



UNDERGRADUATE POLICY AND PROCEDURES

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Duke Financial Aid Policies and Procedures

Guiding Principles

Duke University views its financial aid program as an investment in students and their futures. We seek a diverse student body and are committed to ensuring aided students can take full advantage of the Duke experience. To that end, Duke admits U.S. citizens, permanent residents and a limited number of foreign students without regard to financial circumstance or aid eligibility and meets 100 percent of each admitted student's demonstrated need throughout their nine semesters of potential undergraduate enrollment.

Duke, like many similar institutions, uses the 568 Presidents' Group Consensus Approach to Needs Analysis to determine each student's family contribution. This formula is designed to ensure families with similar circumstances contribute similar amounts while families with different financial circumstances contribute proportionally different amounts toward a student's annual attendance costs. Duke does not "negotiate" financial aid, but does consider extenuating circumstances that may affect a family's ability to support educational expenses. Applicants are encouraged to submit dollar-specific details relative to any extenuating or unusual circumstances that affect their ability to support educational expenses.

In addition to need-based scholarships, grants and loans, merit scholarships are integral to Duke's financial aid program. Although all merit scholarships are awarded at the time of admission on the basis of academic distinction, other factors -- such as leadership, musical talent and other unique characteristics -- are considered. Several of these programs are awarded without regard to a student's demonstrated need. Recipients who meet the specified academic standards will retain their merit scholarship for the four years they are enrolled at Duke. Applicants for admission are considered for all available merit scholarships. No specific scholarship application is available or required.

Confidentiality

The Financial Aid Office does not provide copies of application documents to anyone other than the signatory of the requested document. If students want copies of their parents' application documents, they must ask their parents to send written release to the Financial Aid Office, specifying which of their documents can be released. Similarly, if parents request copies of student documents, students must first sign a written release. Parents' financial information cannot be discussed with students unless they have provided us with written authorization to do so.

Duke University does not share information on its enrolled students and does not participate in programs that use University information for statistical research.

Please realize that if a student accepts a scholarship from Duke University we may share the student's name, major and hometown with the donor of the scholarship. We will not share financial information or other personal information with the donor. In some instances, we will ask scholarship recipients to write thank you notes to the person who made the scholarship possible.

Financial Aid Applicants

Duke University views its financial aid program as an investment in students and their futures. We seek a diverse student body and are committed to ensuring aided students can take full advantage of the Duke experience. To that end, Duke admits U.S. citizens, permanent residents and a limited number of foreign students without regard to financial circumstance or aid eligibility and meets 100 percent of each admitted student's demonstrated need throughout their eight academic semesters and two summer terms of potential undergraduate enrollment.

Transfer Students

The number of terms of aid eligibility for students transferring to Duke is based on the policy of up to eight academic terms and two summer terms of aid eligibility **less the amount of academic credit granted by the University**. This policy will allow all transfer students the necessary number of terms of aid eligibility for their degree completion.

Students may substitute additional summer terms in lieu of one or more of the eight academic terms. Students opting to follow this path must be informed in writing of the number of academic terms that will still be available to them. Students are required to discuss the ability to graduate at the end of their proposed attendance with their academic dean.

A student may not elect to turn his/her two summer terms of aid eligibility into a ninth academic semester unless he/she is out of normal sequence due to academic or health difficulties. In other words, the extension of academic terms cannot result from a student's primary desire to extend his/her undergraduate career.

Married Students

Marital status does not usually affect dependency status for the purpose of awarding Duke financial aid. We generally expect a parent contribution toward educational expenses as well as a contribution from a spouse, if the spouse is not enrolled in college. A single student's standard budget is used to compute financial aid eligibility as a married applicant. The budget will differ, however, for students living with dependent children.

International Students

Financial resources for international students are limited. Each year Duke University expects to enroll 20-25 foreign students whose full demonstrated need has been met with a university-provided need-based aid package. All international transfer students and all international applicants admitted with "no financial aid interest" will be ineligible to apply for financial aid for any year of undergraduate study.

International applicants requesting need-based financial aid will be required to complete and submit the College Board's [PROFILE](#) along with a copy of their family's most recent national tax forms. Applicants should also submit an English language statement from their parents' employers stating the amount of their annual income. Required forms should be submitted with the admissions application. We encourage foreign students applying for need-based aid to detail any financial difficulties that affect their family's ability to support their educational expenses.

All foreign nationals, including winners of Duke [merit scholarships](#), must document the available funding for their education by completing and submitting the Certificate of Financial Responsibility (CFR) which is sent by the [Admission's Office](#) upon admission.

Scholarship support in excess of tuition, books, and fees is federally taxable. We encourage all international students to file a U.S. income tax return as soon as they receive their U.S. tax statement 1042S for taxable scholarships and W-2 forms for wages earned. An Individual Taxpayer Identification number (ITIN) is required for all international students to receive scholarship funds.

Students receiving ANY kind of University financial aid/scholarship (need, merit or athletic) are also required to complete a Foreign National Form and a payroll certification. The Foreign National Form can be completed at the Undergraduate Financial Aid Office while the Payroll Certification must be completed at the International Office. Sessions are offered at the beginning of each term to facilitate completion of these forms in one location.

Please note that any international student admitted without financial aid is expected to fully fund his/her studies while at Duke University. Financial aid will not be available in later years. Duke cannot assume financial responsibility for international factors such as currency fluctuations in determining financial aid. Additionally, Duke cannot make up foregone resources such as lost support from friends or relatives or any decision to decline outside aid.

Independent Students

In determining financial need and scholarship eligibility, we consider parents' income and assets unless students are orphans, wards of the court, or have an extreme adverse home situation. We expect the student and his/her parents (and any spouse, in the case of married students) to assume primary responsibility for a student's educational expenses. Students will be considered independent for federal grant (Pell Grant) and loan (Stafford) purposes if they meet the following conditions:

- Born before January 1, 1987
- Active Duty member or Veteran of the U.S. Armed Forces
- Ward of the court or both parents are deceased
- Married
- Graduate or professional student
- Have legal dependents, according to federal definition.

Students with Divorced or Separated Parents

Duke's policy for determining the financial need of students from divorced or separated families is based on the general principle that parents are responsible for the post-secondary education of their children to the extent they are financially able. Analysis begins with the custodial family unit and then additional information is sought concerning the non-custodial family unit. In the case of remarriage of either or both natural parents, the standard approach would be to request information from all parents and spouses. GENERALLY, a contribution from the income and assets of no more than two parents will be expected. As with students whose parents are married to one another, ability to pay, not willingness, will be used to determine the contribution. The non-custodial parent must complete the CSS Non-custodial Profile.

If a parent or student requests the NC Profile be waived AND/OR the counselor discerns a waiver of the requirement may be appropriate, a waiver form must be completed. If the committee approves the waiver, the family is notified in writing.

The student's custodial parent must file the Free Application for Federal Student Aid (FAFSA) and the CSS Profile Form and must submit the most recent year's tax returns and W2s to College Board's IDOC document imaging service. The custodial parent is the parent with whom the student lived with most in the last 12 months. The non-custodial parent must complete the College Board's Non-custodial Parent's Profile (online) and submit a copy of his/her most recent federal income tax return with W-2 forms to the Undergraduate Financial Aid Office. If the non-custodial parent owns a business and files a tax return for that business, a copy of the partnership/corporate return should also be included.

Types of Financial Aid

Federal

Perkins	Based on federal need and availability of funds	<p>Limits: \$5,500 /yr. max \$22,000 max for undergraduates</p> <p>Interest: None in school; 5% during repayment</p> <p>Repayment: 9 month grace period before repayment begins; 10 year standard repayment period</p>
Subsidized Stafford	Based on federal need	<p>Limits: \$3,500 (freshman), \$4,500/yr (sophomores), \$5,500/yr (juniors/seniors); \$23,000 max as an undergraduate student</p>
	Pell grant eligibility must be determined	<p>Interest: None in-school; first disbursed on or after 7/1/2011; 3.4% fixed during repayment period</p> <p>Repayment: 6 month grace period; 10 year standard repayment period, no pre-payment penalties</p>
Unsubsidized Stafford	Not based on need	<p>Limits: Combined subsidized and unsubsidized cannot exceed \$5,500 (freshman), \$6,500 (sophomores) and \$7,500 (juniors/seniors). The following increased loan limits for undergraduates whose parents have been denied a PLUS may be added to the borrower's Stafford limits; \$4,000/yr (freshman/sophomore), \$5,000/yr (junior/senior)</p> <p>Interest: 6.8% fixed rate; while in school may be paid or accrued and capitalized</p> <p>Repayment: 6-month grace period on payments of principal only; 10 year standard repayment period, no pre-payment penalty</p>
Work Study	Based on availability of funds and federal need	Wages paid partially from federal funds, matched with university funds; targeted toward students with the greatest computed need
Supplemental Educational Opportunity Grant (SEOG)	Based on exceptional need and availability of funds	\$4,000/yr maximum
Pell Grant	Based on Federal need	\$5,550/yr maximum; based on Federal EFC

Non-federal

Duke Work Study	Not based on need	Students not eligible for federal funds may be eligible for funding through the University and the employer
Duke Scholarship	Based on need	Must be applied for on an annual basis; amount is not guaranteed from year to year
Endowed Scholarships	Based on need	No separate application; Duke will choose from over a 1000 available funds to meet donor preferences. In most cases, students are asked to write a thank you note to the person who made the scholarship possible.
Athletic Scholarships	Not based on need	No separate application; students that apply for need-based aid in addition to their scholarship may not have a combination of need-based and athletic aid that exceeds the cost of attendance.
Merit Scholarships	Not based on need (exception: University Scholars Programs)	All applicants to the University are considered for merit-based scholarships; selection process administered through Office of Scholars and Fellows; students who apply for need-based aid in addition to their scholarship may not have a combination of need-based and merit aid that exceeds the cost of attendance.
North Carolina Legislative Tuition Grant	Not based on need	NCLTG recipients must be permanent residents of NC for at least one year and must have completed a residency verification application. The maximum amount for the 2010-2011 aid year was \$1,850.
Summer Earnings Replacement Grant	Need based	Students who attend summer school, participate in a summer study away program, participate in a required summer internship, or participate in Duke Engage can have a portion or all of their summer earnings waived; no separate application required; not guaranteed; may only be used to cover one summer earnings requirement

Application Procedure

Each student who submits a complete financial aid application by the required deadline will be considered for all types and sources of financial aid administered by the University, including federal, state, and institutional grants, loans, and work programs.

Early Decision Students

Please submit the following documentation by the November 15th deadline to ensure consideration for financial aid. In order to submit your application materials by the due date, you may need to estimate some of the information.

U.S. Citizens and Permanent Residents		
Required Forms	How to Apply/Where to Send	Due Dates
CSS Profile Application	<p>Apply online at the College Board's Profile On Line site.</p> <p>Duke's CSS College Code is 5156.</p> <p>Duke receives your Profile data electronically from CSS, so you do not need to send copies or printouts of your application to Duke.</p>	Nov 15
Free Application for Federal Student Aid (FAFSA) (Required of all enrolling ED students to finalize their financial aid awards.)	<p>Apply online after January 1 at www.fafsa.ed.gov.</p> <p>Duke's federal code number is 002920.</p> <p>Be sure to sign the FAFSA either electronically with a PIN number provided by the Department of Education or by printing out and mailing a FAFSA signature sheet to the processor. More information on PIN numbers can be found at www.pin.ed.gov.</p>	Apr 15
Tax Returns & W2 Forms	Submit signed copies of both parent's and student's most recent federal tax returns (including all forms and schedules) to the Duke Financial Aid Office at PO Box 90397, Durham, NC 27708.	Nov 15
Tax Returns & W2 Forms (Required of all enrolling ED students to finalize their financial aid awards.)	In January, students will receive a letter from the College Board's Institutional Documentation Service (IDOC) with instructions on how to submit tax forms. Applicants will be asked to send photocopies of all pages of parent and student federal tax returns (including all forms and schedules) to the College Board. This information is required before any aid can be applied to Duke's charges.	Apr 15
CSS Noncustodial PROFILE (Only required if your parents are divorced, separated, or were never married.)	<p>Once PROFILE registration is complete, the College Board sends notification that Duke requires the Noncustodial PROFILE. Students will be sent an e-mail that details the requirement, and will be directed to share this e-mail with the noncustodial parent. This e-mail will contain a link to the Noncustodial PROFILE website as well as login instructions for the noncustodial parent.</p> <p>The noncustodial parent must send a copy of his/her most recent tax return directly to Duke's Financial Aid Office, PO Box 90397, Durham, NC 27708.</p>	Nov 15
Additional Information	Letters explaining any special circumstances, unusual expenses or other details which will present a clearer picture of a family's financial situation may be mailed to the Office of Financial Aid. For more information on special circumstances, please visit the financial aid special circumstances page . ED applicants wishing to submit letters of explanation may mail documents to the Duke Financial Aid Office at PO Box 90397, Durham, NC 27708. Documents may also be emailed to finaid@duke.edu or faxed to (919)660-9811.	Nov 15

Regular Decision

Application Process for Regular Decision Applicants

U.S. Citizens and Permanent Residents		
Required Forms	How to Apply/Where to Send	Due Dates
CSS Profile Application	<p>Apply online at the College Board's Profile On Line site.</p> <p>Duke's CSS College Code is 5156.</p> <p>Duke receives PROFILE data electronically from CSS. Please do not send copies or printouts of the application to Duke.</p>	March 1
Free Application for Federal Student Aid (FAFSA)	<p>Apply online at www.fafsa.ed.gov.</p> <p>Duke's federal code number is 002920.</p> <p>Be sure to sign the FAFSA either electronically with the PIN number provided by the Department of Education or by printing out and mailing a FAFSA signature sheet provided by the processor. More information on PIN numbers can be found at www.pin.ed.gov.</p>	March 1
Tax Returns & W2 Forms	<p>Once the PROFILE form is filed, the College Board's Institutional Documentation Service (IDOC) will email instructions on how to submit tax forms and other supplemental forms that may be required. Send signed photocopies of all pages of parents' and student's federal tax return including photocopies of all W-2 forms to the College Board by March 15th. NOTE: IDOC will not accept prior year returns. All students must submit current tax information to IDOC before financial aid awards can be provided.</p>	March 15
CSS Noncustodial PROFILE (Only required if your parents are divorced, separated, or were never married.)	<p>Once PROFILE registration is complete, the College Board will send notification that Duke requires the Noncustodial PROFILE. Students will be sent an e-mail that details the requirement, and they will be directed to share this e-mail with their noncustodial parent. This e-mail will contain a link to the Noncustodial PROFILE website as well as login instructions for the noncustodial parent.</p> <p>Noncustodial parent tax returns should be sent directly to the Undergraduate Office of Financial Aid, Duke University, Box 90397, Durham, NC 27708 or emailed to finaid@duke.edu, or faxed to 919-660-9811.</p>	March 1
Additional Information	<p>Letters explaining any special circumstances, unusual expenses or other details which will present a clearer picture of a family's financial situation may be mailed to the Office of Financial Aid. For more information on special circumstances, please visit the financial aid special circumstances page. Letters and documentation of special circumstances can be mailed to the Duke Financial Aid Office at PO Box 90397, Durham, NC 27708, emailed to finaid@duke.edu or faxed to (919)660-9811.</p>	March 15

Returning Students

Application Process for Returning Students

U.S. Citizens and Permanent Residents		
Required Forms	How to Apply/Where to Send	Due Dates
CSS Profile Application	<p>Apply online at the College Board's PROFILE online site.</p> <p>Duke's CSS College Code is 5156.</p> <p>Duke receives PROFILE data electronically from CSS. Please do not send copies or printouts of application materials to Duke.</p>	May 1
Free Application for Federal Student Aid (FAFSA)	<p>Apply online at www.fafsa.ed.gov.</p> <p>Duke's federal code number is 002920.</p> <p>Be sure to sign the FAFSA electronically with the PIN number provided by the Department of Education or by printing out and mailing a FAFSA signature sheet provided by the processor. More information on PIN numbers can be found at www.pin.ed.gov.</p>	May 1
Tax Returns & W2 Forms	<p>Once the PROFILE form has been filed, College Board's Institutional Documentation Service (IDOC) will email instructions on how to submit tax forms and any other supplemental forms that may be required. Send signed photocopies of all pages of parents' and student's most recent federal tax returns, including photocopies of all W-2 forms, to the College Board by May 1st.</p>	May 1
CSS Noncustodial PROFILE (Required if submitted last year or if your parents divorced during the past year.)	<p>When PROFILE registration is complete, the College Board will send notification that Duke requires the Noncustodial PROFILE. The e-mail will detail the requirement and direct the student to share this e-mail with the noncustodial parent. This e-mail will contain a link to the Noncustodial PROFILE website as well as login instructions for the noncustodial parent.</p> <p>Noncustodial parent tax returns should be sent directly to the Undergraduate Office of Financial Aid, Duke University, Box 90397, Durham, NC 27708 or emailed to finaid@duke.edu, or faxed to 919-660-9811.</p>	May 1
Additional Information	<p>Letters explaining any special circumstances, unusual expenses or other details which will present a clearer picture of a family's financial situation may be mailed to the Office of Financial Aid. For more information on special circumstances, please visit the financial aid special circumstances page. Letters and documentation of special circumstances can be mailed to the Duke Financial Aid Office at PO Box 90397, Durham, NC 27708, emailed to finaid@duke.edu or faxed to (919)660-9811.</p>	May 1

Verification of Information

The U.S. Department of Education requires all institutions disbursing federal financial aid funds to verify the accuracy of the information students and their families submit as a basis for awarding aid. Duke complies with this mandate by performing 100% verification on all financial aid applicants. Students are required to complete and submit the Federal Verification Worksheet. We will verify information such as household size, number of family members, and number of siblings in college. Verification completed after the initial award has been determined may result in the change of the financial aid award, and in some cases, the repayment of funds already received. Failure to comply with the request for this information will result in cancellation of your financial aid funds.

Students are responsible for notifying the Financial Aid Office of any changes in their family's circumstances that might affect eligibility for financial aid (when there is a decrease in the number of family members in the household or a change in college enrollment status of family member, for example). Students must also notify the Aid Office in writing if any resources, including outside scholarships, grants, and student loans, become available.

Financial Fraud

Applicants for institutional financial aid are required to submit both parent and student information as detailed on the College Scholarship Service's PROFILE and on the federal government's Free Application for Federal Student Aid (FAFSA). Applicants also are required to provide copies of their most recent tax forms (all pages and schedules) and W2 forms. Families are also encouraged to provide the Financial Aid Office with details of extenuating circumstances affecting their ability to support educational expenses.

The Financial Aid Office carefully reviews the various documents submitted by families, making corrections where appropriate and requesting additional detail when necessary. Parents and students are both required to sign each aid form to attest to the accuracy of the submission. Once the Aid Office is satisfied the information provided by the family is correct, it is used to determine the student's eligibility for institutional financial aid funds.

On rare occasions, the Aid Office determines the parent and/or student have willfully submitted false information in order to qualify for additional financial aid. The University will not attempt to determine whether or not the child was informed or complicit with the filing of the information. Willful submission of fraudulent information is to be strictly interpreted, but it does not include cases in which the interpretation of data or circumstance or the submission of erroneous information is at issue.

Once it has been determined fraud has been committed, the following actions will be taken: Federal records and any resulting award of federal funds will be corrected and, where appropriate, submitted to the Department of Education for consideration by appropriate fraud investigators.

The student's demonstrated need for each year in which fraudulent information was submitted will be recalculated using corrected information as submitted by the family. The corrected student aid award for those years in which willful fraud has been confirmed (past and present) will be prepared with self-help funds replacing what would otherwise have been institutional grant funds.

Should the student choose to apply for institutional aid in the academic year following the determination of fraud, any institutional grant funds for which the student qualifies will be replaced with self-help funds. In subsequent years, the student will be eligible to apply for and, if qualified, receive financial aid from Duke by following all aid application requirements.

In all such cases, the student will be invited to appeal his or her case directly to the Provost's Office. Following this review, the student's case may, at the Provost's discretion, be submitted to the University Judiciary Board.

Budgeting

Student Budget (Cost of Attendance)

The standard student budget applies to the typical Duke undergraduate student: unmarried, financially dependent on parents, living in a residence hall or off campus, and attending full-time for fall and spring. It includes tuition, fees, room, board, an average amount for books, supplies, and personal expenses, and a transportation allowance based on the estimated cost of two home trips per academic year for U.S. residents or one home trip for residents overseas. Your actual costs may differ from the standard student budget.

The Aid Office will consider requests for budget adjustments for actual and documented expenses above the standard allowance for books and supplies, transportation costs, required health insurance and medical or dental expenses incurred during the academic year and not covered by insurance. Expenses outside these categories are considered discretionary, and allowances for them will not be made. For example, the Aid Office will not make allowances for costs associated with owning or maintaining an automobile. Students should submit requests for a revised budget evaluation in writing, accompanied by documentation such as bills and insurance statements. In most cases, the Aid Office will offer additional job or loan eligibility to help students cover documented expenses.

2011-2012 Estimated Cost of Attendance

Tuition, Fees	\$42,410
Room	\$5,910
Board	\$5,440
Personal expenses/books	\$3,420
Transportation	tbd
Total Cost of Attendance*	\$57,180

* NOTE: The Estimated Cost of Attendance or Student Budget is our best approximation of what each student at Duke will need to cover basic expenses during the academic year. We assign a standard student budget to each enrolled student in order to calculate a family's need.

Health Insurance Fee

All registered students may seek medical care at the Student Health Center, regardless of what kind of health insurance students may have. Most of the services at the Student Health Center are free of charge. For all medical care outside of the Center, students must have health insurance. For this reason, the University requires that all registered students have health insurance.

To help students meet this requirement, the University offers a comprehensive health insurance plan covering a wide range of services. Duke automatically enrolls students in this program at the start of the fall semester, unless students waive coverage by the deadline and provide proof of other health insurance coverage.

The Financial Aid Office does not automatically include the cost of health insurance for undergraduate students in the undergraduate cost of attendance, except for international students and for those determined to be financially independent. The Aid Office assumes the parents' health insurance plans cover the student, and those costs have been considered when establishing the expected parent contribution. However, if this assumption is not correct, allowances can be made. For students whose parents are not expected to contribute toward educational costs, the cost will be covered with additional scholarship funds. For others, student loan may be offered to cover the expense.

Room Charge

For students on financial aid, room charges will be adjusted to reflect the actual cost of housing and grant aid will be adjusted accordingly. The majority of these adjustments are made in August, with updates throughout the year.

Board

Board (i.e. meal cost) amounts are based on the average meal plan price set by Dining Services. If the chosen meal plan costs less than the amount budgeted, the remaining funds should be used to buy food outside of the dining halls.

Transportation

Transportation costs are determined according to the parent's state of residence and are added to each student's budget. These allowances represent either two economy class round-trip airline tickets or a fuel allowance for those whose parents reside in states bordering North Carolina. Transportation amounts for international students are based on one economy class round-trip ticket per year.

Computer Purchases

Duke does not require all students to purchase a computer, thus it is not included in the cost of attendance. If a student wants to purchase a computer and wishes to borrow funds to cover the expense, he or she should contact the Financial Aid Office for a budget adjustment. Students can also purchase computers through the [Duke University Computer Store](#) and make monthly installment payments over the four year period of enrollment, though interest charges apply.

Living Off Campus

The housing budget for a student living off campus will be equivalent to a two-bedroom apartment on Central Campus. Once all aid has been disbursed to the student account and all charges paid, the student will receive a refund check for any remaining amount. These funds can be used to pay off-campus expenses.

Awarding

Duke, like many similar institutions, uses the 568 Presidents' Group Consensus Approach to Needs Analysis to determine each student's family contribution. This formula is designed to ensure that families with similar circumstances contribute similar amounts while families with different financial circumstances contribute proportionally different amounts toward a student's annual attendance costs.

When awarding financial aid, there are a number of principles Duke's Financial Aid Office adheres to. These include:

1. To the extent they are able, parents and students have the primary responsibility to contribute to educational expenses before an institution awards financial aid.
2. Families should contribute to educational expenses according to their ability. Those with similar financial profiles should contribute similar amounts.
3. Institutions should evaluate both income and assets as part of the assessment of the parents' and applicants' ability to pay.
4. Each institution should inform applicants about the policies and practices it applies when measuring a family's ability to pay, carry out its policies consistently throughout a student's eligibility, and support the awarding of need-based aid.
5. An institution that allocates any financial assistance that is not based exclusively on need should inform all prospective applicants of the standards it applies in allocating that aid.
6. The exercise of "professional judgment" by financial aid officers in assessing a family's ability to pay should recognize unique or extenuating financial circumstances in individual cases; such professional judgment is not the proper mechanism for systematically treating 568 groups of students differently in order to advance institutional objectives.

Expected Family Contribution

The Expected Family Contribution (EFC) is calculated for all students who have completed both the FAFSA and PROFILE and submitted their most recent tax forms and W-2 forms to Duke as part of an application for institutional need-based aid. The EFC calculated by the Department of Education, based on information from the FAFSA, is used to determine eligibility for federal aid programs such as the Federal Pell Grant or the Federal Stafford Loan program. The EFC calculated from the CSS PROFILE form is used by Duke to determine eligibility for institutional need-based awards (Duke grant aid and Duke Work Study, for example). Both the federal and the institutional formulas for calculating the EFC take the income and assets of the parents and the student into account.

Duke's institutional methodology makes several allowances in regard to parents' taxed and untaxed income and assets. These allowances are made on the base-year income (calendar year 2010 for financial aid in academic year 2011-2012) and include:

- Actual federal and FICA taxes
- Standard state and local taxes (which may differ depending on state of residence)
- A standard cost-of-work expense for a family in which both parents work or for a single-parent household
- Unusually high non-insured medical expenses
- Private elementary and secondary school tuition up to a prescribed limit for siblings
- An income protection allowance to reflect basic living expenses such as housing, food, clothing, transportation, insurance, etc., adjusted based on cost of living expenses in different parts of the country
- An education savings allowance to recognize the need to save for younger children's future college education

The income protection allowance figure comes from the Consumer Expenditure Survey, which reflects actual family spending patterns for moderate living standards and is adjusted annually. These standards are based on the number of family members in the household and the number of family members in college. The allowance does not necessarily reflect your family's actual living expenses.

We also consider assets in determining the parent contribution. Our institutional methodology analysis first protects a portion of your parents' assets and then considers no more than 8% of the remaining amount. Home equity is included in the institutional methodology asset analysis, although it is excluded from the federal methodology analysis. The amount of home equity considered is capped based on the parent income level. Retirement funds such as 401k, 403b, and IRA accounts are excluded from consideration under both methodologies.

Your expected parent contribution is established by combining the calculated contributions from your parents' income and assets, and adjusting that contribution if your family will have more than one child in college. Actual costs may be considered for additional siblings in college particularly if enrolled in lower cost institutions and not living at home.

We may, on an individual basis, make additional adjustments. For example, if your parents have experienced a dramatic change in income, we may choose to use the estimated year's income (2011 for academic year 201-2012) rather than the base-year (2010), because it more accurately reflects the family's current financial situation. We may also be able to revise the financial aid award if a family experiences such changes as the loss of a job, significant illness or death. In those circumstances, students should contact the Financial Aid Office.

In cases of separation or divorce, we expect both parents to participate in paying for a student's education. We will compute separate contributions for your custodial and non-custodial parents, using the same institutional methodology in each case. A contribution for each parent will be combined to establish the parent contribution.

Sibling Enrollment

568 needs-analysis practices allow that siblings who are attending college full time and who are also dependents of the Duke applicant's family are considered as eligible family members in attendance. The Parent Contribution for education is allocated on the 60% for two in college and 45% for three in college basis used by all 568 schools.

The Financial Aid Office will ask for verification of sibling enrollment each semester. Financial aid packages will change if there is a change in sibling enrollment or if you fail to return the verification form. Students will be notified if there is a change to their financial aid package.

DUKE EXCEPTIONS TO ABOVE

- Siblings attending 2 year community college programs are NOT considered
- Siblings over the age of 22 are NOT considered unless they are clearly supported 100% by the Duke applicant's family and are completing a 4 year undergraduate degree
- Siblings enrolled in US military academies where all costs are born by the US government are not considered for either the institutional or the federal needs analysis
- Siblings receiving FULL athletic or merit aid from their institution are NOT considered. Note: this does not include siblings receiving need-based aid regardless of the amount of the aid
- Siblings enrolled at the graduate level are NOT considered for institutional need determination
- A parent's attendance at college is NEVER considered in the determination of need, either institutional or federal

The Financial Aid Award

Duke's financial aid award meets 100 percent of each student's demonstrated need, which is the difference between the institutionally calculated family contribution and the estimated annual cost of attendance (also known as the Student Budget). The family contribution consists of parent and student contributions, including a preset summer earnings requirement for each student.

Student's Cost of Attendance Budget
- Family Contribution
Demonstrated Need

Once need has been determined, Duke's Undergraduate Financial Aid Office creates an aid package to meet that financial need.

Aid packages generally include two forms of assistance: grant/scholarship funds and self-help. Duke grant funds comprise the main portion of most need-based grant awards; federal, state and local grant funds are also included as appropriate. [Self-help funds](#) are offered in the form of low-interest, deferred payment, subsidized loans, and work-study eligibility.

Self-Help

2011-2012 Academic Year Loan Levels

The amount of loan in each student's package varies depending on the family's income. In 2011-2012, Duke packaged the following loan amounts for families earning:

Under \$40,000	\$0
Between \$40,000 & \$55,000	\$1,000
Between \$55,000 & \$70,000	\$2,000
Between \$70,000 & \$85,000	\$3,000
Between \$85,000 & \$100,000	\$4,000
Over \$100,000	\$5,000

Packaged loan amounts for all students are determined by family income and never exceed \$5,000 per academic year.

2011-2012 Academic Year Work-Study Awards

The self-help portion included in each financial aid package always includes a job award through the Federal or Duke University Work Study program. Duke will include the following Work Study awards in each 2011-2012 package:

First Year	\$2,000
Sophomore	\$2,000
Junior	\$2,000
Senior	\$2,000

2011-2012 Summer Earnings Expectation

In addition to a job and possible loans, students are expected to contribute summer earnings as part of their contribution to their educational costs. The summer earnings expectations for 2011-2012 are:

First Year	\$2,100
Sophomore	\$2,400
Junior	\$2,500
Senior	\$2,600

Outside Scholarships

Outside scholarships provide an important benefit to students who are receiving need-based financial aid from Duke. Students attending Duke University that have been awarded aid through federal or university funding (including need-based, merit, and/or athletic sources) are required to report all outside scholarships received to the Financial Aid Office. Students that receive outside scholarships and who receive need-based self-help (work study and loan) funds in their aid award will have these funds reduced first. University funds will only be reduced once the self-help amount has been reduced or if no self-help was awarded. The Parent and Student Contributions do **NOT** change with the addition of outside scholarships. Students that receive need-based, merit, or athletic aid in combination with outside scholarships may not receive a total of assistance that exceeds the cost of attendance.

Submitting Outside Scholarship Checks

If the check is made payable to the student and Duke (and the organization chooses not to send the check directly to the student), it should be given to the cashier's office.

Students may mail checks to:

Duke University Cashiering
PO Box 90759
Durham, NC 27708

Students can hand deliver checks to:

Duke University Cashiering
114 S. Buchanan Blvd.
Bay 8, Room B-103, Box 90759
Durham, NC 27708

The funds will be applied directly to the University bill. Outside scholarships are evenly distributed between fall and spring semesters unless the donor agency specifies otherwise.

Tuition Benefits

Some employers, including Duke University and several other institutions of higher education, offer tuition benefit programs for employees and/or their dependents. Students attending Duke University that have been awarded aid through federal or university funding (including need-based, merit, and/or athletic sources) are required to report all tuition benefits received to the Financial Aid Office. Unlike outside scholarships, tuition benefits reduce Duke need-based grants first. The Parent and Student Contributions do **NOT** change with the addition of tuition benefits, though it is possible for the tuition benefit to exceed a student's demonstrated need. Students that receive need-based, merit, or athletic aid in combination with a tuition benefit may not receive a total of assistance that exceeds the cost of attendance. Duke employees with questions about their tuition benefit eligibility or reporting should contact their Human Resources representative.

Federal and State Grants

In addition to outside scholarships, students may be eligible to receive need-based funding from government agencies. The federal government provides Federal Pell Grants as well as Supplemental Educational Opportunity Grants (SEOG). Pennsylvania, Rhode Island, Vermont, and other states also often provide funding to college-bound state residents based on financial need. You are expected to apply for all funds for which you may be eligible. If you are eligible for government grants but fail to apply for or accept such funds, Duke is not obligated to cover the resulting shortfall with institutional funds. By filing the Free Application for Federal Student Aid (FAFSA), students are automatically considered for the federal grants.

Federal and state grants are considered to be direct resources meeting a student's financial need. These grants do not reduce the family contribution.

Estimated Awards

If a student receives an estimated award, she/he will be advised of such and the Financial Aid Office will specify the documents that must be submitted before the final financial aid award can be issued. Typically, these documents are the FAFSA and signed copies of parents' completed federal tax return, with all schedules and W-2 forms. Freshman and Transfers will be instructed to submit tax returns and supporting documentation via the College Board's Institutional Documentation Service (IDOC).

Estimated awards may change if information on the FAFSA or tax statements varies from the information submitted on the PROFILE application. The Aid Office will cancel estimated awards if the required documents have not been received by the beginning of the fall semester.

Appeal Process

For a variety of reasons, it may be necessary to request a reevaluation of financial aid eligibility or award. Reasons may include: changes in family circumstances that significantly and unexpectedly affect parents' or the student's ability to meet the expected contribution, a desire to change the job vs. loan mix or to include additional expenses in the standard educational budget, and requests for consideration of additional information not previously available.

Requesting a revision to a financial aid award requires that parents submit in writing a specific and detailed explanation of the situation. Circumstances such as changes in income or the number of family members in the household or college will likely result in changes to the parent contribution and will, therefore, change eligibility for financial aid. Other situations, such as household expenses in excess of the income protection allowed by institutional methodology, do not generally alter the needs analysis and, therefore, probably will not result in changes in eligibility for federal or Duke aid.

The Aid Office may be able to adjust the parent contribution if parents have had a change in income since the end of the last fiscal year, if the family has incurred significant medical, dental, or legal expenses, if the parents' supported grandparents or other relatives, or if parents' have lived separately and have supported two households. It is important to be aware that the Aid Office will not reduce expected contribution as a consequence of a family's financial decisions, such as refusing to pay educational costs or cash flow problems due to choices parents have made in allocating or spending resources.

Response time to requests for reevaluation varies, depending on the complexity of the issues involved and time of year. Newly admitted students requesting revisions to initial awards in April will usually receive a response within three weeks. Appeals submitted at other times of the year may require two to three weeks, or even longer. The Aid Office will make every effort to respond as promptly as possible.

Reporting changes

A student must notify the Financial Aid Office in writing if:

- The number of family members living in the household decreases from the number previously reported
- The number of family members attending college decreases from the number previously reported
- The aid offer indicates that parents' estimated income was used to determine the amount of aid and their actual income is greater than the estimate
- Outside awards not indicated on the financial award are received

Awards in Future Years

Future awards will generally be consistent with the initial award if:

- The computed need does not change significantly
- All application documents are completed fully and submitted on time
- Financial aid funds are available
- Our aid policies do not change

Taxable Scholarships

Scholarships and grants (gift aid) are subject to federal and state laws. Funds used for required expenses such as tuition and fees, books and supplies (including equipment), are tax exempt, while funds used for expenses such as room and board are considered taxable income. Students are responsible for proper tax reporting and any payment that may be due. Students will receive a 1098-T tax statement from the Bursar. The 1098-T contains information necessary to determine eligibility for the Hope Scholarship and Lifetime Learning federal tax credits. Please refer to www.irs.gov for further information about federal tax responsibilities and credits.

Loans

Loans and Loan Processing

Some student packages will contain a recommended loan to help meet any calculated financial need. In addition, students often choose to borrow for unusual expenses or to help with the expected parent contribution. Guided by the availability of funds, we will offer the most advantageous loans for which a student qualifies. After we determine eligibility to borrow, students will be required to complete an online entrance interview and sign an electronic promissory note with the lender. Once all the required steps are completed, Duke's Loan Office will certify the loan and the proceeds will be credited directly to the student's account at the Bursar's Office.

The average loan debt for undergraduate students who graduated in the 2010 aid year was \$21,884. While we encourage students and their families to borrow with care, we do understand that borrowing for one's education is an important investment in the future. That said, please borrow wisely, taking on no more debt than is necessary and manageable.

Loan Terms and Amounts

Please see loan types and maximum amounts in "Types of Financial Aid".

Loan Application Procedures

Federal Direct Stafford Loans

First Time Borrowers

1. Complete Federal Application for Student Aid (FAFSA) at <http://www.fafsa.ed.gov/>
2. Accept the loan on [ACES](#)
3. Complete Stafford/Perkins Entrance Counseling at <http://www.studentloans.gov>
4. Complete the Federal Stafford Loan Master Promissory Note at <http://www.studentloans.gov>
5. Once Entrance Loan Counseling has been completed and the Master Promissory Note has been submitted, the loan will be certified by the Loan Office

Continuing Students

1. Complete the Federal Application for Student Aid (FAFSA) at www.fafsa.ed.gov (web link)
2. Accept the loan on [Duke University Student Center](#) (web link)
3. The loan will be certified

Federal Perkins Loans

First time borrowers

1. Complete Federal Application for Student Aid (FAFSA) at <http://www.fafsa.ed.gov>
2. Accept the loan on [ACES](#)
3. Complete Stafford/Perkins Entrance Counseling at www.studentloans.gov
4. Within two days of accepting the Perkins loan, borrowers will receive an email from Duke's servicer, ECSI. This email will provide instruction to complete the promissory note on line

Continuing Students

1. Complete Federal Application for Student Aid (FAFSA) at <http://www.fafsa.ed.gov>
2. Accept the loan on [ACES](#)

Federal Direct PLUS

During application process a credit check will be conducted, but there are no income or collateral requirements

1. Complete Federal Application for Student Aid (FAFSA) at <http://www.fafsa.ed.gov>
2. Complete your PLUS Loan Master Promissory Note online at <http://www.studentloans.gov>
3. Confirm acceptance of the loan after receipt of email from Student Loan Office

Duke's Recommended Private Lender List

Students have the right to use the lender of their choice for any private loans. The Duke University Financial Aid Office is committed to providing our students and their families with accurate information about the best available rates, benefits and service. As a result of this commitment, the Aid Office has created a Recommended Lender List to help with the selection process. Our research indicates the lenders listed below offer excellent customer service, competitive interest rates and numerous borrower benefits. If a student chooses to borrow with a lender from outside the Recommended Lender List, the Aid Office will be happy to process it for you. Duke University will not discourage, refuse or delay certification of a borrower's loan eligibility, regardless of the lender. The application procedures and steps to follow remain exactly the same.

Our Recommended Private Lenders for 2011-2012 are:

- Citibank/Discover Student Loans
- J P Morgan Chase
- PNC
- SunTrust
- Wells Fargo

Recommended Private Lender Selection Process

Duke's recommended lenders are chosen annually by a committee of financial aid professionals. Each year, Duke University sends a Request for Information (RFI) to a number of lenders. The responses from the lenders are then analyzed based on the following criteria:

- Promotes responsible borrowing
- Demonstrates a default rate that is comparative to the national level
- Has a responsive customer service center
- Provides the same competitive benefits to all borrowers
- Financially stable

Duke University does not receive, and will not accept, inducements from lenders in exchange for inclusion in our recommended lender list.

Loan Repayment

Federal Direct Stafford Loan Program

- Begins 6 months after graduation or less than half-time enrollment from the University
- Payment term of up to 10 years
- Graduated and income-sensitive payment options available

Federal Perkins Loan Program

- Begins 9 months after graduation or less than half-time enrollment from the University
- Borrower will receive a monthly billing statement from Duke University's billing servicer, [Educational Computer Systems, Inc. \(ECSI\)](#).
- Payments are due on the first day of each month; please allow sufficient time for mailing. Payments with an accompanying remittance statement should be mailed to:

Duke University
C/O ECSI, Educational Computer Systems
181 Montour Run Road
Coraopolis, PA 15108-9408

Access account information about the Perkins Loan is available through [Educational Computer Systems Inc.'s \(ECSI\) website](#). You can:

- View account status/balance
- Update address and telephone number
- View payment history
- Print 1098-e tax interest statements
- Make payments online

Federal Direct PLUS

Repayment for PLUS begins 60 days after last disbursement of loan unless the parent indicates on the application they wish to defer payment until 6 months after the student graduates. Standard repayment period is 10 years.

Statement on Educational Lending

Duke University is committed to creating and sustaining innovative, effective educational programs of the highest quality. We see our mission as investing in the personal, academic and professional growth of our students so they will make a positive difference in the wider world after graduation. Our investment in the talent of our students requires a financial partnership between the university and students themselves and, at least at the undergraduate level, their parents. The university invests in programs of exceptional quality and provides approximately \$150 million annually in various forms of scholarships and fellowships, outright grants with no expectations of repayment. Students and parents contribute to the costs of a Duke education through tuition and fees and by covering necessary living expenses during the period of study.

Educational loans are an essential component of this partnership, enabling students at all levels and parents of undergraduates to borrow funds to help support the costs of a Duke education. While Duke University funds a small percentage of the loans our students request to further their education, most loans are provided through federally regulated programs. These programs are authorized by the Higher Education Act and regulated by the Department of Education. In addition, private lenders offer a variety of educational loans outside the federal programs. Duke University apprises students of their right to choose any authorized private lender and will work cooperatively with any lender students choose. The principal types of loans offered to Duke students and/or their parents include:

- Federal Perkins Loans – for undergraduate, graduate and professional schools students. Loans from this program, funded by a combination of federal and institutional funds, are collected by the university with the proceeds being used to fund additional loans.
- Federal Direct Stafford Loans – for undergraduate, graduate and professional school students. Subsidized Direct Stafford loans are offered to students with federally defined demonstrated need. Those students without need may borrow from the unsubsidized Stafford funds.
- Federal Direct PLUS Loans – for parents of undergraduate students and for graduate and professional students. Originally created to provide parents with reasonable credit records access to federal educational funds, this program was made available to graduate and professional students in 2006.
- Federal Department of Health and Human Services Loans -- available to students in designated medical educational programs.
- Duke Institutional Loans – funded largely from endowments created by university donors, these loans are available to undergraduate, graduate or professional students in accordance with donor stipulations. These funds complement resources available under federal programs.
- Private Loans – supplement federal programs for students at all levels. These programs are offered nationally by banks, state agencies and other non-profit organizations.

Duke University adheres to the following principles in counseling students and in working with lenders:

- Duke University acts always with the best interests of our students in mind.
- Duke University conforms to all federal regulations and other legal requirements in serving the needs of our students.
- Neither Duke University nor members of its staff receive financial benefits from lenders. All employees involved in financial aid and student lending at Duke are subject to a rigorous conflict of interest policy that requires annual disclosures and management review of any business relationship of employees or their immediate families.
- All financial aid and student lending functions at Duke University are staffed or managed entirely by Duke employees. Neither Duke nor its employees accepts unpaid goods or services of material value from lenders. Duke administrators may serve as unpaid members on lender advisory boards, with the purpose of improving terms and service for student borrowers. In such cases, the university pays all expenses for travel, lodging and food and prohibits employees from participating in unpaid excursions, golf outings, sports events, performances or similar forms of entertainment.

- Duke University protects the confidentiality of lending information and does not cooperate with any lenders in marketing financial products to students or parents.
- Duke University may provide listings of recommended private lenders to their students to facilitate their search for an appropriate lender. When such lists are provided, they will meet the following criteria:
 - They will be publicly available via the Duke website.
 - They will include at least five lenders with comparative information on terms, service, etc.
 - They will include a statement of the student's right to choose any approved lender.
 - They will include a statement that neither the university, the school, nor its staff has any financial interest in the students' choice of lenders.

The list of recommended private lenders is reviewed annually by a rotating University committee and submitted to the Executive Vice President for final approval. The goal of the Aid Office is to recommend lenders who offer the highest value to students in terms of both cost and service. Recommendations are based on an annual analysis of lender performance in several categories: customer service to the borrower and university, processing efficiency, borrower benefits, and financial stability in the marketplace. We also consider supplementary materials such as debt management literature, website content and ease of use, and other information available to benefit the student borrower.

Student Employment

All financial aid recipients will have an academic-year earnings expectation in their aid package. If a student chooses to work, he/she is responsible for securing a job and earning the funds, which are paid bi-weekly. The Aid Office can assist by providing job listings for on-and-off-campus employment opportunities through DukeList.

Most financial aid recipients are able to earn their assigned work-study allocation by working ten hours per week or less. Most students work in university departments or offices on campus, although students can also choose to seek off-campus or non-university jobs.

Student employees are paid either through the Federal Work Study (FWS) Program or Duke Work Study (DWS) Program. There are a number of FWS community-service jobs with non-profit agencies. These opportunities include America Reads, America Counts, and other public-service jobs.

The widest selection of job listings is available at the beginning of each semester online through DukeList at <http://dukelist.duke.edu/>, although openings occur and are listed throughout the year. The current typical student wage rate for undergraduate students is \$10 per hour, and academic year earnings can range from approximately \$2,000 to \$2,300.

Registration & Enrollment

Requirements

As a recipient of financial aid at Duke, students are required to enroll in classes each semester, meeting the deadlines and procedures established by the university Registrar's Office. Duke expects students to enroll for and complete a minimum of three course units per term to maintain financial aid eligibility for University scholarship funds. Eligibility for some types of federal aid, including Perkins loans, Work-Study, SEOG, and Federal Direct Stafford loans (both subsidized and unsubsidized), requires enrollment for a minimum of two course units. Federal Pell grant and North Carolina Legislative Tuition grant (NCLTG) programs require four course units per term for a full grant. Aid will not be disbursed until a student has been enrolled for sufficient units, and university funding will not be increased to adjust for any shortfall in the aid award due to failure to enroll in a sufficient number of units. Students will be required to pay full tuition unless granted an exception by the Registrar's Office for medical reasons, terminal semester, or other circumstances. Any sanctioned exceptions to full-time enrollment will be reflected in the financial aid award notice. Students auditing classes are not eligible to receive financial aid funds.

Changes in Status

If a student files for a leave of absence before the first day of classes, charges and financial aid will be canceled for the semester. Financial aid resources must be returned to their sources; e.g., Stafford loans will be returned to the lender, scholarships to the university, etc. If a student takes a leave of absence after the first day of classes, a calculation must be completed to determine whether the student is entitled to a refund. Check the [Duke Student Bulletin](#) for current refund policies, which are consistent with those recommended by the federal government.

If a student leaves Duke, she/he must contact the Registrar's Office to initiate a leave of absence. Procedures can be found in the [Duke Student Bulletin](#). If the University determines a student is entitled to a refund, the Aid Office will first recalculate the student's costs and then disburse the refund in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, Parent Loans to Undergraduate Students (PLUS), Pell Grant, Supplemental Educational Opportunity Grant, and other resources of federal, state, private or institutional sources of aid, and finally to the student.

Title IV Refund

When students are unable to complete the semester, and therefore must withdraw in the middle of a term, financial aid administrators are required to calculate the amount of aid for which a student qualifies. The financial aid funds are handled differently depending on whether they are federal (Title IV) funds or institutional (Duke) funds. In general, a dean will notify the Financial Aid Office that a student has withdrawn or is taking a leave of absence. If the student is receiving financial aid, the following steps are taken:

If the student withdraws after classes have begun, the administrator will determine how much of the semester has been completed. This will be used to figure the amount of aid the student has earned, and therefore how much aid may be kept. For institutional aid, the amount of aid earned is based on the week in which the student withdraws as follows:

Before classes	0%
1 st -2 nd week	20%
3 rd -5 th week	40%
6 th week	80%
After 6 th week	100%

A Title IV refund calculation using the federally defined formula will also be completed for any federal funds received.

Satisfactory Academic Progress

All students who receive financial aid, whether from federal, state, or Duke University funds, must be enrolled degree candidates in good standing. They must also be making sufficient academic progress toward the degree. Students will be considered to be making satisfactory progress and eligible to continue at Duke if they have satisfactorily completed a sufficient number of courses to proceed to the next academic level (sophomore, junior, senior).

The minimum standards for satisfactory progress and continuation are as follows:

To be eligible to continue to the	A student must have passed
2nd semester at Duke	2 semester courses at Duke
3rd semester at Duke	6 semester courses at Duke
4th semester at Duke	10 semester courses at Duke
5th semester at Duke	14 semester courses at Duke
6th semester at Duke	19 semester courses at Duke
7th semester at Duke	22 semester courses at Duke, plus two additional courses ¹
8th semester at Duke	26 semester courses at Duke, plus two additional courses ¹

¹The additional semester courses may be earned through advanced placement and/or transferred courses.

Courses taken in the summer term at Duke may be used to meet continuation requirements; except as noted, advanced placement may not be used to satisfy the requirement. No more than two courses completed with *D* grades may be counted toward fulfilling this annual continuation requirement.

If aid recipients have not met these criteria in the prior year, they will lose aid eligibility. Students are required to register for four course credits per term. Three course credits are considered full-time. A student must pass at least 3 semester courses a term to progress academically and to receive financial aid. The only exceptions are first semester freshman (see chart above) and second-semester seniors who require less than a full-time course load in order to graduate. No student, except under extraordinary circumstances, will receive more than a total of nine semesters of financial aid. Requests for a tenth term of aid must be made in writing to the student's academic dean.

For a full statement on Duke's Academic Procedures and Information please see the Registrar's website at <http://registrar.duke.edu/bulletins/undergraduate/2008-09/ugbhtml/undergradbltn2008-09-07-1.html#wp224793>.

Leaving the University

If a student leaves the university, he/she must notify appropriate offices according to current policies described in the [Duke Student Bulletin](#), including the Financial Aid Office and the Registrar's Office. Whether a student graduates or takes a leave of absence, students must advise their lender(s) and contact the Financial Aid Office for exit counseling. If students have a Perkins Loan, they must contact the Student Financial Services Office for exit counseling.

Planning a Return to the University

The Financial Aid Office has financial aid application materials available for the upcoming academic year beginning in January, with a filing deadline in May. Returning students will want to be certain to meet all aid application deadlines to be considered for aid for the next academic year. Students who leave for a year or longer will be subject to the aid policies in effect when they return. Students must make certain that there are no holds on the student record and that there is no default status on student loans. In addition, returning students should notify the Dean's Office and the Registrar's Office of the intent to return.

Additional Semesters of Aid

Every Duke student may receive financial aid for up to 9 academic terms (or 8 academic terms and 2 summer terms). The summer terms must be used for official Duke-sponsored Summer Study Abroad Programs or for attendance at Duke summer school programs. Note that transfer students may receive fewer funded semesters at Duke, depending upon the number of credits transferred.

Part-Time Attendance

Students who are taking 3 credits or more during the fall or spring term are considered full-time and are charged full tuition. The three credits may be accumulated through any combination of full and partial credit courses. All full-time students have aid eligibility determined using the standard budget.

Students taking fewer than 3 credits during an academic term have their tuition prorated based on a per course tuition charge and their book allowance prorated based on the actual number of courses being taken. Such students are subject to the following:

- The tuition component of their budget for the term is reduced to the amount charged on their Bursar's bill.
- The book component of their budget for the term is reduced to 34% of the term book allowance for each course being taken.
- Need-based aid is reduced to reflect the reduced eligibility that results from the lower charges.
- Eligibility for certain programs is affected. Part-time students are NOT eligible to receive NC Tuition Grant for that term. Pell Grant award amounts for that term are reduced. To determine the correct Pell amount, the payment schedule for periods less than full-time must be consulted.

Students taking only 1 credit are considered less than half-time and are not eligible for need-based aid, either federal or institutional. The sole exception to this is that Pell Grant may be available for a one-quarter time person.

Summer Funding

Students may only receive institutional aid for two summer sessions. Federal funds are awarded for each summer session based upon a student's federal eligibility. Each summer term of aid is equivalent to ½ a semester. A student cannot have more than 9 semesters of aid including summer sessions. Students are automatically awarded the financial aid for which they qualify upon enrollment for summer courses.

Attendance at a Duke Summer Session will always be considered more than half-time/full-time as long as a course eligible for at least one academic credit is being taken. Budgets are determined using the actual tuition charge incurred by the student for the credits he/she is taking. Eligibility for need-based aid is then determined based on the information submitted on the FAFSA and Profile forms.

Study Abroad/Global Education Programs

If a student applies and is accepted into one of Duke's Global Education programs, the Office of Undergraduate Financial Aid will automatically adjust the student's financial aid budget, need, and award to reflect the cost of the Global Education program. If a student is eligible for an advanced refund to cover unbilled expenses such as airfare and visas, the Financial Aid Office will notify the Bursar's Office, where the refund will be processed.

Students who receive work-study funds as part of their on-campus financial aid package (and have not earned all of those funds) will have funds converted into Duke Scholarship (if they currently have Duke Scholarship in their aid package). Study abroad students receive a revised financial aid notice reflecting any changes made as a result of participation in these programs.

Paying the Bill

Meeting the Parent Contribution

The Financial Aid Office understands paying for college is not easy and requires some level of sacrifice for every family. With this in mind, the Aid Office has created an array of options we believe will be helpful to families from a wide variety of financial circumstances.

Duke encourages each family to create an individualized strategy that fits their circumstances and takes advantage of a number of the various options now available. When developing a strategy, the Aid Office encourages families to consider paying for college over a longer period than the four years a student will be enrolled. Just as with other family expenses, paying over time creates flexibility and enhances the family's buying power.

Some options to consider include:

Short-Term Payment Plan

Duke University offers a payment plan through Tuition Management Systems (TMS). This option allows students and parents to make monthly payments over the course of the year rather than making a large, single payment or taking out more loans than a family may need. For more details, please visit Tuition Management's website at www.afford.com/duke.

Parent PLUS

Parent loan and financing options may help parents meet the expected contribution. These options are also available to families who do not qualify for financial aid but wish to spread out the payment of educational costs over time. Federal Direct PLUS loans are available for parents to borrow up to the full cost of attendance, less the amount of financial aid received, from the Department of Education. The Student Loan Office must certify enrollment and eligibility for the PLUS loan.

The PLUS loan interest rate is fixed at 7.9%, and repayment begins within sixty days of the disbursement of funds and may extend up to ten years. By federal regulation, disbursements are made on a semester basis. PLUS Loan applications are processed in the summer prior to the fall term, which allows sufficient time for funds to be available by the fall semester due date.

Financial Aid Funds Disbursement

All financial aid funds will disburse in even halves each semester, including student loans. For example, an annual Stafford loan of \$3,500 has two \$1,750 disbursements at the beginning of each semester.

Several types of financial aid are reflected on the university bill. They include:

- Funds from university, federal, and state scholarships and grants
- Outside scholarship/grants received by the Bursar's Office
- Loan proceeds (considered anticipated aid until the funds are received from the lender and enrollment is certified)

If credits from university, federal, and state scholarships, grants, and loans exceed the charges on your bill, a refund check for the excess amount will be issued.

Earnings from on-campus employment are paid twice each month and are based on actual hours worked. These funds are paid directly to the student and not credited to the student account.

Funds are disbursed to the student account only when all of the following requirements are met:

- enrollment in classes is confirmed
- application procedures are complete
- In the case of outside awards and loans, when the funds have been received at Duke.

Please note: Aid awards will appear as "anticipated aid" on your student account until they can be disbursed.

UNDERGRADUATE FINANCIAL AID OFFICE

Mailing Address: 2127 Campus Drive Annex
 PO Box 90397, Durham, NC 27708-0397

FINANCIAL AID OFFICE HOURS

Monday – Friday (in office) 8:00-5:00
 Monday – Friday (phones) 8:30-5:00

Phone: (919) 684-6225

Fax: (919) 660-9811

Email: finaid@duke.edu

Website: <http://www.finaid.duke.edu>

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