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FINANCIAL AID AWARD NOTICE

Your online *Financial Aid Award Notice* includes information about the cost of attendance for your specific program and year, expected Student/Family Contribution, and the financial assistance offered to you. This section of the Handbook provides details about each of the awarded items (grants and loans) on the *Financial Aid Award Notice*. Please review your *Financial Aid Award Notice* thoroughly before making any decisions regarding any loan assistance you may have been offered.

Be certain to follow the directions at the Kellogg Financial Aid website (http://www.kellogg.northwestern.edu/fin_aid/index.htm) on how to respond to your electronic *Financial Aid Award Notice*.

Cost of Attendance

A standard educational budget is used for all 1Y and 2Y students (MBA and MMM students). For students in the 2Y MBA/MMM program, the budget below is the Cost of Attendance (COA) for the 2009-2010 academic year. For students attending the 1Y MBA, the budget below is the COA for the 2009-2010 academic year.

The standard budget is based on the actual tuition rate, and health insurance fee for 2009-2010 and average costs for room and board, textbooks, supplies, personal expenses, transportation, and loan fees.

U.S Citizens and Permanent Residents:

<u>2Y Budget (9 mo)</u>	<u>Yearly Expense</u>
Tuition	\$49,074
Room and Board	14,910
Books/Supplies	1,647
Travel	1,266
Personal	3,060
Health Insurance	2,360
Loan Fees	1,077
Computer	1,800 (1 st Year Only)
TOTAL (1 st Year Budget)	\$75,194
TOTAL (2 nd Year budget)	\$73,394
Tuition per quarter (fall, winter & spring)	\$16,358

<u>1Y Budget (12 mo)</u>	<u>Yearly Expense</u>
Tuition	\$65,432
Room and Board	19,880
Books/Supplies	2,196
Travel	1,688
Personal	4,080
Health Insurance	2,360
Loan Fees	1,656

Computer 1,800

Yearly Budget Allowances

TOTAL	\$99,092
Tuition per quarter (summer, fall, winter & spring)	\$16,358

International Students:

<u>2Y Budget (9 mo)</u>	<u>Yearly Expense</u>
Tuition	\$49,074
Room and Board	14,910
Books/Supplies	1,647
Travel	1,266
Personal	3,060
Health Insurance	2,360
Loan Fees	2,118
Computer	1,800 (1 st year only)
TOTAL (1 st Year Budget)	\$76,235
TOTAL (2 nd Year Budget)	\$74,435
Tuition per quarter (fall, winter & spring)	\$16,358

<u>1Y Budget (12 mo)</u>	<u>Yearly Expense</u>
Tuition	\$65,432
Room and Board	19,880
Books/Supplies	2,196
Travel	1,688
Personal	4,080
Health Insurance	2,360
Loan Fees	1,840
Computer	1,800
TOTAL	\$99,276
Tuition per quarter (summer, fall, winter & spring)	\$16,358

The budget for entering students also includes a \$1,800 allowance to purchase a computer. Please download, print, and complete the *Student Budget Worksheet* from our web site to develop your own monthly budget so that you can wisely manage your financial aid resources.

Student Contribution

Your total Student Contribution (for example, the contribution from your assets, projected earnings, and spouse) is itemized in the “Eligibility” section of the *Award Notice*. The Student Contribution was determined using the financial information you reported on the Kellogg Application for Financial Aid that you submitted, as well as your period of enrollment.

You must notify us immediately if your circumstances change. You may jeopardize your eligibility for assistance in the current and/or subsequent academic period(s) if you fail to notify us of any changes. A change in circumstances can include (but is not limited to):

- A change in marital status

Change in Circumstances

- A change in expected earnings
- Receipt of, or change in, an outside scholarship or other monetary gift
- A change in enrollment or registration status
- Receiving employer tuition reimbursement

Notification of any change should be submitted in writing or by E-mail. The Committee on Financial Aid to Students will review the change in circumstances and notify you of any adjustment in your financial aid eligibility. Do not hesitate to contact a financial aid advisor if you have any questions regarding this issue.

If you change your enrollment plans and/or take time off during the academic year, your financial aid award may be adjusted. You are not eligible to receive financial assistance for any period of the year in which you are not enrolled at least half-time.

Nonacademic Year (Summer) Earnings

All 2Y students are expected to participate in a summer internship during the summer after their first year at Kellogg. A portion of summer earnings should be saved as a contribution toward educational expenses for the upcoming academic year. The summer earnings contribution will be waived only for unique circumstances approved by the Committee on Financial Aid to Students. The Kellogg School of Management has a minimum summer earnings or Student Contribution requirement as specified below.

- A financial contribution of at least \$2,500 is expected from all students enrolled regardless of summer employment status.

The Student Contribution is determined by your salary three months prior to enrollment (admitted students) or summer internship earnings (returning students), assets and other financial resources reported on your Kellogg Application for Financial Aid. You may be expected to contribute more than the minimum amount depending on your actual earnings and assets.

RESPONDING TO YOUR AWARD

The financial assistance offered to you is itemized on the *Financial Aid Award Notice* in the section labeled “Financial Aid Offer”. General information about the loan programs used at Northwestern University and the Preferred Lender List can be found in Section 3 of this Handbook and the Kellogg Financial Aid website.

After reviewing your Financial Aid Award Notice on CAESER, please accept, reduce, or decline the offered aid. You will sign the Award Notice electronically, and it will be submitted to our office for processing.

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Responding to your Electronic Financial Aid Award Notice

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- To view your Award Letter, login to CAESAR www.northwestern.edu/caesar/ to review your financial aid offer. At that time, you will have the opportunity to accept, reduce or decline the offered aid. Once you are logged into CAESAR, please navigate to: For Students→Financial Services→Accept/Decline Financial Aid, Select Aid Year 2010
 - Read and follow the instructions on how to accept, decline or reject your Financial Aid at the Kellogg Financial Aid website.
 - If you are a first time borrower of Federal Stafford Loans, please refer to the Preferred Lender List to choose a lender. You must select one lender for your Federal Stafford Loan(s). Please know that you may select a lender other than the preferred lenders listed.
 - If you are a first time borrower of Grad PLUS Loans, please refer to the Preferred Lender List to choose a lender. You must select one lender for your Grad PLUS Loan(s). Please know that you may select a lender other than the preferred lenders listed.

Failure to respond to your *Financial Aid Award Notice* may jeopardize the timely processing of your financial aid and disbursements to your student account for the first day of the quarter.

Statement of Authorization

Federal regulations require that we obtain your authorization to use Title IV assistance (for example, Federal Stafford Loans, Federal Perkins Loans) to pay charges you incur at the University other than tuition, fees, and room and board. Such charges might include, but are not limited to: the student health plan, library fines, parking charges, room damage charges, and health service fees.

Typically, your Title IV assistance is not going to exceed tuition, fees, and room/board charges.

- If you authorize the use of Title IV aid to pay these charges (student health plan, library fines, parking charges, room damage charges, and health service fees), the charges are paid when your financial aid credits your account at the Office of Student Accounts.
- If you do NOT authorize the use of these funds to pay the charges, and only your tuition is paid, the excess aid will be refunded to you. You must pay the charges yourself. You can review your University charges and student account in CAESAR. A \$100 Late Fee will be accessed if payment is not received by the due date.

When completing your on-line Award Notice, you will be prompted to select, "I Authorize" or "I do not Authorize" to the terms and conditions regarding the use of your Title IV funds.

Not providing the authorization simply means that you are responsible for the payment of these charges once you receive the refund of Title IV

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Kellogg Merit/Need Based Scholarships/ Grants

aid. You may rescind your authorization at any time by contacting the Office of Student Accounts at (847)491-5224 or email at studentaccounts-ev@northwestern.edu.

FINANCIAL AID OFFERED

Kellogg Merit/Need-Based Scholarships/Grants awards are offered to qualified U.S. Citizens and Permanent Resident students in the Two-Year MBA/MMM Program based on financial aid need and merit. These awards are renewed in the second year for students who receive them in their first year provided that they continue to demonstrate financial need, and maintain satisfactory academic progress.

All admitted Two-Year students who apply for financial assistance are automatically considered for Kellogg Merit/Need-Based Scholarships/Grants; there is no special or additional application materials required. These awards do not need to be repaid by the student. *If you are receiving Employer Tuition Reimbursement you are not eligible to receive a Kellogg Merit/Need-Based Scholarship/Grant.* These awards are made at the time of admission for a given class. Therefore, if you do not receive a Kellogg Merit/Need-Based Scholarship/Grant as a First-Year student you should not expect this funding in your second year.

LOAN PROGRAMS

The following programs are the primary loans offered to Northwestern University students. Not all loan programs may be available to students in all degree programs. These loans are based upon federal regulations, institutional policies, and available funds.

All loans are subject to final approval by your lender(s) based upon criteria set forth by federal regulations and lender policies.

Important Disclosure: *As of the printing of this handbook, information regarding the loan programs is correct. Please note, however, that the specific details of these programs may change at any time due to government legislation/regulation, and/or institutional policy.*

Federal Loan Programs

Funds for the Federal Loan Programs, either in part or total, have been appropriated by the United States Congress and are administered by the University.

You must be a U.S. Citizen, Permanent Resident or Eligible Non-citizen to participate in the federal loan programs. All of the following federal loan programs are federally insured: the loans are canceled in the event of the death or permanent and total disability of the borrower. Specific terms of these loans are available in the table on page 11.

Federal Stafford Loan *(Subsidized/Unsubsidized)*

The Federal Stafford Loan is available in two forms: *Subsidized* and *Unsubsidized*.

- The *Subsidized* Federal Stafford Loan (FSL) is a need-based loan in which principal is deferred and interest is paid by the federal government while you are enrolled at least half-time as a student or in an eligible deferment status. The maximum amount of Subsidized Federal Stafford Loan that you may borrow per academic year is \$8,500 or the amount of your unmet need, whichever is less.
- The *Unsubsidized* Federal Stafford Loan (UFSL) is not based on financial need, nor is interest paid by the government at any time. Interest begins accruing once funds are disbursed. Principal is deferred while you are enrolled at least half-time as a student or in an eligible deferment status.

NOTE: Second Year Kellogg students:

If you completed the Federal Stafford Loan Master Promissory Note during your first year at Kellogg, you do not need to complete a new Promissory Note for your second year. If you would like to select a new lender for your second year, please notify our office.

Repayment of principal is deferred on both the *Subsidized* and *Unsubsidized* Federal Stafford Loans as long as you are enrolled at least half-time as a student. Repayment of principal and interest on the Stafford Loans begins 6 months after you cease to be enrolled at least half-time and extends up to 10 years. There is no penalty for prepayment. Deferments are available under certain conditions once repayment begins. Review the Federal Stafford Loan Master Promissory Note and instructions for more details about deferments and your rights and responsibilities as a borrower.

Federal Perkins Loan

The Federal Perkins Loan is a federally subsidized, low-interest loan program administered by the University. Students demonstrating high financial aid need are considered for the Perkins Loan. Principal and interest are deferred while you are enrolled at least half-time as a student or in an eligible deferment status. The maximum borrowing amount during the academic year is \$8,000.

If you have been offered a Federal Perkins Loan on your 2009-10 *Financial Aid Award Notice* you must first submit your award notice to the financial aid office using the Accept/Decline Award Notice web page in CAESAR. A few weeks after you submit your award notice to the financial aid office, you will receive an email from Campus Partners regarding the steps needed to complete the Federal Perkins Application materials on the Campus Partners web site. These steps include completing the Perkins Loan Application, the on-line Entrance Interview and electronic signature of the Perkins Master Promissory Note.

Graduate PLUS Loan

The Grad PLUS is a loan program for graduate and professional students enrolled in a program at least half-time. This loan is not based on financial need. You can use the Federal Grad PLUS to meet unmet financial need and/or replace an expected family contribution.

The annual maximum for the Grad PLUS is your program's Cost of Attendance *less* other Estimated Financial Aid. There currently is no aggregate maximum on this loan.

The Federal Grad PLUS interest rate currently is fixed at **8.5 percent**. Interest on the Federal Grad PLUS is paid by you, the borrower, and not the federal government.

The Federal Grad PLUS has a loan fee which is 3 percent of the principal amount of the loan borrowed.

A Federal Grad PLUS borrower may not have an adverse credit history. A credit check is completed upon application for this loan. Borrowers with an adverse credit history may apply for the loan with a co-signer (also called endorser) who does not have an adverse credit history.

Interest begins accruing once funds are disbursed. Repayment begins on the date of final disbursement of the loan, and the first payment is due within 60 days after the date the loan is fully disbursed. However, borrowers may receive a deferment while they are enrolled at least half-time at an eligible school. The maximum repayment period can last up to 25 years.

NU LOAN Need-Based Optional

Institutional Loan Programs

The following programs are insured loans funded by the University from institutional resources. The Northwestern University Student Loan Office administers these loan programs. Please go to their website to read more about the NU Loan program: http://www.northwestern.edu/sfs/student_loans/index.html. Specific loan terms are available in the table on page 11.

Kellogg students who are U.S. Citizens or Permanent Residents with satisfactory credit history have the option of applying for a NU Loan without a cosigner.

There are two versions of the NU Loan: Need-Based and Optional. The NU Loan Need-Based can be borrowed to meet a portion of your financial aid need as determined by our office.

The NU Loan Optional can be borrowed to replace your student contribution, but not to exceed your Cost of Attendance. The NU

Optional Loan cannot be used to replace Parent/Family Contribution or Employer Tuition Reimbursement. You must borrow \$20,500 in Federal Stafford Loans before you may borrow the NU Loan. Refer to Section 4 for information about in-school interest accrual on the NU Loan. We encourage you to be very prudent in your use of “optional” loans in order to minimize educational indebtedness.

Interest on these loans begins accruing once funds are disbursed.

NU International Loan

The NU International Loan is a Northwestern University program designed to help our international students meet their financial aid need as determined by the Kellogg Office of Financial Aid. Interest is variable annually. This program offers two distinct options:

Option A

This loan requires a credit-worthy U.S. citizen or permanent resident co-signer (a spouse cannot act as a cosigner).

Option B

This loan option allows students to use an international cosigner for the loan (a spouse cannot act as a cosigner). This option charges a 4% origination fee.

Students may borrow up to their financial need as determined by the Office of Financial Aid. Interest begins to accrue upon disbursement.

LOAN PROGRAMS AND TERMS

The following chart illustrates the terms of the following loans: the Federal Stafford Loan (FSL), Unsubsidized Federal Stafford Loan (UFSL), Federal Perkins Loan, Grad PLUS Loan, NU Loan Need Based, NU Loan Optional, NU International Loan-Option A and B. Refer to each loan's promissory note for deferment and other detailed information on each loan. This information is correct as of the date this document was made available on-line. It is subject to change without notice. *Please note that your financial aid cannot exceed your Cost of Attendance, regardless of individual loan limits.*

Loan Name	Requirements	Annual Maximum	Interest Rate	Fees	Grace Period	Repayment Period
FSL	A,B	\$8500 or amount of need ¹	Fixed at 6.8% ²	Varies ^x	6 mo.	10 years ⁷
UFSL	A	\$20,500 minus amount of FSL ¹	Fixed at 6.8% ²	Varies ^x	6 mo.	10 years ⁷
Perkins	A,C	\$8,000 or amount of need ¹	Fixed at 5%	None	9 mo.	10 years ⁷
Grad PLUS Loan	A	Cost of attendance (COA) minus other aid	Fixed at 8.5%	3% ^x	60 days after last disbursement, but in-school deferment may be available from your lender.	10 years ⁷
NU Loan Need-Based	A, F, G	Cost of attendance (COA) minus other aid	Variable ³	none	3 months	10 years ⁷
NU Loan Optional	D, G	Your Student Contribution, but not to exceed the COA.	Variable ⁴	none	3 months	10 years ⁷
NU International Loan Option A	E	COA minus student contribution	Variable ⁵	None	3 months	10 years ⁷
NU International Loan Option B	H	COA minus student contribution	Variable ⁶	4% ^x	3 months	10 years ⁷

KEY TO REQUIREMENTS:

- A: Must be a U.S. citizen or permanent resident.
- B: Must demonstrate financial need.
- C: Must demonstrate high financial need.
- D: A requested loan to replace your student contribution (cannot be used to replace Parent/Family Contribution or Employer Tuition Reimbursement).
- E: Must have a credit-worthy U.S. citizen or permanent resident as a cosigner.
- F: Must have borrowed full eligibility in FSL/UFSL.
- G: A co-signer may be required.

KEY TO FEES:

- ^x Origination fee subtracted at disbursement.

H. For students with an international co-signer.

FOOTNOTES:

- ¹ Whichever is less.
- ² Interest Rate for Unsubsidized Federal Stafford Loan is fixed at 6.8% on loans certified after July 1, 2006.
- ³ Interest Rate for NU Loan Need-Based is 7.0% through August 31, 2009; 7.0% September 1, 2009-August 31, 2010.
- ⁴ Interest Rate for NU Loan Optional is 7.5% through August 31, 2009; 7.5% September 1, 2009-August 31, 2010.
- ⁵ Interest Rate for NU International Loan Option A is 7.5% through August 31, 2009; 7.5% September 1, 2009-August 31, 2010.
- ⁶ Interest Rate for the NU International Loan Option B is 8.0 % with a 4% Origination Fee through August 31, 2009; 8.0% with a 4% Origination Fee September 1, 2009-August 31, 2010.
- ⁷ Repayment period may be shorter than 10 years, depending on amount of debt and minimum monthly payments.

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Choosing a Lender

APPLYING FOR YOUR LOANS

To provide students with lender information, the Kellogg School of Management Office of Admissions and Financial Aid utilizes the Northwestern University Preferred Lender List (PLL) for Graduate/Professional Students. The lenders on the PLL were selected after Northwestern University Staff members reviewed and accepted their submitted proposals from numerous educational lenders. We consider each of these lenders to be excellent in the educational lending field with the ability to provide prompt reconciliation of loan issues. They also provide fast electronic transfer of loan funds directly to the University for disbursement into your University billing account.

Please go to http://www.kellogg.northwestern.edu/fin_aid/PreferredLenderList.htm to view our 2009-2010 Preferred Lender List. In addition to this list, you may select a different lender(s).

Stafford Loan Entrance Interview

Entrance Interview

Federal regulations require all students who are borrowing a Stafford Loan (Subsidized and/or Unsubsidized) for the first time to complete an Entrance Interview. Before the interview, please review the information at the following site:

http://www.kellogg.northwestern.edu/fin_aid/EntranceInterview.htm.

You can complete the interview online at:

<http://mappingyourfuture.org/oslc/>.

Applying for your Federal Subsidized and Unsubsidized Stafford Loan

Stafford Loan Application

For first time borrowers, after you have accepted and submitted your electronic *Financial Aid Award Notice*, (please see important dates on our website for Accessing Your Financial Aid Award Notice) you will receive an email or letter from your selected Lender directing you to their secure website to complete the on-line Stafford Loan Master Promissory Note and sign this Promissory Note electronically.

If you decide to use a lender not listed on the Northwestern University Preferred Lender List, please select the "other" option on CAESAR and send your completed Federal Stafford Loan Master Promissory Note to our office. We will certify your Federal Stafford Loan(s) with the lender that you selected.

For returning borrowers using the same lender, you are only required to accept and submit the electronic award notice.

Applying for the NU Loan - Need- Based and Optional

NU Loan Need-based and Optional

To complete the application for your offered NU Loan, please login to CAESAR, at www.northwestern.edu/caesar to complete the on-line loan application. The application is located at For Students→Financial Services→NU Loan Application.

Principal payments are deferred while you are enrolled at Kellogg. Interest begins accruing upon disbursement of the actual funds to your Student Tuition Account. The Student Loan Office allows the interest on the NU Loan to accrue while you are in school. Students have the option of paying the monthly interest or allowing the interest to accrue and be capitalized on the principal upon repayment. You will receive an annual statement indicating the interest charged on these loans during the past year.

Repayment of the principal and interest begins 3 months after separation from Kellogg and can extend up to 10 years. There is no penalty for prepayment and forbearance is available during repayment in certain situations.

NU Loan International Option A and B

Financial Aid for International Students

To apply for your offered NU Loan Option A (with a U.S. citizen or permanent resident cosigner) or Option B (International cosigner) please apply online at CAESAR <http://www.northwestern.edu/caesar/>. The application is located at For Students>Financial Services>NU Loan Application.

Principal payments are deferred while you are enrolled at Kellogg. Interest begins accruing upon disbursement of the actual funds to your Student Tuition Account. The Student Loan Office allows the interest on the NU International Loans to accrue while you are in school. Students have the option of paying the monthly interest or allowing the interest to accrue and be capitalized on the principal upon repayment. You will receive an annual statement indicating the interest charged on these loans during the past year.

Repayment of the principal and interest begins 3 months after separation from Kellogg and can extend up to 10 years. There is no penalty for prepayment and forbearance is available during repayment in certain situations.

Individual Taxpayer Identification Number (ITIN)

In order to complete the processing of the NU International Loan, either Option A or Option B, International Students need to obtain either a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN). The University is obligated by law under 26 CFR 1.6050S-3(f) to request from you either a SSN or an ITIN so this information can be included on an information

return to be filed with the Internal Revenue Service (IRS).

If you are not eligible for a SSN, you can submit an Application for IRS Individual Taxpayer Identification Number (Form W-7) to the IRS indicating that you are seeking an ITIN for purposes of reporting educational loan interest. This form is available on the IRS website at www.irs.gov.

If you are applying for an ITIN, in addition to completing and mailing the W-7 application form to the IRS, you will also need to include a letter with your completed W-7 application from the Northwestern University International Office stating that you are in a valid (F/J) status, not currently employed, not eligible for a SSN, and will file a tax return; also, if you were to secure employment, you would then need to obtain a SSN and cancel the ITIN. Please contact the Northwestern University International Office at 630 Dartmouth Place, 847-491-5613, or intoff@northwestern.edu for more information on applying for and receiving this letter. Once received, please mail this letter with your completed W-7 application to the IRS. Please submit a copy to the Northwestern University Student Loan Office, 555 Clark St., 3rd Floor, so that your loan can disburse to your tuition account. Please also keep a copy for your records.

You should consult with your own tax advisor if you have questions about your own individual tax reporting obligations.

Once you obtain your SSN or ITIN, please update the Registrar's Office, located at 633 Clark St., 1st floor, with this information. Please also send a copy of the SSN or ITIN to the Northwestern University Student Loan Office.

NOTE: International Students (F/J) must be in the U.S., have completed the required check-in with the International Office and be registered as a full-time student prior to being eligible to request the ITIN letter from the International Office.

Grad PLUS Entrance Interview

Entrance Interview

After July 1, 2008, Federal regulations require first time borrowers of a Grad PLUS Loan to complete an Entrance Interview. Before the interview, please review the information at the following site:

http://www.kellogg.northwestern.edu/fin_aid/EntranceInterview.htm.

You may complete the interview online at:

<http://mappingyourfuture.org/oslc/>

Applying for your Grad PLUS Loans

Grad PLUS Loan Application

For first time borrowers, after you have accepted and submitted your electronic *Financial Aid Award Notice*, (please see important dates on our website for Accessing Your Financial Aid Award Notice) you will receive an email or letter from your selected Lender directing you to their secure website to complete the on-line Grad PLUS Master Promissory Note and sign this Promissory Note electronically.

If you decide to use a lender not listed on the Northwestern University Preferred Lender List, please select the "other" option on CAESAR and send your completed Grad PLUS Master Promissory Note to our office. We will certify your Grad PLUS Loan(s) with the lender that you selected.

For returning borrowers using the same lender, you are only required to accept and submit the electronic award notice.

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BUDGET ADJUSTMENTS

Typically there are three situations in which your educational budget can be increased above the standard level.

- 1 You have incurred increased health care costs that are not covered by your insurance and must be paid immediately due to an acute medical emergency or problem—a “Medical Emergency Supplement.”
- 2 You have dependents for whom you have financial responsibility who need supervision while you are in class—a “Dependent Care Supplement.”
- 3 You are enrolling in a Global Initiatives in Management (GIM) or Tech Venture Course for the winter quarter.

Adjustments to your Student Budget

In each situation, the adjustment is made because your cost of attendance exceeds that expected of the average student and the situation relates directly to your ability to remain enrolled in your degree program. These budget increases are made on an individualized, case-by-case basis. *You should contact a financial aid advisor if you feel a budget adjustment is needed for reasons other than those listed here.*

Medical Emergency Supplement

If you suffer an acute medical emergency or problem while enrolled at Northwestern University, you may be eligible for additional financial aid to cover those costs not paid by insurance if treatment is required to maintain enrollment in your degree program. You may qualify for additional loan assistance if you require prescribed medications to maintain your enrollment at NU. There is no specific form for requesting a Medical Emergency Supplement. You simply need to submit the following four items:

1. A written explanation of the medical emergency/problem and the prescribed treatment.
2. Documentation from the health care provider certifying that the prescribed treatment (including all medications) is/was required to continue your enrollment.
3. Documentation showing the costs of the prescribed treatments and/or medications.
4. Documentation showing to what extent these expenses were covered by insurance.

Any increase in loan assistance from a Medical Emergency Supplement is limited to those costs that must be paid during the 2009-2010 academic year not reimbursed by insurance. *It may not always be possible to offer you loan assistance to cover the full extent of your medical expenses.*

Dependent Care Supplement

You can apply for a Dependent Care Supplement if you have dependents for which you have financial responsibility and need additional loan assistance to help offset the costs for dependent care. Allowable costs include; day care expenses and child care services. The amount of supplement is based on actual costs incurred within limits for what is considered fair and reasonable rates (maximum of \$720/month per eligible dependent).

Global Initiative in Management (GIM) and Tech Venture Supplements

If you enroll in a GIM or Tech Venture course, you may be eligible to apply for additional loan funds to assist you in financing this elective portion of your curriculum. With your education budget increasing because of the established estimated cost of the course, your eligibility will increase. In November, after the bidding for GIM and Tech Venture courses is completed, students will receive an e-mail notice providing information about how to apply for the additional loan funds.

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Form of Disbursement

DISBURSEMENT OF FINANCIAL AID

For students enrolled in the 1Y MBA program, Health Insurance (\$2,360) and funds to reimburse your computer purchase (\$1800) will disburse during the summer quarter (Computer) and fall quarter (Health Insurance) if you borrow sufficient financial aid to cover these costs. The process is similar for students enrolled in the 2Y MBA program, Health Insurance (\$2,360) and computer reimbursement (\$1800) will disburse during the fall quarter, if you borrow sufficient financial aid to cover these costs. Your remaining financial aid is divided equally over the period of enrollment (3 quarters for 2Y students) as stated on your *Financial Aid Award Notice*. For our 1Y Students, we package with Borrower Based Federal Financial Aid so that we are able to offer Federal Stafford Loan(s) for the summer, fall, and winter not to exceed Cost of Attendance less any other financial aid resources; and Federal Stafford Loan(s) for the spring quarter less any other financial aid resources not to exceed Cost of Attendance. We then package the remaining need and or optional loan with Grad PLUS Need-Based Loan(s) or Grad PLUS Optional Loan(s), but to meet the full cost of attendance for spring quarter, we package with the Federal Stafford Loan(s) and one Grad PLUS Optional Loan.

Your funds should be available on the first day of each academic quarter if you apply promptly for the loans that have been offered and you complete any financial aid requirements.

Please note that excess financial aid funds are not available until the first day of each quarter (June 25, 2009-Summer; September 21 2009-Fall; January 4, 2010-Winter and March 29, 2010-Spring). Therefore you should have some personal resources available at the start of each school year for the purchase of books, apartment deposits and other items that must be paid before classes begin.

Scholarships and grant assistance is credited directly to your student account at the start of each quarter. The form of disbursement for your loan(s) depends on your lender(s). The general rule is that loan funds are usually requested from your lender(s) 5 days prior before the start of each quarter.

Funds are disbursed in one of two ways: as checks made payable to you and the University or via Electronic Funds Transfer (EFT) directly to your tuition account at the Office of Student Accounts.

- All loans borrowed through Northwestern University are disbursed via Electronic Funds Transfer (EFT).
- Loans borrowed from commercial lenders are usually disbursed via EFT, but sometimes are disbursed as checks made payable to you and the University.

Anticipated Loan Credits

You should be notified by your lender when your loan funds are delivered to the University. The Office of Student Accounts will send you a postcard and/or e-mail whenever your loan check is received from a commercial lender.

Anticipated credits typically appear on the first tuition bill for each quarter reflecting the loan funds that you are expected to receive for the quarter.

The purpose of anticipated credits is to allow you to easily determine how much you owe to the University beyond your financial aid. They do not indicate that you have applied for your loans or that your lenders have received your applications.

Anticipated loan credits are removed from your student account automatically when the actual loan funds are applied to your student tuition account. They also will be removed if you fail to apply for your loan(s) in a timely manner. If the actual loan funds have not been credited to your student account when the anticipated credits are removed, you may be charged a late payment fee. Consequently, it is important that you apply for all student loans you wish to borrow as soon as you receive application instructions.

Once your loans have disbursed to your Student Tuition Account, if you have a credit balance, you are eligible to receive the funds for living expenses on the first day of full-time classes. For more details see the information about Direct Deposit, Batch Refund and Cash Advances in the next section.

Excess Financial Aid Batch Refund

If all of your financial aid has disbursed to your Student Tuition Account on the first day of classes or during the first three weeks of the quarter, your excess financial aid will be disbursed to you through the Batch Refund process for living expenses.

Students who have set-up Direct Deposit: the excess financial aid posted to your Student Tuition Account will be automatically transferred to your authorized bank account. A paper check will be mailed to students who do not sign up for Direct Deposit.

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PAYMENT OF TUITION BILLS AND LATE FEES

Students enrolled in the 1Y program will be billed for summer quarter tuition and other relevant charges (MacManus and the Activity Fee) in June. All students will be billed for Fall, Winter and Spring quarter in the months of August, December and March (Two-Year Program). The Office of Student Accounts is responsible for maintaining your student account with the University. They e-mail account statements to your

Paying Your Bill

Kellogg email account, around the 10th day of each month. These statements reflect all transactions (i.e., charges and credits) to your account since the previous monthly statement.

You are responsible for paying the bill by the stated due date if the statement indicates a balance due because your financial aid does not cover this balance. A late fee will be assessed if your bill is not paid on time.

- Questions about your billing statement and late fees should be directed to the Office of Student Accounts.

Office of Student Accounts
555 Clark Street
1st Floor
Evanston, IL 60208
847/491-5224

studentaccounts-ev@northwestern.edu
<http://www.northwestern.edu/sfs/>

Students may review their student account online using CAESAR at <http://www.northwestern.edu/caesar/> and also have the option to make electronic payments to their student account using Northwestern University eBill or ePay. More information about eBill and ePay is at <http://www.northwestern.edu/sfs/payments/index.html>.

Financial Regulations

The *2009-2010 Financial Regulations* booklet will provide a complete description of all regulations and policies regarding your student account with the University. A copy of these regulations should be sent to you by the Office of Student Accounts by late summer. In addition, you can access the 2009-2010 information from the Office of Student Accounts website at <http://www.northwestern.edu/sfs/>.

Late Fees

Late fees are assessed on accounts that are not paid by the due date specified on the billing statement. The *Financial Regulations* booklet provides a schedule of late fee and other charges for your degree program. If your account has been assessed a late fee because financial aid has not yet disbursed to your account (for reasons beyond your control), and this pending financial aid would reduce your account balance to zero, you should request that the late fee be removed *after* all your financial aid has been applied and your account is paid in full. You may make this request to the Kellogg Office of Admissions and Financial Aid in person, email, or by telephone.

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SHORT-TERM LOANS

The University has two short-term loan programs available to matriculated students: EMERGENCY LOANS and CASH ADVANCES against anticipated financial aid. These programs are described below.

Eligibility criteria

The following three conditions must be satisfied to receive a short-term loan (either an emergency loan or a cash advance).

- You must be enrolled at least half-time in a full-time degree or certificate program offered by the University.
- You must have a valid Northwestern University student identification card, i.e., the “NU WildCARD,” with you when you apply.
- Your academic year must be in session. Emergency loans or cash advances cannot be processed before the start or after the end of the academic year for your program of study.

There are additional criteria that are specific to the two short-term loan programs as described below.

Emergency Loans

The emergency loan program is intended to assist you with an unexpected financial emergency that is short-term in nature. The emergency typically is not related to your financial aid award nor the direct costs associated with attending Northwestern University. You are entitled to one emergency loan of not more than \$500, regardless of your account status with the University.

Emergency loans must be repaid within 60 days of receiving the funds or by the end of the academic quarter, whichever is first.

Cash Advances

Students who have submitted loan applications for all loans they have accepted, and as a result of the accepted loans have an anticipated credit balance on their student account, may be eligible to receive a cash advance. The maximum a student can receive in a Cash Advance is \$3,000 a day or the current anticipated credit balance on your account. Cash advances will be denied if you have not fulfilled all the requirements to apply for and receive your financial aid. For example,

we will deny advances if you have not submitted a loan application or if any of your documents are incomplete.

Cash advances, by definition, are repaid when the anticipated loan funds being advanced to you are credited to your student account. There are no finance charges or fees associated with a cash advance provided that the anticipated loan funds are received and credited to your student account. Should the anticipated loan not be received or credited, you will be required to repay the advanced funds from other sources, and you may be subject to a late payment fee.

Procedure

You can apply for an emergency loan or cash advance in person at the Financial Aid Office. Unfortunately, another person cannot apply for/pick up this on your behalf. Please remember to bring your NU WildCARD when you request an emergency loan or cash advance.

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DEFERMENT OF PRIOR EDUCATIONAL LOANS

You are able to defer payment on prior educational loans while you are enrolled full-time at Kellogg. Contact your lender to determine if you qualify for a Student Deferment. Typically, there are two ways deferments are processed.

Procedure

You may contact your lender(s) directly for a deferment form for Federal Stafford loans and a forbearance request for private loans. Please complete the forms and send the forms to the Kellogg Registrar's Office at 2001 Sheridan Rd., 1st Floor, Evanston, IL 60208. The Registrar's Office will complete the school section of the form(s) and mail the forms to your lender(s) beginning the first day of full-time classes.

Also, on the 5th of every month, or the following Monday if the 5th falls on the weekend, the University updates the National Student Clearinghouse with the names of currently enrolled students; within 2-3 days, this is reported to the NSLDS (National Student Loan Data Systems).

Please continue to make payments on your Loans until the In-School Deferment has been received by your lender.

Deferment for Federal Perkins Loan

- Contact your former school to obtain a Student Deferment form (your former school is your lender for Federal Perkins Loan).
- Complete the "Student Section" of each deferment form as directed.
- Bring or send each deferment to the Kellogg Registrar's office.
- The Registrar will complete the form and send it to your former school.

Contact your lender(s) by telephone 6-8 weeks after school begins or after submitting the form to your registrar (whichever is later) to verify that your student deferment has been processed.

It is your responsibility to notify your lender(s) of any change in circumstance (e.g., change in address, phone number, name, enrollment status) that might affect your deferment(s). Contact your lender(s) immediately if you continue to receive requests

for payment after school has started and/or you have submitted a Student Deferment form. Your Registrar may need to send an enrollment history to your lender(s) to verify your eligibility for a student deferment.

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GENERAL INFORMATION

We are here to serve your educational financing needs. Please feel free to call, e-mail, or come by our office any time you have a question or need assistance. It is best to call in advance for an appointment if you want to speak directly to an advisor. We can schedule an in-person or telephone appointment with an advisor, whichever is more convenient. Walk-ins are always welcome and we will do our best to assist you.

Contact Information

Office of Admission and Financial Aid
Kellogg School of Management
Donald P. Jacobs Center
2001 Sheridan Road
Evanston, IL 60208-2001
Telephone:(847) 491-3308
Fax(847) 491-4960

Email: finaid@kellogg.northwestern.edu

Website:

http://www.kellogg.northwestern.edu/fin_aid/index.htm

Office Hours

Office Hours:

Monday, Tuesday, Wednesday and Friday

8:30am -4:30pm

Thursday

8:30am-12pm

New Student Orientation

(New students only)

The Kellogg Office of Financial Aid will present an orientation program to all new students during Orientation and CIM Week.

Revised 05/06/2009