



ST. BONAVENTURE
UNIVERSITY
Founded 1858

Graduate Student Loan Request Form 2011-2012

Please read and complete each section of this form. If you fill out this form incorrectly or leave blanks, this form will be returned to you for completion; which may delay the processing of your federal Direct Loan.

Name: _____

Social Security Number: _____ Date of Birth: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Daytime Phone or Cell Phone: _____

Housing status for summer: on campus _____ off campus _____ with parent _____

Housing status for academic year: on campus _____ off campus _____ with parent _____

Registration Status

This form can be used for one degree program only. If you will be completing one degree program and beginning a different program, you must complete two different Graduate Student Loan Request Forms.

_____ **Master's Degree Program in** _____

(Maximum federal Direct Loan \$8,500; Additional Unsubsidized Loan \$12,000)

_____ **Advanced Certification in** _____

(Maximum federal Direct Loan \$8,500; Additional Unsubsidized Loan \$12,000)

_____ **New York Teaching Certification**

(Maximum federal Direct Loan \$7,500; Unsubsidized Loan for Independent Students \$5,000)

Anticipated Date of Degree Completion (month and year) _____ / _____

Your Federal Direct Loan(s) Will be Originated When All Six Requirements Listed Below are Complete

_____ Please initial here that you have read and understand the requirements listed below.
Your loan(s) cannot be certified until all the requirements listed below have been met.

- A Free Application for Federal Student Aid (FAFSA) must be completed and filed with the Department of Education at www.fafsa.ed.gov, and St. Bonaventure University must receive the data. **The Federal School Code for St. Bonaventure is 002817** and must be include on the FAFSA application.

To complete the FAFSA online you will need a federal PIN number. If you applied electronically for aid as a graduate or undergraduate student you can use the same PIN number when applying for graduate aid. If you don't know your PIN, you can request a duplicate PIN via this Web site: www.pin.ed.gov. First time borrowers can also use this web site to apply for a PIN.

The date you filed the 2011-2012 FAFSA _____

- All requested verification information (copy of federal tax return, W-2s, etc.) has been received by the Office of Financial Aid. Send this information only if you have been requested to do so.
- If you have not previously borrowed a federal Direct Loan and do not have a current Master Promissory Note (MPN) on file with the Department of Education, the MPN can be completed online. You will need your federal PIN number to complete the MPN. Log onto the Department of Education's web site at www.StudentLoans.gov. click on the "**Sign In**" button, enter your social security number, the first two letters of your last name, your birthday mm/dd/yyyy, and your FAFSA pin number, then select "Complete Master Promissory Note." After the MPN is completed and your federal Direct Loan is originated by St. Bonaventure University, your loan will automatically be approved and disburse. Loan processing will halt if you are in default on past loans or if you have exceeded the maximum aggregate loan limits.
- First time federal Direct Loan borrowers must complete federal Direct Loan Entrance Counseling, which can be done on-line at www.StudentLoans.gov, click on the "**Sign In**" button, enter your social security number, the first two letters of your last name, your birthday mm/dd/yyyy, and your FAFSA pin number, then select Entrance Counseling. Completed Entrance Counseling sessions will automatically be sent to St. Bonaventure University.
- You must be matriculated and registered for **at least 6 credit hours** in the first term that applies to your loan request. Also, you must be accepted under regular or provisional admit status by Graduate Admissions. **If you are not accepted or are admitted under evaluation or non-matriculated status, you are not eligible for federal loans.**
- The Graduate Student Loan Request Form has been completed and returned to the St. Bonaventure University Office of Financial Aid:

St. Bonaventure University
Attn: Office of Financial Aid
Rt. 417
St. Bonaventure, NY 14778
Phone: 716-375-2528
Fax: 716-375-2087

Loan Deferment Information

If you are currently making payments on student loans or in forbearance, you may want to request an in-school deferment form from your lender or servicer. It is important for you to contact your lender to determine the eligibility requirements you must meet in order to have your previous loans deferred. Returning to school does not guarantee your lender will defer your earlier student loans. **The St. Bonaventure University Registrar's Office will supply you with the registration information you need to proceed with deferment. For information call the Registrar's Office at 716-375-2020.**

Important Notice to All Students

If this section is left blank the form will be returned to you for completion.

_____ Please initial here indicating you have read and understand the following information about your admit status.

Be advised that your federal Direct Loan ***will not*** be processed if Graduate Admissions has not accepted you or has admitted you under evaluation or non-matriculated status. Your loan will be processed after you are accepted under regular or provisional admit status and you have officially registered for the first term that applies to your request for loan funds. You must be registered for at least six (6) credit hours per term to qualify for federal Direct Loans. If you do not get moved to regular or provisional admit status and/or registered for at least six (6) credit hours but need financial assistance, contact the Office of Financial Aid for financing options.

Loan Period

If this section is filled out incorrectly the form will be returned to you for completion.

_____ Please initial here indicating you have read and understand the following information about the loan period. **Any reduction in credit hours could result in the loss of funds. Please notify the Office of Financial Aid of any changes.**

Complete one box on the following pages using the number of credit hours you are taking; DO NOT use check marks

Enter the number of credit hours you are taking per session or semester for the entire school year. **Your loan will be equally disbursed over the semester(s) in which you are taking at least 6 credits. If you are taking less than 6 credits in one semester and do not qualify for the federal Direct Loan, please contact the Office of Financial Aid for financing options.**

_____ Please initial here indicating you understand that you must enter the number of credit hours you will be taking, **NOT check marks**, in the spaces below. **If you enter check marks in the boxes on the following pages, this form will be returned to you, which may cause delays in the certification of your federal Direct Loan.**

**Complete this Section if You are Registered
at the Buffalo Center Campus**

_____ Registered at Buffalo Center Campus 5 Week Sessions

**Enter the number of credit hours you are taking each session
DO NOT enter check marks**

	Session 1	Session 2	Session 3
Summer 2011	_____	_____	NA
	May 20 - June 25	July 8 - August 6	
Fall 2011	_____	_____	_____
	August 26 - September 24	September 30 - November 5	November 11 - December 17
Spring 2012	_____	_____	_____
	January 13 - February 11	February 17 - March 24	March 30 - May 5

**Complete this Section if You are Registered for the
Buffalo Center Campus / St. Bonaventure Campus Hybrid Program:
School Building Leader OR School District Leader OR Ed Leadership**

_____ Registered at St. Bonaventure Campus / Buffalo Center Campus Hybrid Program

**Enter the number of credit hours you will be taking each semester
DO NOT enter check marks**

Summer 1 2011	Summer 2 2011	Summer 3 2011	Fall 2011	Spring 2012
_____	_____	_____	_____	_____
May 16 - June 16	June 27 - July 28	August 1 - August 19	August 29 - Dec. 16	January 16 - May 9

**Complete this Section if You are Registered
at the St. Bonaventure Campus:
Traditional Academic Semesters**

_____ Registered at St. Bonaventure Campus Traditional Academic Semesters

**** Do not complete this section if you are registered for the IMC 5 week fall/spring sessions**

**Enter the number of credit hours you will be taking each semester
DO NOT enter check marks**

Summer 1 2011	Summer 2 2011	Summer 3 2011	Fall 2011	Spring 2012
_____	_____	_____	_____	_____
May 16 – June 16	June 27 – July 28	August 1 – August 19	August 29 – Dec. 16	January 16 – May 9

**Complete this Section if You are Registered
at the St. Bonaventure Campus:
Integrated Marketing Communications Program (IMC) 5 Week Fall/Spring Sessions**

_____ Registered at St. Bonaventure Campus IMC 5 Week Fall/Spring Sessions

**Enter the number of credit hours you will be taking each session
DO NOT enter check marks**

	Session 1	Session 2	Session 3
Fall 2011	_____	_____	_____
	August 26 – September 24	September 30 - November 5	November 11 – December 17
Spring 2012	_____	_____	_____
	January 13 - February 11	February 17 – March 24	March 30 - May 5

Other Financial Aid

Buffalo Center Campus and St. Bonaventure Campus students, please list all additional financial aid you expect to receive along with the corresponding amounts in the semester for which the aid will apply. This aid may affect your loan eligibility. Federal regulations require that adjustments must be made to your loan if other aid is discovered that alters your total loan eligibility. Some examples include: **private scholarships, assistantships, fellowships, teacher waivers, employer tuition reimbursement, 15% Bona Advantage , 20% Dean's Scholarship, etc.**

	Summer 1 2011	Summer 2 2011	Summer 3 2011	Fall 2011	Spring 2012
Type of Aid	_____	_____	_____	_____	_____
Amount	_____	_____	_____	_____	_____

Requested Loan Amount For ENTIRE 2011-2012 School Year

St. Bonaventure University encourages students to borrow conservatively.

Graduate Level Cost Per Credit Hour: Summer 2011 \$670 Fall 2011 \$670 Spring 2012 \$670

Master Degree and Advanced Certification Programs: The federal Direct Loan limits for Master Degree and Advanced Certification Programs are a maximum loan amount of \$20,500 subsidized and/or unsubsidized per school year.

New York Teaching Certifications: The federal Direct Loan limits for New York Teaching Certifications are a maximum loan amount of \$7,500 subsidized and/or unsubsidized. An additional unsubsidized loan of \$5,000 is available only to students who have Independent student status.

Increase/Decrease Loan: If you need to increase or decrease the amount of your loan(s), contact the Office of Financial Aid immediately for assistance.

Credit Hour Reduction: _____ Please initial here indicating you have read the following statement and agree to contact the Office of Financial Aid if your credit hours are reduced for any reason. **Any reduction in credit hours may result in the loss of funds. Please notify the Office of Financial Aid immediately of all changes.**

_____ Please initial here indicating you have read the statement below and agree to the following information about your subsidized and/or unsubsidized federal Direct Loan.

In the event that my requested loan amount exceeds my need-based subsidized federal Direct Loan eligibility, I authorize the balance be made available to me as an unsubsidized federal Direct Loan. I understand that by obtaining the unsubsidized federal Direct Loan I am responsible for the interest on this amount for the period of time I am in school and during my grace period.

Total Loan Amount for the 2011-2012 School Year _____
Amount for entire year can not exceed \$20,500

Loan Disbursement and Refund Information

- Federal student loans are disbursed as follows:
 - One disbursement for single semester loans (example: Fall).
 - Two equal disbursements for loans covering two semesters (example: Fall and Spring).
 - Three equal disbursements for loans covering three semesters (example: Summer, Fall, and Spring).
 - **St. Bonaventure Campus traditional academic semesters and the hybrid program loans disburse after the start of the term.**
 - **Buffalo Center Campus and St. Bonaventure Campus IMC 5 week session loans disburse after a student begins the second course in any given semester.**

_____ All students, please initial here indicating you have read and understand when your loan will disburse. If you are a Buffalo Center Campus student or a St. Bonaventure Campus IMC 5 Week Session student, your initials indicate you understand loans do not disburse until halfway through the second session each semester. Four disbursement examples are listed below:

- 1.) If you are enrolled in **session 1 and session 2** your loan disburses after week one of session 2
 - 2.) If you are enrolled in **session 1 and session 3** your loan disburses after week one of session 3
 - 3.) If you are enrolled in **session 2 and session 3** your loan disburses after week one of session 3
 - 4.) If you are enrolled in **session 1, session 2 and session 3** your loan disburses after week one of session 2
- Billing statements will be available online and will include pending aid that has been approved for deferment. Any amount not satisfied by pending aid must be paid by the due date on the bill. You will receive an email to your SBU email account notifying you when your bill is ready to view.
 - Refunds from student accounts will be issued by the Business Office when all tuition and other institutional charges have been paid in full.

Certification Statement

I have read and understand the preceding information concerning my obligations and responsibilities when applying for a federal student loan. I understand if Graduate Admissions has not accepted me or has admitted me under evaluation or non-matriculated status, my federal Direct Loan will not be processed until I am moved to regular or provisional admit status.

Signature

Date

Return this form to the Office of Financial Aid using the address listed on page two of this form. Your loan cannot be originated until all the processing requirements have been met.

Buffalo Center Students (excluding programs in a Hybrid format)
and
St. Bonaventure Campus Students (IMC program only)
5 Week Session

Federal Direct Loan Disbursement Dates 2011 – 2012

	<u>Registered For:</u>	<u>Disbursement Date:</u>
Summer 2011	6 credits in session 1 and 2	July 15, 2011
Fall 2011	9 credits in session 1, 2, and 3	October 7, 2011
	6 credits in session 1 and 2	October 7, 2011
	6 credits in session 1 and 3	November 18, 2011
	6 credits in session 2 and 3	November 18, 2011
Spring 2012	9 credits in session 1, 2, and 3	February 24, 2012
	6 credits in session 1 and 2	February 24, 2012
	6 credits in session 1 and 3	April 6, 2012
	6 credits in session 2 and 3	April 6, 2012

To qualify for a federal Direct Loan, students must take at least 6 credits each semester. Students taking classes in session 1 and 3 only OR session 2 and 3 only qualify for the federal Direct loan after week one of the last class.

Students taking only 3 credits in one semester do not qualify for the federal Direct Loan. Students have the option to borrow an Alternative Loan. Please contact the Office of Financial Aid for more details at 716-375-2528.

Graduate Loan Calculation Worksheet

Example for One Semester

	One Semester
A.) Cost per Credit Hour	\$ 670
MULTIPLY:	
# of Credit Hours	x <u>9</u>
EQUALS: Total A	\$ 6,030
B.) Bring Down Total From A	
	+ \$ <u>6,030</u>
MINUS: Grants and Scholarships, Bona Advantage, Dean's Scholarship, Assistantship, etc.	
	-- \$ 1,206
PLUS: Additional Money for Books & Expenses	
	+ \$ 2,000
EQUALS: Total B	\$ 6,824
C.) Bring Down Total from B	
	\$ 6,824
PLUS: 1% Loan Orig. Fee (Total C x 1%)	
	+ \$ <u>69</u>
EQUALS: Total C (Total for One Semester)	\$ 6,893

Worksheet for Entire School Year

	Summer	Fall	Spring
A.) Cost per Credit Hour	\$ _____	\$ _____	\$ _____
Multiply:			
# of Credit Hours	x _____	x _____	x _____
EQUALS: Total A	\$ _____	\$ _____	\$ _____
B.) Bring Down Total from A	+ \$ _____	+ \$ _____	+ \$ _____
MINUS: Grants and Scholarships, Bona Advantage, Dean's Scholarship, Assistantship, etc.			
	-- \$ _____	-- \$ _____	-- \$ _____
PLUS: Additional Money for Books & Expenses			
	+ \$ _____	+ \$ _____	+ \$ _____
EQUALS: Total B	\$ _____	\$ _____	\$ _____
C.) Bring Down Total from B	\$ _____	\$ _____	\$ _____
PLUS: 1% Loan Orig. Fee (Total C x 1%)			
	+ \$ _____	+ \$ _____	+ \$ _____
EQUALS: Total C	\$ _____	\$ _____	\$ _____
Loan Amount for the Entire School Year \$ _____ (Add Total C Across to Calculate Yearly Loan Amount)			