklyn), 5 Metrotech Center, Suite 201, Brooklyn, NY 11201

Financial Aid Contact Information

Telephone **212-998-4444** • Fax **212-995-4661**

Email financial.aid@nyu.edu

Hours of Operation

Fall and Spring Semesters: Monday, Tuesday, and Friday: 9 a.m. to 5 p.m.; Wednesday and Thursday: 9 a.m. to 6 p.m. Periods when classes are not in session: Monday through Friday 9 a.m. to 5 p.m.

NYU Financial Aid Website

nyu.edu/admissions/financial-aid-and-scholarships/financial-aid-at-nyu.html

NYUSPS FINANCIAL AID CONTACT

Linda Nicholas, Associate Director of Admissions and Financial Aid
7 East 12th Street, Suite 921

Telephone **212-992-9948** • Fax **212-995-4674**

Email linda.nicholas@nyu.edu

FREE APPLICATION FOR FEDERAL STUDENT AID

FAFSA.ed.gov

Telephone **800-433-3243** • For TTY users **800-730-8913**

Hours of operation: 8 a.m. to 11 p.m. (Eastern Time)

Student Loan Support Services Center studentloans.gov

Telephone **800-557-7394**

National Student Loan Database nslds.ed.gov

The screenshot shows the top portion of the FAFSA website. At the top, it says 'Federal Student Aid' with the U.S. Department of Education logo and 'PROUD SPONSOR of the AMERICAN MIND'. To the right is the 'FAFSA' logo and 'Free Application for Federal Student Aid'. Below this is a navigation bar with icons for Home, About Us, FSA ID, StudentAid.gov, and Help. A search bar is on the right with 'English' and 'Español' options. The main heading is 'Get help paying for college' with the subtext 'Submit a Free Application for Federal Student Aid (FAFSA)'. Below this is a banner image of diverse students. At the bottom, there are two columns: 'New to the FAFSA?' with a 'Start A New FAFSA' button, and 'Returning User?' with a list of actions (Make a correction, Add a school, View your Student Aid Report (SAR), and more...) and a 'Login' button.



TYPES OF GRADUATE FINANCIAL AID

Federal loans (for FAFSA-eligible US citizens and US permanent residents)

- Federal Direct Unsubsidized Loans
- Federal Direct Graduate PLUS Loans

Private loans

Scholarships

- Divisional Scholarships
- Departmental Scholarships

Yellow Ribbon GI Education Enhancement Program (for veterans)

For more information, visit nyu.edu/admissions/financial-aid-and-scholarships/types-of-financial-aid.html.

FEDERAL DIRECT UNSUBSIDIZED LOANS

Federal Direct Unsubsidized Loans are low-interest-rate loans available through the US Department of Education. These loans are available to FAFSA-eligible US citizens and US permanent residents. Students maintain at least half-time enrollment (6 credits) status each semester and meet basic eligibility requirements. Income is not a determining factor.

- Interest rate is 6.6% (for loans first disbursed on or after July 1, 2018 and before July 1, 2019)
- Capped at \$20,500 per academic year
- Origination fee of 1.062% (deducted from each disbursement)
- Students are responsible for the interest that accrues starting at the date of disbursement, including in-school deferment
- Six-month grace period, no penalty for early payment
- Borrowing cannot exceed the lifetime limit of \$138,500 in combined Subsidized and Unsubsidized Loans
- Flexible repayment options

FEDERAL DIRECT GRADUATE PLUS LOANS

Federal Direct Graduate PLUS Loans are credit-based student loans available through the US Department of Education. These loans are available to FAFSA-eligible US citizens and US permanent residents. Students must maintain at least half-time enrollment (6 credits) status each semester and meet basic eligibility requirements.

- Interest rate is 7.6% (for loans first disbursed on or after July 1, 2018, and before July 1, 2019)
- Flexible borrowing, can borrow up to the total cost of attendance
- Origination fee of 4.248% (deducted from each disbursement)
- Students are responsible for the interest that accrues starting at the date of disbursement
- Six-month grace period, no penalty for early payment
- Credit check required; credit cannot demonstrate a delinquent account for 90 days or more in the past five years
- Flexible repayment options

For the most up-to-date information on federal loans, please visit studentaid.ed.gov/sa/types/loans.





PRIVATE LOANS

Private loans are alternative payment options available to credit-worthy students (including international students) who are interested in borrowing from an individual lending institution. Interest rates, terms, conditions, and eligibility requirements will vary for each bank and education loan provider. A US cosigner (coborrower) may be required for an international student seeking a US private loan.

Students are advised to consider their educational investment at NYUSPS, as well as their long-term financial commitments, when borrowing loans. For more information about private loans, please visit nyu.edu/financial.aid/private-loans.php.

Please note: NYU does not endorse any private lender.

DIVISIONAL SCHOLARSHIPS

NYU SCHOOL OF PROFESSIONAL STUDIES GRANTS

NYU School of Professional Studies Grants are awarded on the basis of financial need. If eligible for this award, students will receive notification in their financial aid package. Grant amounts are based upon the number of credits for which students are actually enrolled each term. Eligible full-time (12 credits) students will receive \$4,000 per academic year. Quarter-time (9 credits) and part-time (6 credits) students will receive \$3,200 and \$1,600, respectively, per academic year. Students must have a current FAFSA on file and must be enrolled in a minimum of 6 credits per semester to be eligible. The NYU School of Professional Studies Grant is not awarded during summer semesters.

NYUSPS DEAN'S SCHOLARS PROGRAM

The NYUSPS Dean's Scholars Program recognizes 10 outstanding graduate students with a scholarship of \$10,000 for the academic year. All NYUSPS graduate students are encouraged to apply (domestic and international). Applicants must have completed at least 12 credits in their graduate program prior to applying, must be enrolled at least part-time (6 credits), and must have a minimum GPA of 3.80. Scholars also must agree to mandatory service commitments and responsibilities, such as serving as an NYU School of Professional Studies ambassador, attending meetings with the dean and students, and participating in student organizations and community service.



NYUSPS DEPARTMENTAL SCHOLARSHIPS

Some NYU School of Professional Studies graduate programs offer departmental scholarships based upon financial need and/or academic merit. The majority of departmental awards are open to continuing students after a set number of credits are completed and academic merit in the program is established. Requirements and award amounts vary. For detailed information, students can contact their academic department.

To learn about available scholarships, please visit sps.nyu.edu/admissions/graduate/apply/financing-your-education/financial-aid-options/departmental-scholarships.html.

DEPARTMENT	SCHOLARSHIPS
Center for Global Affairs (MS in Global Affairs Program)	<ul style="list-style-type: none"> • Advisory Board Scholarship • MSGA Research Fund (RF) • International Student Scholarship
Center for Publishing (MS in Publishing: Digital and Print Media)	<p>The MS in Publishing: Digital and Print Media program offers a number of departmental scholarships that are based on merit and number of credits. Students must be enrolled for at least 6 program credits to be considered for the following awards:</p> <ul style="list-style-type: none"> • Bantam • Business Press Award • William K. Beard BPA • Crown Publishing • Hearst Corporation • Random House • Thomson Group • W.W. Norton • Judy Litchfield • J. Richard Munro-B2B • Roberta Bender Grossman • Center for Publishing Student Scholarship Fund <p>The program also offers these additional awards, which are based on merit only:</p> <ul style="list-style-type: none"> • Oscar Dystel Fellowship • William Randolph Hearst Endowment for Magazine Media Scholarship • Deborah Wiley Scholarship
Schack Institute of Real Estate	<ul style="list-style-type: none"> • Master of Science Alumni Association “Future Alumni” & the Michael F.X. Waters Scholarships • The Joan Gordon Scholarship • Commercial Real Estate Women of NY (CREW) Foundation. • Merle Gross Ginsberg Scholarship • The Leone J. Peters/Cushman and Wakefield Scholarship • Construction Management Scholarship • New York Women Executives in Real Estate (WX) Scholarship
Tisch Center for Hospitality and Tourism	<ul style="list-style-type: none"> • Hospitality Investment Conference Scholarship • Laurence Geller Scholarship • NYC & Company Foundation Scholarship • Industry Real Estate Financing Advisory Council (IREFAC) Scholarship • NY Marriott Marquis Scholarship • SPS Futures Scholarship

VETERANS' BENEFITS

NYU is pleased to participate in the Yellow Ribbon GI Education Enhancement Program. The program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. Yellow Ribbon is a scholarship designed to help veterans supplement their Post-9/11 GI Bill tuition benefits.

NYU will provide funds toward tuition and fees, and the US Department of Veterans Affairs (VA) will match the University's contribution for each eligible veteran student. The amount of the Yellow Ribbon award is determined by the amount of other benefits provided to the eligible student. Students may not be eligible for the maximum amount each year. Post-9/11 (Chapter 33) benefits are applied first toward tuition and fees. The table below indicates the maximum Yellow Ribbon awards for the 2018-2019 academic year.

FOR GRADUATE STUDY AT NYUSPS PER ACADEMIC YEAR	AMOUNT
Yellow Ribbon Award from NYU	\$10,000
Yellow Ribbon Award from VA	\$10,000
Total Yearly Yellow Ribbon Award	\$20,000

For more information about using educational military benefits at NYU, first visit the Veteran Affairs website at benefits.va.gov/gibill, and then contact the NYU Certifying Officials at certifications@nyu.edu or 212-998-4280.

For additional information, visit <https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/veteran-benefits.html>.

INTERNATIONAL STUDENTS

Financial aid options for international are extremely limited; however, a number of financial aid resources are available. International students are encouraged to educate themselves about all of the scholarship and government loan resources available in their home countries, as well as in the United States. Below is a list of organizations that provide information about financial aid to international students who wish to study in the United States.

- FinAid
- Foundation Center
- Institute of International Education: Funding for US Study
- International Education Financial Aid
- International Scholarships
- International Student Loans
- NAFSA
- Peterson's Education Center
- SCHOLLY
- US Department of Education

For more details on departmental scholarships available to international students, please visit sps.nyu.edu/admissions/graduate/apply/international-students.html.

VISITING STUDENTS/NONMATRICULATED STUDENTS

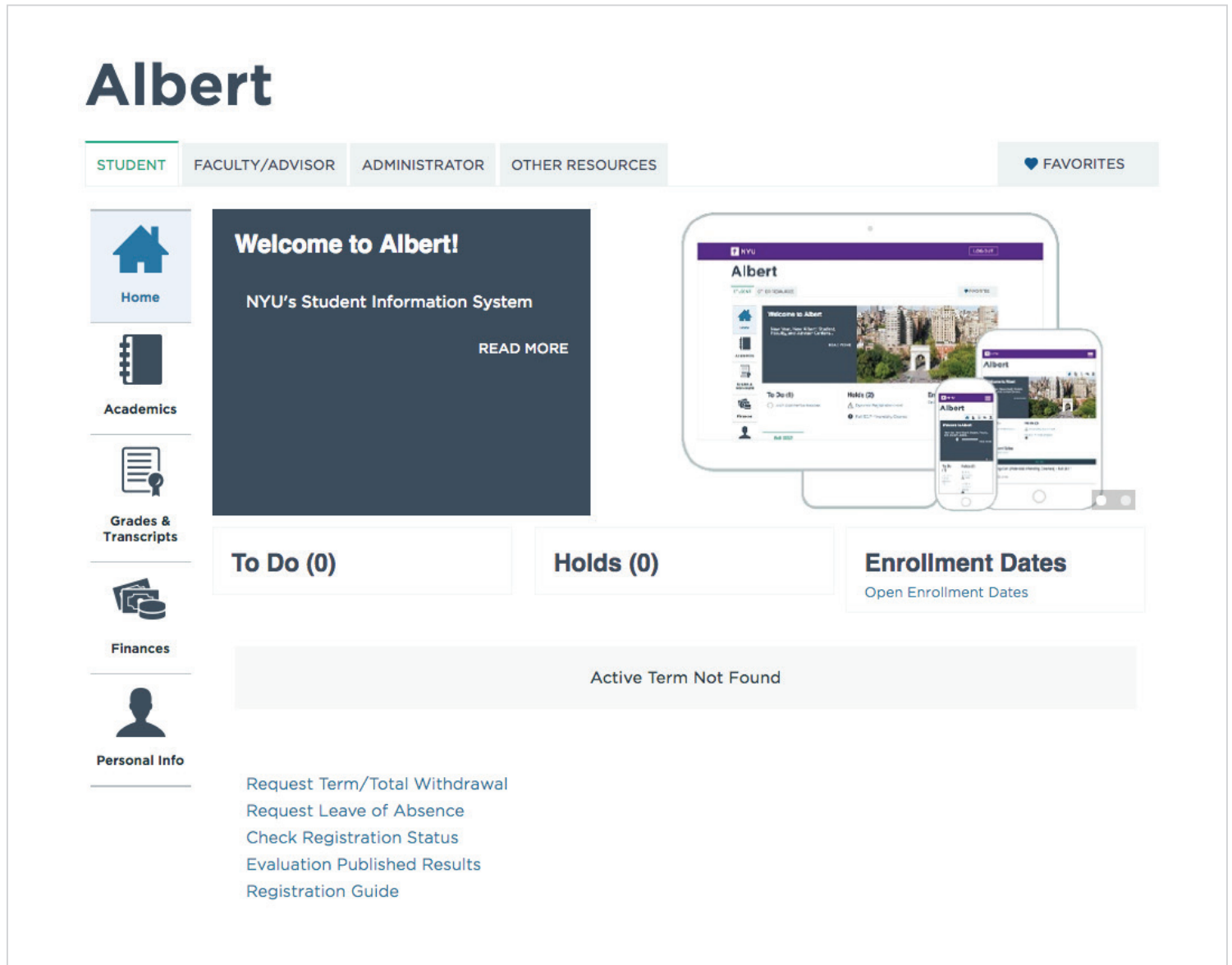
Financial aid is reserved only for degree-granting programs (master's degrees and graduate certificates). Students who are enrolled in nonmatriculating programs (noncredit courses) or as a visiting student must rely upon private loans for up-front aid outside of personal finances. For private loan lenders that require a valid FAFSA, students should complete the FAFSA that coordinates with the academic program in which they will be enrolled. Students also can look into payment plan options offered by the NYU Office of the Bursar.



REVIEWING YOUR NYU STUDENT ACCOUNT

All admitted NYU students have access to Albert, NYU's online student information system. Here you will be able to access your student records at any time. You will find links to your financial aid award/notifications, the NYU Bursar (eSuite), course registration, and other important student-related information.

Once you have been accepted, you will need to activate your student record at start.nyu.edu. When your account is activated, you will be able to log in to Albert through home.nyu.edu by clicking the **Academics tab** and then the **Albert card**. Once signed into Albert, click on the Student Center to find all of your identifying information, including the Finances section in which you can review your financial aid.



The screenshot shows the Albert web application interface. At the top left is the "Albert" logo. Below it is a navigation bar with tabs for "STUDENT", "FACULTY/ADVISOR", "ADMINISTRATOR", "OTHER RESOURCES", and "FAVORITES". A left-hand sidebar contains icons for "Home", "Academics", "Grades & Transcripts", "Finances", and "Personal Info". The main content area features a "Welcome to Albert!" message with a "READ MORE" link. Below this are three summary boxes: "To Do (0)", "Holds (0)", and "Enrollment Dates" (with a link to "Open Enrollment Dates"). A large grey box displays the message "Active Term Not Found". At the bottom, a list of links is provided: "Request Term/Total Withdrawal", "Request Leave of Absence", "Check Registration Status", "Evaluation Published Results", and "Registration Guide". On the right side, there is a graphic showing the Albert interface on a laptop, tablet, and smartphone.



Student Loan Application

Part One - General Information

APPLYING FOR FEDERAL LOANS THROUGH FAFSA

(US CITIZENS AND ELIGIBLE US PERMANENT RESIDENTS ONLY)

STEP 1

To complete the Free Application for Federal Student Aid (FAFSA), you will first need to request a Federal Student Aid (FSA) ID. **Please note:** The Federal Student Aid PIN was phased out on May 10, 2015. If you already have a PIN, you can link your information to your new FSA ID by entering your PIN while registering for your FSA ID.

STEP 2

If you are starting a FAFSA for the first time, go to [FAFSA.ed.gov](https://fafsa.ed.gov) and click on "Start A New FAFSA." If you are a previous borrower, you can renew your current FAFSA on file.

STEP 3

You have to list "New York University" on your FAFSA using the school code **002785**. Including the school code on your FAFSA allows New York University to automatically receive your FAFSA results electronically.

STEP 4

The FAFSA asks for financial information, including balances of savings and checking accounts and information from tax forms.

STEP 5

To complete your FAFSA, you must sign and submit your application using your FSA ID. You then will receive a confirmation email, shortly followed by a Student Aid Report (SAR).

STEP 6

Once the NYU Office of Financial Aid downloads your SAR data electronically, financial aid awards will be packaged within a certain time frame (please see page 2 for estimated timeline). The NYU Office of Financial Aid then will email you the instructions once the award is ready or will notify you if supplemental documents are required.

FEDERAL LOAN PROCESS AT NYU

DIRECT UNSUBSIDIZED LOANS/DIRECT GRADUATE PLUS LOANS

To borrow federal loans, the student must accept the desired loans on **ALBERT** via the **Accept/Decline Financial Aid link** and follow the instructions provided on the student's financial aid award letter.

If borrowing a Direct Unsubsidized Loan and/or a Direct Graduate PLUS Loan for the first time as a NYU student, the student must:

- Sign into studentloans.gov using own student FSA ID and login information
- Sign the Unsubsidized Master Promissory Note (MPN) and/or Graduate PLUS Master Promissory Note (MPN)
- Complete the online Graduate Entrance Counseling. **Please note:** The Graduate Entrance Counseling is a combined session for Direct Unsubsidized and Direct Graduate PLUS Loans.

Students who have borrowed Direct Unsubsidized Loans and/or a Direct Graduate PLUS Loan as an NYU student in previous years do not need to complete a new promissory note if their previous MPN is still active. In addition, they do not have to complete a new Graduate Entrance Counseling session.

GRADUATE PLUS LOAN CREDIT DECISIONS

If a Graduate PLUS Loan is credit denied, there are several options available:

- The student will receive endorser information directly from the lender, Direct Loans. The information explains that the student still might be able to receive the Graduate PLUS Loan if someone, such as a relative or friend, who is able to pass the credit check agrees to endorse or cosign the loan.
- The NYU Office of Financial Aid is not provided with any information about the specific reason for the denial. If the student feels that there is an error on the credit report, then he or she may appeal the denied credit decision. All loan denial appeals are handled by Direct Loan Applicant Services. For further information regarding the Direct Graduate PLUS credit decision, graduate students can call the Student Loan Support Center toll-free at **800-557-7394**.

IMPORTANT NOTES FOR GRADUATE STUDENTS

Graduate students **must** maintain at least half-time enrollment (6 credits minimum) in order to retain eligibility for all federal loans. A reduction in credit load will result in a reduction or cancellation of financial aid. Financial aid awards can be adjusted any time during the semester, and students will be responsible for the balance on the Bursar account after the reduction.

Graduate students who are enrolled in less than 6 credits and who have been approved by their adviser for full- or part-time equivalency, are eligible for federal loans.

Any Graduate PLUS Loan that has been approved with an endorser must have its own PLUS Loan Master Promissory Note. If a PLUS Loan MPN was completed previously and then a new PLUS Loan approved with an endorser, a new PLUS MPN must be completed or Direct Loans will not disburse the loan funds.

NYU DIRECT LOAN SELF-CHECKLIST

nyu.edu/content/dam/nyu/financialAid/documents/direct-loan-checklist.pdf



ENSURING FINANCIAL AID DISBURSEMENT

If a student is not given credit for financial aid that was offered in the student's award, there are a few steps to take to ensure the aid is reflected to the student's NYU e-bill.

- **There may be a "Hold" on the student's account.**

The Office of Financial Aid as well as other University offices can place a "Hold" on a student's account across the University. It is important to click the details link for information on any holds you may have and in some cases, instructions on how to resolve the hold. Please be aware that once the hold is resolved, it is not released instantly, but typically takes two to three business days to clear.

- **The student may not yet be enrolled in enough credits.**

One of the most common "Hold" reasons is "Enrollment Mismatch." Students must be registered for the minimum number of credits anticipated by the NYU Office of Financial Aid on their financial aid award for the aid to be both credited as anticipated aid and disbursed to the e-bill. If students intend to register for fewer credits than anticipated by the NYU Office of Financial Aid, then they must update their enrollment in Albert so financial aid adjustments can be made (if necessary) to aid eligibility. Please note that there are minimum enrollment requirements for items such as federal loans and NYU Scholarships. Before making adjustments to enrollment, students should determine how a change may affect their aid.

- **There may be items outstanding on the student's Albert "To Do List."**

The Albert "To Do List" is where students can find all the required documents requested by the NYU Office of Financial Aid on their student record. This list is updated each semester and/or academic year. If there are items outstanding on a student's "To Do List," then this may prevent financial aid from disbursing. Such items include proof of citizenship requests, Promissory Note(s) if using loans, and verification requests. Students are responsible for checking their Albert "To Do List" periodically to ensure that outstanding items are addressed. Please be aware that once the requested documentation is submitted, it will need to be reviewed by the Office of Financial Aid, so allow for processing time.

- **The type of financial aid offered is not intended to disburse onto the student's bill.**

Some types of aid are not intended to disburse onto the e-bill. The most common types are stipends and Federal Work-Study. Stipends are paid via check or direct deposit. Federal Work-Study also is paid via check or direct deposit and is based upon the hours that a student work in that program.

For more information, please visit nyu.edu/admissions/financial-aid-and-scholarships/finaid-and-your-bill.

NYU ELECTRONIC BILLING

NYU Electronic Suite (eSuite) is an integrated e-bill and e-check web portal that allows students and their invited parents/authorized users to do the following:

- View the student's electronic bill.
- View recent account activity in real-time.
- Make an **electronic check payment** toward a student account (optional).
- Save electronic check payment information (optional).
- Enroll for the **Deferred Payment Plan**.
- Sign up for eRefunds with direct deposit information (for students only).

NEW INCOMING STUDENTS

Once students are registered for their desired term, they will receive an email that their e-bill is available to view and pay in eSuite.

If a student has been awarded financial aid but **does not** see it on his or her Bursar bill, then he or she should verify the following:

- The student has accepted his or her awards. (**Albert Student Center > Finances Section > Accept/Decline Awards**)
- There are no outstanding items on the student's Albert "To Do List." (**Albert Student Center > To Do List**)

ACCESS eSUITE

Students can access their eSuite account via a single login:

- Log into the Albert Student Center using their NYU Net ID and Password.
- Click the **Academics** tab, and then click on the **ALBERT** card.
- Next, click on **Student Center**.
- Once in the Albert Student Center, click on the **View Bursar Account** link located under the Finances menu.
- This will link to the secure eSuite website.

IMPORTANT EMAIL NOTIFICATION

eSuite is the official means of generating tuition bills. Each time a bill is generated, the student are notified at his/her NYUHome email address (netid@nyu.edu); the e-bill notification will ONLY be sent to this address and to any of the student's invited parents/authorized users. For more information, please visit nyu.edu/bursar.

PAYMENT METHODS

The balance due on the Statement of Account can be paid with electronic checks, personal checks, bank drafts, money orders, and/or wire transfers. If the account requires payment by certified check or money order, then payment cannot be made by electronic check. For more information, please visit nyu.edu/bursar.

PAY BY ELECTRONIC CHECK

Electronic check is a convenient way to pay tuition balance online with a personal checking account (US financial institutions only) through eSuite. Payments made by electronic check will post to the student's account immediately. The funds will transfer from the bank account within one to two business days. This service is free of cost.

To pay by electronic check, students should do the following:

- Log into NYU eSuite via the **Albert Student Center**.
- Once in the Albert Student Center, click the **View Bursar Account** link, located under the Finances menu.
- Click the **Make a Payment** button to pay Fall, Spring, or Summer tuition and past due balances.

For more information, please visit nyu.edu/bursar.

PAY BY PERSONAL CHECK

A personal check should have the student's university ID number written on it and mailed to:

New York University
Office of the Bursar
StudentLink Center
383 Lafayette Street, 1st Floor
New York, NY 10003

For more information, please visit nyu.edu/bursar.

PAY BY WIRE TRANSFER

New York University has contracted with Western Union Business Solutions to facilitate wire transfer payments from non-US bank accounts.

This payment option allows the payment of student account balances in a number of currencies, provides a secure way of initiating payments electronically, and incorporates pertinent student information to ensure timely crediting of the payment to the student's bill. NYU does not charge a fee for this service, however Western Union Business Solutions charges a \$20.00 USD processing fee for students who are paying in USD. There is no charge for non-USD transactions. View a short video of how the solution works.

This Western Union service may also be used wire transfer a payment from a US bank account; however, paying by e-check in eSuite is recommended because it is a less costly and more efficient method for payments from US bank accounts.

PAY BY FLYWIRE

New York University has partnered with Flywire (by peerTransfer) to streamline the tuition and fee payment process for international students. Flywire offers multiple payment options and currencies. Students and payers will be able to track their payments from start to finish, save on bank fees and exchange rates and contact Flywire's 24x7 multilingual customer support by chat, Skype, email, and telephone. NYU and Flywire do not charge a fee for this service.

For complete wire transfer and Flywire instructions, please visit nyu.edu/bursar.

THIRD-PARTY BILLING

New York University will extend credit to students who present written authorization from a third-party/sponsoring company (parents and relatives are not considered third parties) for payment of tuition and/or fees on the third party's organization or corporate letterhead. **Please note:** NYU will not extend credit for third-party payments that are contingent upon course completion or a specific grade.

All authorization letters are subject to review and must include the following information:

- Student's name
- Student's ID number
- Semester(s)/Academic Year covered
- Number of points or course work covered
- Dollar or percentage limit (tuition and/or fees), if applicable
- Sponsoring company's name, billing address, contact person, and telephone number

Completed letters can be faxed to the NYU Bursar's office at **212-998-2817**.

Third parties may pay for tuition and/or fees by check or wire transfer only. Please note that credit card payments are not accepted. For complete third-party billing details, please visit nyu.edu/bursar.

TUITION REMISSION/REIMBURSEMENT PLAN

NYUSPS DEFERRED TUITION REIMBURSEMENT PLAN

The NYU School of Professional Studies Deferred Tuition Reimbursement Plan allows students who have the benefit of employer tuition reimbursement to defer the portion of their tuition balance that will be reimbursed by their employer until the end of the term, when they receive reimbursement. Students are charged a participation fee of one percent per month of the deferred amount beginning the first day of class until payment is made. To take advantage of this financing alternative, students need to complete the Credit Against Employer Tuition Reimbursement Plan Application and present a company letter detailing their employer's tuition remission policy. Payment of the full amount of tuition for the fall semester is due by January 31 of the following year for the fall semester and by June 30 for the preceding spring semester.

For more information, please visit sps.nyu.edu/admissions/graduate/apply/financing-your-education/financial-aid-options/payment-plans.html.

NYU TUITION REMISSION

Tuition remission benefits are available to eligible full-time employees and their spouses/domestic partners and dependents, and to NYU retirees. Tuition remission can be applied for online, except in the case of NYU School of Professional Studies Career Advancement Programs. For NYUSPS Career Advancement Programs, a paper tuition remission form must be downloaded from the NYU Human Resources website and the completed form submitted in person when registering at the NYU School of Professional Studies Noncredit Registration Office.

HOW TO APPLY FOR TUITION REMISSION ONLINE

After initial course registration, eligible NYU employees can apply for tuition remission by doing the following:

- Sign into NYUHome and enter their NYU Net ID and Password.
- Click the Work tab.
- Under the Administrative Systems heading, click Login, which brings up the Tuition Remission System sign-on page.
- Once again, enter their **NYU-Net ID** and **Password**.
- Click Tuition Remission System.
- Follow the steps to submit the **Tuition Remission application**.

For further information, please visit nyu.edu/bursar and select **Payment Methods** and then **Tuition Remission**.

PAYMENT PLANS

NYU offers several payment plans to assist in either budgeting or financing students' education. The information listed below and to the right helps in deciding which of these plans will be most beneficial to a graduate student.

The **Deferred Payment Plan** allows students to pay 50 percent of the net balance due for the current term on the payment due date and to defer the remaining 50 percent until later in the semester. This plan is available to eligible students who are registered for six or more credits per semester and without a previous unsatisfactory University credit record. The plan has a nonrefundable application fee of \$50, which is to be included with the initial payment on the payment due date.

For more information, please visit nyu.edu/bursar.

Tuition Management Systems is a 4-month, semester-based payment plan. This allows for all or a portion of college costs to be spread out over 4 months without interest. There is a flat enrollment fee for setting up the plan each semester. Fall semester plan due dates begin August 1 to November 1. Spring semester plan due dates begin January 1 to April 1. There is an enrollment fee of \$50.00 per semester due upon enrollment. Online enrollment is simple and easy at nyu.afford.com.

You may also contact Tuition Management Systems directly at **1-800-722-4867**.

IMPORTANT TIPS AND RESOURCES

Remember that you are in control of your finances, so be realistic about degrees, careers, and future earnings. Thoroughly evaluate your personal finances when considering all graduate programs. We also recommend utilizing budgeting tools to help determine amounts to borrow for your educational expenses only.

BUDGETING

- Financial Awareness Counseling at StudentLoans.gov
 - mycollegemoneyplan.org
 - iGrad.com, NYU's Everyday Financial Education Resource
- iGrad is an interactive, customizable online financial education tool that provides a wide range of practical, engaging resources designed to enhance your financial knowledge and to encourage informed financial planning.

LOAN BORROWING

- You should be aware of the difference between private versus federal loan options.
- Be mindful of how your loan borrowing now can affect your overall credit later.
- The National Student Loan Data System (NSLDS) grants 24/7 access to review all of your federal student loans. You can log into your account with your FSA ID at nslds.ed.gov.

REPAYMENT

- It is important to understand how all of your grace periods work while in school, on leave/withdrawal, and/or after graduation.
- Examine all repayment plan options
 - Standard Repayment
 - Graduated Repayment
 - Extended Repayment
 - Income Based Repayment (IBR)
 - Pay as You Earn Repayment
 - Income Contingent Repayment (ICR)
 - Income Sensitive Repayment

Repayment Estimators

studentaid.ed.gov/repay-loans/understand/plans#estimator

Please visit studentaid.ed.gov/repay-loans/understand/plans for more detailed information about the federal repayment options.

LOAN CONSOLIDATION

Loan borrowers with multiple loan servicers may be interested in consolidating all of their federal loans into one loan. Consolidating helps borrowers to manage their accounts by eliminating multiple accounts and multiple payments. For more information about the benefits and trade-offs of loan consolidation, please visit studentaid.ed.gov/repay-loans/consolidation or call the Loan Consolidation Center at **800-557-7392**.

UNDERSTANDING CREDIT REPORTS/SCORES

Although checking your credit is not a part of the general financial aid process, it is highly recommended that all students check their credit periodically. The links below provide resources to do so.

- creditkarma.com
- annualcreditreport.com
- ficoscore.com
- experian.com
- transunion.com



BUDGET WORKSHEET

NOTES		INCOME	MONTHLY TOTAL
	Income	Salary (after taxes/benefits)	\$
		Other income (after taxes)	\$
		Expenses	Monthly Total
	Home	Rent/Mortgage	\$
		Utilities (electricity, gas, etc.)	\$
		Internet/Cable/Home phone	\$
		Home repairs and maintenance	\$
		Groceries	\$
		Laundry/Dry cleaning	\$
	Bills	Student loans/tuition	\$
		Credit cards	\$
		Car payments	\$
		Insurance (car, homeowners, etc.)	\$
		Cell phone	\$
	Transportation	Public transportation/taxis	\$
		Gas	\$
		Parking/Tolls	\$
		Car repairs and maintenance	\$
	Health	Prescriptions	\$
		Doctor appointments	\$
		Gym membership	\$
	Personal	Entertainment	\$
		Gifts/Special occasions	\$
		Travel	\$
		Dining out	\$
		Clothing	\$
	Miscellaneous	(i.e., childcare)	\$
			\$
	Total	Total Monthly Expenses	\$
		Total Monthly Income	\$
- Total Monthly Expenses		\$	
= Total Savings		\$	

SCHOOL OF PROFESSIONAL STUDIES FINANCIAL AID FAQs

What is the cost of attending a graduate program of study?

The total cost of a graduate program of study may vary depending upon the number of credits required for that particular program and whether you are attending part-time or full-time in any given semester. For detailed information regarding our tuition and fee structure, please refer to the [Tuition and Fees section](#) of the website.

Are there different tuition and/or fees for international or out-of-state students?

No, the tuition rates are the same for all students, regardless of residency.

How do I apply for financial aid for graduate study?

All financial aid is determined by information submitted by a student on the Free Application for Federal Student Aid (FAFSA). All domestic students (US citizens and permanent residents) are eligible to complete the FAFSA. Based upon the information provided, students will be considered for funds available through the federal government as well as for NYU School of Professional Studies scholarships. **The NYU school code is 002785.** For deadlines and details, please see the [FAFSA website](#).

For more information on scholarships, loans, and payment plan options please visit the [Financing Your Education](#) section of the website.

Are part-time students eligible for financial aid?

If you are eligible to file the FAFSA (US citizens and permanent residents only) and you are registered for at least six credits each semester, then you are eligible for financial aid. If you drop below six credits, you are not eligible for federal aid or NYU School of Professional Studies scholarships. Students planning to take less than six credits who require financial assistance should consider private or alternative loans.

Are international students eligible to receive financial aid for graduate study?

Because international students are not eligible to file the FAFSA, they are not eligible for US federal aid. Financial aid is very limited for international students, but resources **do** exist. Many international students find funding opportunities in their home countries. However, if that is not available other options include:

- Scholarships and fellowships (including the Fulbright Scholarship)
- Private loans
- NYU payment plans

Are work-study opportunities available? What about internships?

Federal work-study opportunities may be awarded to domestic students who complete the FAFSA, but are generally reserved for students who demonstrate the greatest financial need. Additionally, NYU provides a wide range of traditional employment opportunities for students, and all students can take advantage of career management services offered through their academic department and through the NYU Wasserman Center for Career Development at the NYU School of Professional Studies.

Are work opportunities on campus available to international graduate students?

Only full-time degree students who enter the US on a student (F-1) visa have the opportunity to work part-time during the academic year and full-time for one year after the completion of a degree program. Part-time employment is limited to the NYU campus and must not exceed 20 hours per week. Prior to the commencement of any employment, F-1 students must obtain permission to work from the NYU Office of Global Services (OGS).

Are teaching assistant opportunities available for graduate students?

The NYU School of Professional Studies does not offer teaching or research assistant positions.



FINANCIAL AID GLOSSARY

A

Academic Year – This is the amount of the academic work you must complete each year, and the time period in which you are expected to complete it, as defined by your school.

Accrued Interest – When interest on your loan adds to the amount you owe. The phrase “interest accruing on your loan” means that the amount of interest due on your loan is accumulating.

Aggregate loan limit – The maximum total outstanding loan debt you can have when you graduate.

Award Letter – An offer from a college or career school that states the type and amount of financial aid the school is willing to provide if you accept admission and register to take classes at that school.

B

Borrower – The person to whom a loan is made and who agrees to repay it. The borrower signs a promissory note, which serves as the formal promise to repay the loan.

Budget – A financial plan that helps you track your money, make informed spending decisions, and plan for your financial goals.

C

Capitalization – The addition of unpaid interest to the principal balance of a loan. When the interest is not paid as it accrues during periods of in-school status, the grace period, deferment, or forbearance, your lender may capitalize the interest. This increases the outstanding principal amount due on the loan and may cause your monthly payment amount to increase. Interest is then charged on that higher principal balance, increasing the overall cost of the loan.

Consolidation – The process of combining one or more loans into a single new loan.

Cost of Attendance (COA) – The total amount it will cost you to go to school—usually stated as a yearly figure. COA includes tuition and fees; room and board (or a housing and food allowance); and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, including an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs. For students attending less than half-time, the COA includes tuition and fees and an allowance for books, supplies, transportation, and dependent care expenses, and also can include room and board for up to three semesters or the equivalent at the institution. But no more than two of those semesters, or the equivalent, may be consecutive. Contact the financial aid administrator at the school you’re planning to attend if you have any unusual expenses that might affect your COA.

Credit Bureau – An organization that tracks and reports your credit, including your history of paying bills and calculates your ability to repay future loans. For example, if you default on a student loan, it is reported to a credit bureau, and other lenders may be less likely to extend credit to you in the future.

D

Default – Failure to repay a loan according to the terms agreed to in the promissory note. For most federal student loans, you will default if you have not made a payment in more than 270 days. You may experience serious legal consequences if you default.

Deferment – A postponement of payment on a loan that is allowed under certain conditions and during which interest does not accrue on Direct Subsidized Loans, Subsidized Federal Stafford Loans, and Federal Perkins Loans. All other federal student loans that are deferred will continue to accrue interest. Any unpaid interest that accrued during the deferment period may be added to the principal balance (capitalized) of the loan(s).

Delinquent – A loan is delinquent when loan payments are not received by the due dates. A loan remains delinquent until the borrower makes up the missed payment(s) through payment, deferment, or forbearance. If the borrower is unable to make payments, he or she should contact his or her loan servicer to discuss options to keep the loan in good standing.

Direct Consolidation Loan – A federal loan made by the US Department of Education that allows you to combine one or more federal student loans into one new loan. As a result of consolidation, you will have to make only one payment each month on your federal loans, and the amount of time you have to repay your loan will be extended.

Direct Loan – A federal student loan, made through the William D. Ford Federal Direct Loan Program, for which eligible students and parents borrow directly from the US Department of Education at participating schools. Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans are types of Direct Loans.

Direct PLUS Loan – A loan made by the US Department of Education to graduate or professional students and parents of dependent undergraduate students for which the borrower is fully responsible for paying the interest regardless of the loan status.

Disbursement – Payment of federal student aid funds to the student by the school. Students generally receive their federal student funds in two or more disbursements.

Disbursement Date – Date federal student aid funds were credited to a student’s account at a school or paid to the student or borrower directly, as reported by the school.

E

Endorser – An endorser is someone who does not have an adverse credit history and agrees to repay the loan if the borrower does not repay it.

Enrollment Status – Reported by the school the student attended, indicates whether the student is (or was) full-time, three-quarter time, half-time, less than half-time, withdrawn, graduated, etc.

Entrance Counseling – A mandatory information session which takes place before you receive your first federal student loan that explains your responsibilities and rights as a student borrower.

Exit Counseling – A mandatory information session which takes place when you graduate or attend school less than half-time that explains your loan repayment responsibilities and when repayment begins.

Expected Family Contribution (EFC) – This is the number that’s used to determine your eligibility for federal student financial aid. This number results from the financial information you provide in your FAFSA®, the application for federal student aid. Your EFC is reported to you on your *Student Aid Report* (SAR).

F

FAFSA – See **Free Application for Federal Student Aid**.

Federal School Code – An identifier that the US Department of Education assigns to each college or career school that participates in the federal student aid programs. In order to send your FAFSA information to a school, you must list the school’s Federal School Code on your application. A list of Federal School Codes is available at FAFSA.ed.gov.

Federal Student Aid – Financial aid from the federal government to help you pay for education expenses at an eligible college or career school. Grants, loans and work-study are types of federal student aid. You must complete the FAFSA to apply for this aid.

Federal Student Aid PIN – **Note:** The Federal Student Aid PIN was phased out on May 10, 2015. The PIN was an electronic personal identification number that served as a student’s or parent’s identifier to allow access to personal information in various US Department of Education systems and acted as a digital signature on some online forms. **See Federal Student Aid (FSA) ID.**

Federal Student Aid Programs – The programs authorized under Title IV of the Higher Education Act of 1965 that provide grants, loans and work-study funds from the federal government to eligible students enrolled in college or career school.

Federal Student Loan – A loan funded by the federal government to help pay for your education. A federal student loan is borrowed money you must repay with interest.

Federal Work-Study – A federal student aid program that provides part-time employment while you are enrolled in school to help pay your education expenses.

Financial Aid Office – The office at a college or career school that is responsible for preparing and communicating information on financial aid. This office helps students apply for and receive student loans, grants, scholarships and other types of financial aid.

Financial Aid Package – The total amount of financial aid (federal and nonfederal) a student is offered by a college or career school. The school’s financial aid staff combines various forms of aid into a “package” to help meet a student’s education costs.

Financial Need – The difference between the cost of attendance (COA) at a school and your Expected Family Contribution (EFC). While COA varies from school to school, your EFC does not change based upon the school you attend.

Forbearance – A period during which your monthly loan payments are temporarily suspended or reduced. Your lender may grant you forbearance if you are willing but unable to make loan payments due to certain types of financial hardships. During forbearance, principal payments are postponed but interest continues to accrue. Unpaid interest that accrues during the forbearance will be added to the principal balance (capitalized) of your loan(s), increasing the total amount you owe.

Free Application for Federal Student Aid (FAFSA) – The FREE application used to apply for federal student aid, such as federal grants, loans, and work-study.

Federal Student Aid (FSA) ID – The FSA ID is a username and password combination that serves as a student’s or parent’s identifier to allow access to personal information in various US Department of Education systems and acts as a digital signature on some online forms. **Note:** The FSA ID replaced the Federal Aid PIN on May 15, 2015.

G

Grace Period – A period of time after borrowers graduate, leave school, or drop below half-time enrollment where they are not required to make payments on certain federal student loans. Some federal student loans will accrue interest during the grace period, and if the interest is unpaid, it will be added to the principal balance of the loan when the repayment period begins.

Grant – Financial aid, often based upon financial need that does not need to be repaid unless you withdraw from school and owe a refund.

I

Independent Student – An independent student is one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court or someone with legal dependents other than a spouse, an emancipated minor, or someone who is homeless or at risk of becoming homeless.



Interest – A loan expense charged for the use of borrowed money. A borrower to a lender pays interest. The expense is calculated as a percentage of the unpaid principal amount of the loan.

Interest Rate – The percentage at which interest is calculated on your loan(s).

L

Lender – The organization that made the loan initially; the lender could be the borrower's school; a bank, credit union, or other lending institution; or the US Department of Education.

Loan Servicer – A company that collects payments, responds to customer service inquiries, and performs other administrative tasks associated with maintaining a federal student loan on behalf of a lender. If you're unsure of whom your federal student loan servicer is, you can look it up in My Federal Student Aid.

M

Master Promissory Note – A binding legal document that you must sign when you get a federal student loan. The MPN can be used to make one or more loans for one or more academic years (up to 10 years). It lists the terms and conditions under which you agree to repay the loan and explains your rights and responsibilities as a borrower. It's important to read and save your MPN because you'll need to refer to it later when you begin repaying your loan or at other times when you need information about provisions of the loan, such as deferments or forbearances.

Merit-based – Based upon a student's skill or ability. Example: A merit-based scholarship might be awarded based upon a student's high grades.

My Federal Student Aid – This feature, available at StudentAid.gov/login, provides access to information on federal grants and loans as stored in the National Student Loan Data System (NSLDS®). My Federal Student Aid contains information on how much aid you've received, your enrollment status, and your loan servicer(s). You can access My Federal Student Aid using your FSA ID.

N

Need-based – Based upon a student's financial need. Example: A need-based grant might be awarded based upon a student's low income.

New Borrower – Someone who has no outstanding balance on a Direct Loan or Federal Family Education Loan (FFEL) Program loan when he or she receives a Direct Loan or FFEL Program loan on or after a specific date.

P

PLUS Loan – A loan available to graduate students and parents of dependent undergraduate students for which the borrower is fully responsible for paying the interest regardless of the loan status.

Principal – The total sum of money borrowed plus any interest that has been capitalized.

Private Loan – A nonfederal loan made by a lender such as a bank, credit union, state agency, or school.

R

Repayment Date – Date an overpayment is fully paid back.

S

Scholarship – Money awarded to students based upon academic or other achievements to help pay for education expenses. Scholarships generally do not have to be repaid.

Student Aid Report (SAR) – A summary of the information you submitted on your *Free Application for Federal Student Aid* (FAFSA). You receive this report (often called the SAR) via email a few days after your FAFSA has been processed or by mail within 7-10 days if you did not provide an email address. If there are no corrections or additional information you must provide, the SAR will contain your EFC, which is the number that's used to determine your eligibility for federal student aid.

Subsidized Loan – A loan based upon financial need for which the federal government pays the interest that accrues while the borrower is in an in-school, grace, or deferment status. For Direct Subsidized Loans first disbursed between July 1, 2012, and July 1, 2014, the borrower will be responsible for paying any interest that accrues during the grace period. If the interest is not paid during the grace period, the interest will be added to the loan's principal balance. No longer available for graduate students.

U

Unsubsidized Loan – A loan for which the borrower is fully responsible for paying the interest regardless of the loan status. Interest on unsubsidized loans accrues from the date of disbursement and continues throughout the life of the loan.

V

Verification – The process your school uses to confirm that the data reported on your FAFSA is accurate. Your school has the authority to contact you for documentation that supports income and other information that you reported.

W

William D. Ford Federal Direct Loan (Direct Loan) Program – The federal program that provides loans to eligible student and parent borrowers under Title IV of the Higher Education Act. Funds are provided by the federal government to eligible borrowers through participating schools.

Work-Study – A federal student aid program that provides part-time employment while you are enrolled in school to help pay your education expenses.

Glossary provided by Federal Student Aid: An Office of the US Department of Education

studentaid.ed.gov/sa/glossary



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