Financial Aid Handbook
2017 – 2018

Princeton Theological Seminary
Office of Admissions and Financial Aid
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I. A Note from Matthew Spina

Dear Student,

The "Financial Aid Handbook" has been designed to assist you in planning your finances for your Seminary program. You will find the information divided into sections according to topic. Please review this booklet carefully since it provides details about our financial aid programs as well as our policies and procedures.

It is our hope that the "Handbook" will answer many of your questions. However, since each student's financial situation is unique, you are invited to discuss your financial concerns with us at any point during the year. Please feel free to contact us via the Seminary's toll-free phone number at (800) 622-6767 extension 7805. We look forward to assisting you as you consider the affordability of a seminary education.

Sincerely,
Matthew Spina
Director, Admissions and Financial Aid

II. Purpose and Expectations

Princeton Theological Seminary grant, scholarship and fellowship assistance is only offered to full-time students enrolled in an eligible degree program at the Seminary. Students must reapply annually for need-based financial aid.

The financial aid program at Princeton Theological Seminary exists to help students finance their educational preparation for ministry. To this end, the Seminary provides financial aid through the programs outlined in this handbook and offers access to federally-funded student aid programs to eligible students regardless of race, national or ethnic origin, age, gender, sexual orientation, physical ability, or denominational affiliation.

The design and implementation of the PTS financial aid program affirm the integrity and financial responsibility of both the student and the Seminary. In administering this program, the Seminary will respect the dignity and confidentiality of students who apply for financial aid.

The Seminary makes every reasonable effort to minimize tuition and fee charges, without sacrificing the high quality of its academic programs or student services, and strives to raise funds for operating costs and student scholarships.

Students are primarily responsible for financing their cost of attendance at PTS. Students seeking financial assistance must make every reasonable effort to adjust their lifestyles and spending practices to minimize their expenses while attending Seminary. In this way they will reduce their reliance on student loans. Students are also encouraged to undertake remunerative work, expend a portion of any savings or assets they may have, and pursue other support from sources such as parents, family, friends, home congregations, denominations, and other ecclesiastical judicatories, foundations or corporate grants and loans.
The financial aid program at PTS is designed to assist students in their effort to fund their program of studies. We work with each applicant to assist them in their application for aid. We ask that applicants complete all aid applications as completely and truthfully as possible. This will help us assist you.

The Seminary will also assist eligible students to secure Title IV Federal student financial aid in accordance with the laws and regulations governing the Federal Direct Loan, Federal Grad PLUS Loan and Federal Work Study programs.

When considering a student’s eligibility for need-based PTS grant aid, the Seminary will use the data supplied on the PTS Student Financial Aid Application in conjunction with our institutional methodology to determine each student’s financial eligibility for need-based PTS grant funds.

A single master’s degree candidate who receives a grant, scholarship, or fellowship from the Seminary is required to live in Seminary housing accommodations, if available, unless excused by the Director of Admissions and Financial Aid. In order to be considered for an exemption from this policy, petitions must be received prior to the beginning of the term for which they are sought. Petitions for an exemption from this policy must include verification that the applicant’s off-campus housing situation is less expensive than living in Seminary housing. Any questions should be addressed to the Director of Admissions and Financial Aid. Further information about these policies can be found in the PTS Catalogue which can be found under the Admissions tab of the PTS homepage.

To distribute financial aid equitably, the Seminary will consider each student’s need and allowable expenses in conjunction with other variables such as degree program, enrollment status, availability of funds, academic progress, and an individual’s extenuating circumstances when determining his/her eligibility for aid. The total amount of need-based financial aid offered will not exceed the amount of the student’s calculated need. Calculated need is the difference between the total cost of attendance while enrolled at the Seminary and the amount of calculated resources available to the student.

In addition to financial aid programs listed in this handbook, the Seminary awards a number of prizes, scholarships, and fellowships which are not processed through the Office of Admissions and Financial Aid. The Seminary Catalogue should be consulted for more information.

Students are also encouraged to obtain a copy of the “Guide to Outside Resources” published by PTS, which is available on our website. Students have been very successful in obtaining scholarships, grants and low-interest loans from the institutions and agencies identified in this publication.
III. PTS Tuition Policy, Billing Procedures and Refunds

The annual tuition charge for full-time students is specified in the PTS catalogue and is generally billed in equal amounts for each semester. Full-time students will be allowed a minimum of 12 and a maximum of 15 credits in both the fall and spring semesters. Credits in excess of 15 (which require prior approval as detailed in the Student Handbook, Academic Requirements) in either fall or spring will constitute “overload credits” and will be billed at the prevailing overload credit rate specified in the PTS catalogue. Students can also take up to 6 credits in the summer without incurring overload charges or increasing their out-of-pocket tuition cost, provided certain enrollment thresholds are maintained during the ensuing fall and spring terms.

All part-time students will be billed per credit at the rate specified in the PTS catalogue.

NOTE: The Seminary requires the above degree candidates to be full-time students for 6 full-time semesters, 8 in the case of the Dual Degree Program, exclusive of any internships.

Explanation of financial aid and billing:

A student receiving financial aid covering full tuition will typically receive Seminary aid sufficient to cover tuition charges for each of the fall and spring semesters, plus up to 6 credits in the summer. Charges for credits over 15 in the fall and spring semesters and over 6 in summer are defined as “overload credits” and are not eligible to be offset by any PTS financial aid.

A student receiving financial aid covering partial tuition will typically receive their aid in equal disbursements for fall and spring semesters. To determine the percentage of tuition which is covered by financial aid, divide the financial aid award for the academic year by the total amount of tuition for that year. Summer aid is calculated by multiplying the above percentage times the charge for credits taken. Charges for “overload credits” will be billed (and are payable out-of-pocket) at the prevailing overload credit rate specified in the PTS catalogue, and they will not qualify for any PTS financial aid or discounts as described below.

A student will be eligible to earn a “discount” equivalent to his/her out-of-pocket summer tuition related to the 6 “allowable” credits, provided he or she remains a full-time student carrying at least 12 credits during the ensuing academic year. One half of the discount would be earned and credited to his or her account by maintaining full-time status during the fall semester and the other half by maintaining full-time status during the spring semester.

A student receiving no financial aid will be eligible to earn a “discount” of actual cash paid for summer tuition as described above.

For additional information regarding how tuition is billed when summer classes are included, please contact the Business Office.

Note: It is important to remember that Institutional aid is awarded to full-time students only.
Institutional Refund Policy

Adjustments will be calculated for charges for tuition, for room and board, or for Seminary housing for students under the following conditions:
(1) A full-time student who withdraws from the Seminary while a semester is in progress, having secured the approval of the dean of student life and notified the registrar and financial aid;
(2) A full-time student who reduces his or her academic load sufficiently to become a part-time student (i.e. less than 12 credits);
(3) A part-time student who reduces his or her academic load after the first day of class.

Tuition

Tuition charges will be adjusted as detailed below only after the approval of the dean of student life and consequent notification of the registrar:
(1) During the first ten days of class for the fall and spring semesters, the drop/add period, a charge of 20% of the original tuition billed for all discontinued classes will be assessed.
(2) During the next ten days of class, there will be a charge of 50% of the original tuition billed for all discontinued classes.
(3) Thereafter, there will be no reduction in the original tuition billed for all discontinued classes.

<table>
<thead>
<tr>
<th>Last Date of Attendance Occurs</th>
<th>Percent of Originally Billed Tuition/Fees to Remain on Student Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first 10 days of class</td>
<td>20%</td>
</tr>
<tr>
<td>During the next 10 days of class</td>
<td>50%</td>
</tr>
<tr>
<td>Thereafter</td>
<td>100%</td>
</tr>
</tbody>
</table>

Room and Board: Prorated on an actual date of withdrawal

No portion of any fee is refunded. If the withdrawal is without the approval of the Dean of Student Affairs, the student is liable for the full semester’s tuition.

- Students who withdraw from the Summer Session after classes have begun are responsible for full tuition charges. If they have been living in one of the campus dormitories, room and board charges will be prorated.
STUDENT SAMPLE 9-MONTH EXPENSE BUDGETS 2017–2018

The estimates below reflect the current rates and are subject to change. Typically, updated rates are set for the following year in January.

Single Students without Dependents

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>DORM</th>
<th>WITHERSPOON APARTMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$15,500.00</td>
<td>$15,500.00</td>
</tr>
<tr>
<td>Comprehensive Fee</td>
<td>$1,380.00</td>
<td>$1,380.00</td>
</tr>
<tr>
<td>Room and Board(^1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 meal plan</td>
<td>$8,350.00</td>
<td></td>
</tr>
<tr>
<td>15 meal plan</td>
<td>$7,700.00</td>
<td></td>
</tr>
<tr>
<td>10 meal plan</td>
<td>$7,200.00</td>
<td></td>
</tr>
<tr>
<td>Non-Board Meals</td>
<td></td>
<td>$1,100.00</td>
</tr>
<tr>
<td>Rent* &amp; Electric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 bedroom</td>
<td></td>
<td>$9,545.00</td>
</tr>
<tr>
<td>2 bedroom (shared)</td>
<td></td>
<td>$6,250.00</td>
</tr>
<tr>
<td>Food &amp; Household Supplies</td>
<td></td>
<td>$2,470.00</td>
</tr>
<tr>
<td>Books</td>
<td>$1,250.00</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>Clothing/Laundry</td>
<td>$530.00</td>
<td>$530.00</td>
</tr>
<tr>
<td>Uninsured Medical and Dental Bills</td>
<td>$725.00</td>
<td>$725.00</td>
</tr>
<tr>
<td>Phone/Recreation/Incidentals</td>
<td>$1,185.00</td>
<td>$1,185.00</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Automobile</td>
<td>$2,085.00</td>
<td>$2,320.00</td>
</tr>
<tr>
<td>Other Transportation</td>
<td>$785.00</td>
<td>$785.00</td>
</tr>
<tr>
<td>Annual Student Health Insurance Premium*</td>
<td>$3,150.00</td>
<td>$3,150.00</td>
</tr>
</tbody>
</table>

\(^1\)Rent and health premiums subject to change

*For Summer 2017, room and board is about $247 per week.

Single Students with Dependents

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>2 Bedrooms</th>
<th>3 Bedrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$15,500.00</td>
<td>$15,500.00</td>
</tr>
<tr>
<td>Comprehensive Fee</td>
<td>$1,380.00</td>
<td>$1,380.00</td>
</tr>
<tr>
<td>Rent* - CRW</td>
<td>$12,540.00</td>
<td>$14,880.00</td>
</tr>
<tr>
<td>Electricity</td>
<td>$750.00</td>
<td>$1,015.00</td>
</tr>
<tr>
<td>Food &amp; Household Supplies</td>
<td>$4,930.00</td>
<td>Add $1,410 per dependent</td>
</tr>
</tbody>
</table>

*For Summer 2017, room and board is about $247 per week.
<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>1 Bedroom</th>
<th>2 Bedrooms</th>
<th>3 Bedrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$15,500.00</td>
<td>$15,500.00</td>
<td>$15,500.00</td>
</tr>
<tr>
<td>Comprehensive Fee</td>
<td>$1,380.00</td>
<td>$1,380.00</td>
<td>$1,380.00</td>
</tr>
<tr>
<td>Rent*</td>
<td>$9,960.00</td>
<td>$12,540.00</td>
<td>$14,880.00</td>
</tr>
<tr>
<td>Electricity</td>
<td>$485.00</td>
<td>$750.00</td>
<td>$1,015.00</td>
</tr>
<tr>
<td>Food &amp; Household Supplies</td>
<td>$5,420.00</td>
<td>Add $1,410 per dependent</td>
<td>Add $1,410 per dependent</td>
</tr>
<tr>
<td>Books</td>
<td>$1,250.00</td>
<td>$1,250.00</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>Clothing/Laundry</td>
<td>$1,005.00</td>
<td>Add $585 per dependent</td>
<td>Add $585 per dependent</td>
</tr>
<tr>
<td>Uninsured Medical and Dental Bills</td>
<td>$1,450.00</td>
<td>Add $535 per dependent</td>
<td>Add $535 per dependent</td>
</tr>
<tr>
<td>Phone/Recreation/Incidentals</td>
<td>$1,830.00</td>
<td>Add $655 per dependent</td>
<td>Add $655 per dependent</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Automobile</td>
<td>$2,320.00</td>
<td>$2,320.00</td>
<td>$2,320.00</td>
</tr>
<tr>
<td>Other Transportation</td>
<td>$785.00</td>
<td>$785.00</td>
<td>$785.00</td>
</tr>
<tr>
<td>Child Care</td>
<td>As applicable</td>
<td>As applicable</td>
<td>As applicable</td>
</tr>
</tbody>
</table>

Annual Student Health Insurance Premium*  
(Student +1 dep.) $9,030.00  
(Student + two or more dep.) $10,120.00

*Rent and health premiums subject to change

Married Students

*Rent and health premiums subject to change
V. Financial Resources

Savings and Assets
This figure is determined each academic year by calculating a student’s amount of savings and other assets, incorporating a retirement allowance and asset protection allowance, and multiplying the remaining total by a percentage which is based on the number of academic years left in the degree program. The resulting figure is used in determining the student’s expected contribution from savings and liquid assets. (Note: Home equity is not considered when there is still an outstanding mortgage on the home.)

Employment
   i. (Student’s Contribution) All students are expected to work full-time during the Summer, unless enrolled in Summer courses or Clinical Pastoral Education (CPE). Single students are expected to save $2,700 from Summer employment, and married students are expected to save $5,400.

   Students who are working towards their first professional theological degree are normally expected to limit their work to no more than 20 hours per week. However, keep in mind that working during the school year reduces a student’s need to borrow. We encourage all students to work part-time to meet their expenses and decrease their reliance on loans.

   ii. (Spouse’s Contribution) A spouse is expected to support the student’s academic program by working during the Summer and academic year. A spouse is expected to earn at least $27,000 per year. This salary expectation is below the average minimum starting salary in the Princeton area.

Church-Related Assistance
All students are urged to seek financial assistance through their home church or judicatory as early as possible. Many students have received significant support from established church programs.

Outside Scholarships/Grants
Students are also expected to seek support through outside foundations which offer financial assistance to students pursuing a theological education. Receipt of external scholarships/ grants will help in reducing students’ reliance on loans to finance their education.
VI. Institutional Aid Programs

Need-Based Grants

To qualify for a need-based PTS Grant you must:

- Be a first-time professional theological degree candidate
- Demonstrate financial need (as defined in the Student Financial Aid Handbook)
- Maintain satisfactory academic progress toward your degree
- Apply each academic year

A first professional degree student may be eligible for PTS grant assistance for a maximum of three years for the M.Div., two years for the MACEF and MATS, and four years for the M.Div./MACEF

To apply for need-based aid you must:

- Complete the online Student Financial Aid Application,
- Complete the applicable version of the FAFSA (Free Application For Federal Student Aid Form) at www.fafsa.ed.gov,
- Provide a copy of your prior year Federal Income Tax Return (when available).
- You may also be asked to provide documentation of the information you supply on these forms.

The Student Financial Aid Application is ordinarily completed after the application for admission. The Financial Aid application can be obtained from your admissions application home page.

**PTS Grant**

This need-based grant is awarded to full-time students in our M.Div., MACEF, MATS, and M.Div./MACEF programs. Our 2018-2019 award levels for entering students are listed below. All currently enrolled PTS students will be funded at the levels stated at the time they began their PTS program.

For those admitted for the Fall 2015 term:

**Eligible** students who are **Presbyterian Church(USA) members** may receive PTS grant aid to cover 100% of their evaluated need up to the cost of full tuition plus $250.

**Eligible students who are not members of a PC(USA) church** may receive a maximum award of 80% of the cost of tuition based on their calculated need, beginning with students who are admitted for the fall of 2018.

**Thomas W. Gillespie Grant**

This need-based PTS grant program is designed to provide additional grant aid to students who currently owe over $20,000 in federal student loans. This program is designed to help students who help themselves, and requires recipients to work and raise funding from outside sources in order to reduce their dependency on student loans. The Gillespie Grant is currently available to M.Div., MACEF, MATS, and M.Div./MACEF students. Currently, award maximums are $2,000 for students who are single or married without dependents and $4,000 for students with dependents.
PTS Presbyterian Student Loan Program
The Seminary offers eligible PC (USA) students a low interest loan that has the potential to be forgiven if the recipient serves as an ordained minister in the PC(USA). Only full-time M.Div. and M.Div./M.A. students who demonstrate need in excess of our maximum PTS grant may qualify for this loan program. Award maximums for this forgivable loan program are currently $4,000 per year. For more information, please consult a member of the PTS Student Financial Aid staff.

HOW NEED-BASED FINANCIAL AID AT PTS IS DETERMINED

Princeton Theological Seminary is blessed to be able to administer generous need-based aid programs, which includes the PTS Grant, Gillespie Grant, PTS Presbyterian Loan Program, and the Ph.D. Studies Grant program. We employ an objective needs analysis calculation which requires that we ask questions, via the Student Financial Aid Application as well as some other documents. These give us information about each student’s (and their family’s) resources and costs. It is important that the answers given on these forms are completed honestly and to the best of each student’s ability, so that we can treat all of our students as fairly as possible.

The Admissions Committee admits students on a need-blind basis. Once students are admitted and then each year thereafter, those students who apply will be considered for our need-based aid on an objective and impartial basis employing the PTS needs analysis formula. Although the need-based aid calculation is somewhat complicated, the basic formula for determining a student’s need is below.

Note: the formula as shown is not a guarantee of aid; each student’s need will be calculated individually and after an award is given, students may meet with staff in the Office of Admissions and Financial Aid to discuss their aid eligibility.

The PTS Formula Used For Determining Your Need

A. Determine your budget using institutional norms. See Budgets located in Section 4 of the Student Financial Aid Handbook. Please note your actual costs when they differ from our institutional norms.

B. Projected Gross Income (Summer + Academic Year earnings)
   - (minus) Taxes (State, Federal and Social Security)
   - (minus) Summer Expenses

= (equals) Contribution from your Income

C. Current Savings + Assets (Excludes Home Equity if student has an outstanding mortgage)
   - (minus) Asset and retirement protection allowances if over 25 years old
     divided over the number of years left towards your degree

= (equals) Contribution from your Assets

A (your PTS budget) – (B+C) – Field Ed. – Outside Aid = NEED for Institutional Aid
The PTS need-based grants exist in order to assist students in paying for their expenses. The ultimate responsibility for one’s costs rests with the student. Although many students qualify for a maximum grant (100% of tuition plus $250 for PC(USA) M.Div., MATS and MACEF students and 80% of tuition for non-PC(USA) M.Div., MATS and MACEF students) who begin their degree program in or after the 2018-19 school year, no student is entitled to these funds, and these grants are limited. Each student must apply every year by the stated deadline, and an award given in one year is no guarantee that a student will receive a similar award in a future academic year.

It is our hope that through the need-based aid we offer, as well as the other types of financial aid our students receive, a PTS education is kept affordable. Our office stands ready to assist students in whatever way we can. Please do not hesitate to contact us for help.

Merit-based Aid Programs

Merit-based awardees are selected through the admissions process on the basis of high academic achievement and commitment to the life and mission of the church. These awards are renewable based on the candidate maintaining full-time enrollment and Satisfactory Academic Progress. They are available to MDiv, MDiv/MACEF, and MA(TS) candidates who are US citizens or Permanent residents of the US. They are offered to approximately 20% of our degree candidates each year.

The programs and amounts listed below are effective for those candidates admitted for 2018-19. Applicants who wish to be considered for the Presbyterian Leadership Award, Seminary Fellowship, and Presidential Scholarship must complete and submit the scholarship application and have an admissions interview by the February 1 priority scholarship deadline.

PROMISE FOR MINISTRY AWARD

Beginning with those degree candidates admitted for the 2018-19, this $3,000 scholarship may be offered at the time of their admissions by the admissions committee to candidates who demonstrate a promise for ministry. Candidates who receive this award may also be considered for either our need-based PTS grant program or one of the Merit scholarships listed below.

PRESBYTERIAN LEADERSHIP AWARD

- Selected from those PC(USA) candidates offered the $3,000 Promise for Ministry Award by the admissions committee at the time of their admissions
- Granted to up to 10 admitted students per year
- Awarded to top PC(USA) candidates.
- Covers the full cost of tuition plus $5,000 per academic year.
- An additional application and an interview are required for those that are considered for the Presbyterian Leadership Award

SEMINARY FELLOWSHIP

- Selected from those candidates offered the $3,000 Promise for Ministry Award by the admissions committee at the time of their admissions
- Granted to up to 12 admitted students per year
• Covers the full cost of tuition plus $1,000
• An additional application and an interview are required for those that are considered for the Seminary Fellowship

PRESIDENTIAL SCHOLARSHIP
• Selected from the top candidates already offered a Presbyterian Leadership Award or Seminary Fellowship
• Scholarship is worth $5,000 per academic year
• The Presidential Scholarships are normally awarded after the February 1 priority scholarship deadline

Other Forms of Aid

Church Support

We suggest that you inquire about financial aid that may be available from local churches and judicatories. In many cases, it is advisable to request this assistance well in advance of applying to Princeton Seminary. PTS students have received substantial support in this manner.

Outside Scholarships

The Office of Admissions and Financial Aid publishes a "Guide to Outside Scholarship Sources," which may help you search for outside scholarship assistance for your seminary program. All students are encouraged to obtain this publication, as well as checking with their home church for assistance.

Student Employment

There are many on- and off-campus opportunities available for PTS students. Applicants are encouraged to apply for Federal Work Study funding as a way to pay for their living expenses during the school year. The Office of Admissions and Financial Aid also maintains an online board of job postings for Seminary students and their families.

Other Information Regarding Institutional Aid

You can also obtain copies of the following publications online:
• The PTS Student Financial Aid Handbook
• The Student Health Insurance Brochure
• The Student and Spouse Employment Guide

Important Information Regarding Federal and State Tax

It is important to understand the implication that tax laws have on certain awards and on the student’s bill. Gift aid awarded above the amount of tuition and required fees is taxable. The cost of books, supplies, and equipment required for the course of study may be deductible. Students should keep all receipts of these expenses to enable the proper and appropriate deduction at the end of the tax year.
The exact amount of tax owed will vary according to total income from all sources, dependency status, treaty status for foreign students, and individual circumstances. Please contact the Office of Admissions and Financial Aid if you have any questions about where to get tax information.

Government regulations require that all F and J visa holders (and their dependents) file U.S. Income Tax Return 1040NR (Federal Tax Return for Non-Residents) even if they have no income. All students are responsible for their own taxes.

Field Education and Taxes

If you receive a stipend through the Field Education Office, the office will require the student to complete the I-9 and W-4 forms, and submit both to the Office of Admissions and Financial Aid in person along with appropriate accompanying identification (usually a passport, or driver’s license and social security card). The Seminary will not pay any field education stipends unless these forms are completed and on file in the appropriate offices.

For the student receiving a stipend through his/her church, tax information must be dealt with through the church.

VII. Federal Aid Programs

The Seminary participates in three federal financial aid programs: the Federal Direct Loan, Federal Grad PLUS Loan, and Federal Work Study. These TITLE IV Federal Aid Programs can be used to meet matriculated students’ unmet financial need for the academic terms in which they are enrolled. Due to the financial circumstances that most Seminary students face upon completion of their program, we recommend that a student’s borrowing be kept to a minimum. Loans should be considered as a last resort. Students who think they need to borrow after exhausting all other alternatives should contact a member of the financial aid office staff to discuss loan options and their implications.

William Ford Direct Loan

Students are able to borrow up to $20,500 in Unsubsidized Federal Direct Loans each year. As of 2012, the federal government is no longer providing Subsidized Federal Direct Loans to graduate students, so only the Unsubsidized Federal Direct Loan is available. Matriculated PTS students enrolled at least half-time may apply for this loan. Direct Loans are made directly by the U.S. federal government and are originated through the Office of Admissions and Financial Aid.

The interest rate for Federal Direct Loans is currently 6%. Students will have to pay a small origination fee of approximately 1% to process a Federal Direct Loan. There is a six month grace period following the student borrower’s last date of at least half-time attendance before payment is due. After the grace period, loan repayment begins on a monthly basis. With the Unsubsidized Loan, interest accrues while the student is still in school and during other grace and deferment periods.
Federal Direct Loans are usually processed in two installments, at or near the start of each semester. PTS students who borrow through this program are required to have an Entrance Interview prior to their first loan disbursement. The Master Promissory Note and entrance interview can be done online at [www.studentloans.gov](http://www.studentloans.gov). Students will also need to complete an exit interview before graduating from PTS.

**Federal Grad PLUS Loan**

*Conditions and Disbursement*

The Federal Grad PLUS Loan is another need-based federally funded student loan. PTS students who are enrolled in a degree program at least half-time may be considered for this federal loan. A Grad PLUS Master Promissory Note is required, along with an application and credit check completed online at [www.studentloans.gov](http://www.studentloans.gov). If the student does not have adequate credit, a co-signer may be required in order to obtain the loan. Award amounts are based on the student’s overall budget and other financial aid received. Grad PLUS Loan funds are normally disbursed in two installments (one-half each semester).

*Interest and Repayment*

The interest rate for the Perkins Loan is currently 7% with a loan fee of 4.26%. Interest accrues from the time the loan is disbursed. Student borrowers are entitled to a 6-month grace period after they cease to be enrolled on at least a half-time basis. Repayment then begins. A borrower has up to 10 years to repay their loan obligation.

**Federal Work Study (FWS)**

Each year the Federal Government awards the Seminary matching funds used to fill Federal Work Study placements with needy students. Eligible students who wish to be considered for a FWS-funded position should complete a FWS application, available online, and review available job opportunities on our online job board. FWS timesheets are submitted online every other week and must be approved by the supervisor in accordance with student assignment arrangements.

**Eligibility for Title IV Aid Programs**

All TITLE IV aid programs require that the student meet the following conditions:

1) A Free Application for Federal Student Aid (FAFSA) must be completed and sent to the Federal Processor. From this form, a Student Aid Report will be generated and sent directly to the student. If it is a valid Report, the Office of Admissions and Financial Aid will receive a copy directly from the Federal Processor. If the Report is flagged as invalid, the student may have to send it back for correction before being considered for federal aid.

2) A TITLE IV Federal Aid recipient must also maintain at least half-time student status and Satisfactory Academic Progress, as defined in the Seminary handbook.

**Verification Procedures**

A student’s Free Application for Federal Student Aid may be selected for a random review either by the Federal Processor or by the Director of Admissions and Financial Aid for “Verification.”
If a student is selected, he/she will have to provide the following.

1. A copy of the student’s Federal Income Tax Return or a letter indicating that he/she was not required to file a Return;
2. Verification of any untaxed income received by the student;
3. Verification of the student’s permanent residency status (if applicable);
4. Verification of enrollment of any household members who are enrolled at least half-time in other secondary educational institutions (if applicable);
5. Any additional documentation required to verify eligibility and complete your application for federal aid. The Office of Admissions and Financial Aid will notify the students as to what additional documents will be needed. This notification will include deadlines for completing such actions and all required correction procedures. The student will be notified if his/her award changes as a result of the verification, and the time frame of this notification.

The deadline for completing the verification process will be noted in the correspondence sent to the student. This notice will inform the student of the verification requirement and will include the Verification Worksheet, which is to be completed and returned to the Office of Admissions and Financial Aid. Federal aid will NOT be awarded until this process is complete.

**Resolving Conflicting Information**

It is the responsibility of the Office of Admissions and Financial Aid to resolve any conflicting financial information in a student’s financial aid file before federal aid is awarded. If conflicting information is received after a federal aid award is processed, the conflict must be resolved, and the student will be notified if eligibility for federal aid is altered.

**Return of Title IV Funds**

*Early Withdrawal and Federal Student Aid Funds, Refunds, and Repayments*

The regulations governing Return to Title IV requires PTS to calculate the amount of federal aid each student earns up to the time of his/her withdrawal (the last day of actual classroom attendance based on institutional attendance records). The federal worksheet available at the following link is used to calculate how much federal aid a student has earned and to determine any federal refund. The link is


Students earn financial aid in proportion to the amount of the semester that they complete. For example, if a student completes 40% of the semester this is calculated by dividing the number of days up to the withdrawal date by the number of days in the semester. In this scenario, the student earned 40% of his/her federal Title IV financial aid that was or could have been disbursed, if otherwise eligible. If a student withdraws after completing more than 60% of the semester or payment period, they will have earned 100% of their federal student aid that was or could have been disbursed. After calculating the amount of aid earned, PTS must then determine if any unearned aid must be returned to the federal financial aid programs. The student is notified about the result of these calculations and its impact on their federal loans.

**Notification Procedures**
PTS students who do not complete an enrollment period for which they were charged and have received Federal Title IV aid, the following will occur:

1. The student will be directed by the Registrar or the Dean of Student Life to make an appointment with the Director of Admissions and Financial Aid to discuss the financial implication of their withdrawal from classes.
2. The student must work with the Registrar and Dean of Student Life to document his/her last date of attendance.
3. Once a date is established, the Financial Aid Office will perform the required Federal Refund calculation (noted above) to determine how much of the federal student loan was earned and how much, if any, would have to be returned to Title IV aid programs. Once this is determined, the student would be notified of the result by the Director of Admissions and Financial Aid. The Bursar would then be in touch with the student, if after this procedure it was determined that the student owed the Seminary any money not paid by their student loan, or returned to their lender.
VIII. **Student Account Provisions**

Charges for tuition, fees, room and board are due and payable on or before the first day of each semester. Payment may be made by mail or in person at the Bursar’s office in the Administration Building.

A handling charge of $25.00 will be assessed for any check payment returned for insufficient funds. Should any subsequent check be returned for lack of funds, the Seminary will expect cash, cashier’s check, or credit card as payment.

**Outstanding Balances**

A student’s preliminary registration for a new semester will be canceled unless the Registrar receives certification from the Business Office that all accounts for earlier semesters have been satisfied. Additionally, if a student registers and then incurs other charges (e.g., housing charges due to change of status, insurance charges due to the birth of a child or addition of a spouse, parking tickets, etc.) before the classes for which he or she has registered begin, these charges must be paid in full by no later than three weeks prior to the start of the applicable semester or summer session. Failure to pay the balance in full by this deadline will result in the removal of a student’s registration by the registrar and may result in a student not being able to take a particular course in that semester/session.

**Installment Payment Plan**

Students who wish to pay all or any portion of their tuition and other charges on an installment basis may take advantage of the Tuition Installment Plan (TIP) made available through HigherOne. The HigherOne monthly installment plan is the only installment plan available to Seminary students. See section IV of this Handbook, Sample Student Expense Budgets, to help complete the required information for the application. Under this interest-free plan, tuition, room, board, fees, or Seminary rent may be paid in nine monthly installments. There is a $60.00 fee for each enrollment period (academic year) to cover administrative costs. Summer housing may only be included when using HigherOne with tuition and other annual charges.

A plan brochure, which includes an application, may be obtained from the Bursar (email: Bursar@ptsem.edu).

**Holds on Registration, Degree, and Transcripts**

No diploma will be awarded or transcripts issued unless the student has met all financial obligations to the Seminary.

**Summer School Students**

All charges are due and payable prior to the first day of each summer session. Students who withdraw from a summer session after classes have begun are still responsible for tuition charges. If withdrawal occurs before the beginning of classes, a fee of $110 will be assessed.
IX. Other Resources

Internet Resources

Guide to Outside Resources

Free Application for Federal Student Aid (FAFSA)
http://www.fafsa.ed.gov/

National Student Loan Data System
http://www.nslds.ed.gov
1-800-4-FED-AID or TDD 1-800-730-8913
The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. Students can review their loan balances and interest rates as well.

Scholarship Search Engines

College Board Online Scholarship Search
http://apps.collegeboard.com/cbsearch_ss/welcome.jsp

FinAid – The Financial Aid Information Page
http://www.finaid.org

The Fund for Theological Education
http://www.fteleaders.org

Loan Repayment Calculator

Direct Loan Information and calculators
https://studentaid.ed.gov/sa/

FinAid Loan Calculator
http://www.finaid.org/calculators/
Glossary of Financial Aid Terms

Academic Year
This is a measure of the academic work to be accomplished by the student. The school defines its own academic year, but federal law and regulations set minimum standards for the purpose of determining student financial assistance awards. For instance, the academic year at a term school must be at least two semesters, two trimesters, or three quarters and include at least 30 weeks of instructional time. Unlike the award year, an academic year does not have to begin and end at the same time for all students.

Accruing Interest
The adding of interest to a loan amount. For some loans, interest charges begin to add up as soon as the loan is made, increasing the total due.

Award Year
The award year begins on July 1st of one year, and extends to June 30 of the next year. Funding for campus-based programs (at PTS this includes Federal Perkins Loans and Federal Work Study funding) is provided on the basis of the award year, thus a student is paid out of funds designated for a particular award year, such as the 2014–2015 award year or the 2015–2016 award year.

Bankruptcy
A legal way to seek relief from creditors. Bankruptcy must be filed for in court and has serious long-term financial implications for a person’s credit history. In bankruptcy proceedings, student loans less than five years old can be challenged by the lender.

Campus-Based Programs
The Federal Perkins Loan and Federal Work Study programs are called “campus-based” because the funds are administered directly by the Office of Admissions and Financial Aid, which awards these funds to students using Federal guidelines.

Capitalization
Interest which accrues before a borrower enters repayment, which is added to the loan principal. Sometimes also called "compounding." Capitalizing increases the total to be repaid and the size of the minimum monthly payment. Students can avoid capitalizing interest by paying the accrued interest. Lenders may capitalize no more often than quarterly; the more frequently interest is capitalized, the greater it becomes.

Consolidation
Combining two or more loans into one new loan that has a longer repayment term and a single monthly payment that is smaller than the sum of previous monthly payments. By consolidating eligible federal student loans and extending the repayment term (up to 30 years, depending on the total loan amount), repayment can be easier. Note that while this may ease the borrower's cash flow, consolidation can add significantly to the amount of overall interest that is paid over time. The interest rate is the weighted average of the loans being consolidated.

Cost of Attendance (also known as Cost of Education)
The student’s cost of attendance includes not only tuition and fees, but also the student’s living expenses while attending school. The cost of attendance is estimated by the Seminary, within guidelines.
established by federal law. The cost of attendance is compared to the student’s expected family contribution to determine the student’s need for aid.

**Default**
A borrower’s failure to repay a loan according to the terms agreed upon when the promissory note was signed. Default can also occur when a borrower fails to submit requests for deferment or cancellation and is generally referred to as a "technical default." When a borrower defaults on a federal student loan, the school, the organization holding the loan, the guaranty agency, and the federal government can all take action to recover the money. A borrower is considered to be "in default" when payments are 180 or more days overdue and no satisfactory arrangements for deferment or forbearance have been made. Assets, including Internal Revenue Service (IRS) refunds, may be seized and the borrower’s credit record or history is negatively affected. Student loan borrowers cannot get out of default until they pay back their loan in full, sign new loan agreements, or reschedule their debt. They are also ineligible for additional federal student aid, including grants and loans.

**Deferment**
An authorized period of time during which a student loan borrower may postpone making payments on the principal or the principal plus interest. Borrowers must file deferment forms with their lenders and be approved. Deferments are available if borrowers are: enrolled in school at least half-time, enrolled in a graduate fellowship program or rehabilitation training program, disabled, serving in the military or the Peace Corps, volunteering full-time for a not-for-profit organization, teaching full-time in a teacher-shortage area, unemployed, or experiencing demonstrated economic hardship. The federal government makes interest payments on Subsidized Federal Stafford Loans during deferment periods.

**Delinquent**
When a borrower is late making a payment (i.e., pays after the due date). Late fees can be charged when borrowers are delinquent. After 180 days of delinquency, a student loan borrower is considered to be "in default."

**Dependency Status**
For purposes of determining eligibility and need, students are determined to be either dependent or independent of parental financial support. Independent students are sometimes also called "self-supporting." For federal student aid programs, dependency status is determined according to federally established guidelines. For purposes of awarding their own funds, some colleges and universities may have stricter definitions of independence.

**Disbursement**
The release of loan funds by a lender to a borrower. Disbursements for most student loans are made electronically in equal multiple installments.

**Electronic Funds Transfer**
Used by lenders to wire funds for Stafford Loans directly to the Seminary without requiring an intermediate check for the student to endorse. Since the money is transferred electronically, it is made available to the student sooner.

**Entrance/Exit Interviews**
Counseling sessions that borrowers are required to participate in before receiving their first federal loan disbursement and prior to leaving the Seminary.
Expected Family Contribution (EFC)
The amount that the student’s family is expected to contribute towards the cost of attendance. This figure is derived from the family’s base year income and assets. The EFC is used to award aid for campus-based programs and Federal Stafford Loan funds.

Federal Work Study (FWS)
Program providing students with part-time employment during the school year. The federal government pays a portion of the student’s salary, making it less expensive for departments to hire the student. Eligibility for FWS is based on need.

Financial Aid Award Letter
A notice describing what aid is being awarded and what conditions the recipient must meet or continue to meet to maintain eligibility for the assistance.

Financial Aid Package
A combination of aid from several sources and/or of several types. Typically a student receives a package that includes both gift aid and self-help aid, some public and some private.

Financial Need
The difference between what it costs to attend a particular school and the amount that a student and his/her family can afford to pay towards those expenses. Sometimes also called "demonstrated financial need." The amount that an applicant can be expected to contribute is measured according to standardized formulas. A student is generally eligible for aid equal to the amount of his or her financial need, although an institution does not always have sufficient funds to meet the full need.

Forbearance
An authorized period of time during which the lender agrees to temporarily postpone a borrower’s total loan repayment obligation. At the borrower’s request, an extension of time or smaller monthly payments may be authorized. Forbearance is granted at the lender's discretion when a borrower demonstrates good intentions of repaying but is temporarily unable to do so. A borrower must request forbearance from the lender. Forbearance does not alter the repayment status of the loan and interest continues to accrue.

Free Application for Federal Student Aid (FAFSA)
The application filled out by the student that collects household and financial information to be used to calculate the expected family contribution. Completion of the FAFSA (available at www.fafsa.ed.gov) is required of all federal student aid applicants.

Grace Period
A specified period of time after a student leaves school or drops below half-time status during which he or she is not required to make payments on either principal or interest. The grace period is typically six to nine months, depending on the type of loan. The Federal Subsidized Direct Stafford Loan, for example, has a six-month grace period.

Need Analysis
The process of analyzing the household and financial information on the student’s financial aid application and calculating the amount the family can be expected to contribute to educational costs.
For the federal student assistance programs, the need analysis system is defined by law and results in a number known as the “Expected Family Contribution”.

**Origination Fee**
A small fee charged by the federal government and deducted from the proceeds of a loan before disbursement. This fee partially offsets the administrative costs of the FFELP and FDSLP.

**Perkins Loan**
The Federal Perkins Loan has one of the lowest interest rates and is awarded by the Director of Admissions and Financial Aid to students with exceptional financial need. The interest on the Perkins Loan is subsidized while the student is in school and during the six months following graduation.

**Principal**
The original amount borrowed. Origination and guaranty fees are deducted from this amount before disbursement, and interest is computed as a percentage of principal. If a student borrows $2,500 a year for three years of Seminary, the principal is $7,500. The borrower pays interest on the outstanding (or remaining) principal each month until the entire loan is paid off.

**Professional Judgment**
The method for determining the student’s need for federal student aid is defined in the law. The law does, however, give the financial aid administrator the flexibility to make individual adjustments based on the administrator’s professional judgment. Professional judgment can be used in three areas. The aid administrator can choose to override the student’s dependency status to make the student independent (undergraduate only), can adjust the components of the student’s cost of attendance, and can adjust the data elements used to calculate the student’s Expected Family Contribution. These adjustments must be made on a case-by-case basis, and the reasons for the adjustment must be documented in the student’s file.

**Resources**
Other student aid that must be taken into account to prevent an overaward in the campus-based programs, as defined in the regulations for the campus-based programs.

**Student Aid Report (SAR)**
The federal “output document” printed by a FAFSA processor and mailed to the student. The SAR contains the family’s financial and other information reported by the student on the financial aid application. The student’s eligibility for aid is indicated by the EFC printed on the front of the SAR. Schools that participate in the Electronic Data Exchange and other services offered by the U.S. Department of Education receive the information provided by the Department of Education on the SAR through these services.

**William D. Ford Federal Direct Loan**
Students are able to borrow up to $20,500 in Unsubsidized Federal Direct Loans each year, according to need. As of 2012, the federal government is no longer providing Subsidized Federal Direct Loans to graduate students so only the Unsubsidized Federal Direct Loan will be available. Matriculated PTS students enrolled at least half-time may apply for this loan. Direct Loans are made directly by the U.S. federal government and are originated through the Office of Admissions and Financial Aid. The interest rate for Federal Direct Loans borrowed in 2017-18 is fixed at 6%. Students will have to pay a small origination fee of approximately 1% to process a Federal Direct Loan. There is a six month grace period
following the student borrower’s last date of at least half-time attendance before payment is due. After the grace period, loan repayment begins on a monthly basis. With the Unsubsidized Loan, interest accrues while the student is still in school and during other grace and deferment periods. Federal Direct Loans are usually processed in two installments, at or near the start of each semester. PTS students who borrow through this program are required to complete online entrance counseling prior to their first loan disbursement. This entrance interview can be done at www.studentloans.gov. Students will also need to complete an exit interview before graduating from PTS.

Verification
A procedure whereby the Seminary checks the information the student reported on the FAFSA, usually by requesting a copy of the student’s previous year’s tax return, and if applicable, the student’s spouse. In addition, the Seminary must verify students selected through the federal central processing system, following the procedures established by regulation. The FAFSA processor will print an asterisk next to the EFC (on the Student Aid Report) to identify students who have been randomly selected for verification.