

THE FINE PRINT

This is the legal-ese, but don't worry, we'll happily answer any questions.

I. GENERAL PROVISIONS - TERMS AND CONDITIONS (2024-2025)

a. FINANCIAL AID NOTIFICATION / SELF SERVICE BANNER: New students who have not yet enrolled at Duquesne University will receive their Financial Aid offer letter. In future years, returning students will receive an email message to notify them when their Financial Aid package has been completed and is viewable. Current students can view their Financial Aid package, as well as other Financial Aid requirements and information through online Self Service by logging into the Duquesne online portal DORI at: <https://portal.duq.edu>. New students can view this information via their Financial Planning Portal within their Applicant Portal ([duq.edu/applicant-portal](https://portal.duq.edu/applicant-portal))

b. DURATION OF AWARDS: All aid, including University scholarships/grants, is awarded for fall and/or spring terms only, unless otherwise stated.

c. CREDIT TO ACCOUNTS: All finalized awards with the exception of student employment are credited to the student's account and deducted from total charges, provided that all requirements are met and the student is registered for the minimum number of credits required by the award. Loans listed below (see Program Information - f and g) are credited upon receipt of a properly completed promissory note and entrance counseling. No ESTIMATED awards are credits to accounts.

d. ADDITIONAL AID: The receipt of any scholarship/grant not listed on the Financial Aid Notification or in Financial Aid Self Service may result in an adjustment to your aid package. Awards received after this notice must be reported to the Financial Aid Office. When reporting an award to the Financial Aid Office, indicate the name and amount of the award and whether the award is renewable in future years. Notice should come directly from the aid source. NOTE: All financial aid awards are credited to the student's University account equally between the fall and spring semesters, unless otherwise noted in writing by the University and/or outside organization.

e. ADJUSTMENTS: The University reserves the right to adjust awards in accordance with University, Federal and State policies. Financial aid awards may be adjusted according to current program funding levels and/or regulations.

f. REFUNDS: Credit refunds created by financial aid awards will not be made until actual funds are RECEIVED AND PROCESSED FOR ALL SOURCES OF AID. All refunds are processed by the Student Accounts Office. Should the student later become ineligible for any part of the financial aid package, he/she will be responsible for returning funds to Duquesne University.

g. ENROLLMENT CHANGES: Certain changes to enrollment status may impact financial aid awards. When a student changes their enrollment (i.e. full-time to part-time, or less than half-time, etc.) their financial aid will be adjusted accordingly.

h. WITHDRAWAL: Recipients of financial aid who plan to withdraw from the University should arrange an appointment with the Financial Aid Office prior to withdrawal. A student's financial aid award may be adjusted or canceled based upon the student's official/unofficial withdrawal from the University.

i. ALL FINANCIAL AID AWARDS ARE CONSIDERED FINAL; HOWEVER, SHOULD A FAMILY'S FINANCIAL CIRCUMSTANCES CHANGE DRAMATICALLY during the academic year, the Financial Aid Office should be contacted in writing, outlining and documenting the special circumstances for possible adjustment. Additional forms may be required.

II. PROGRAM INFORMATION

a. FEDERAL PELL GRANT: The Pell Grant is a need-based grant offered to eligible undergraduate students enrolled in a degree-seeking program. Eligibility is based on a formula established each year by the Federal Government as well as the student's enrollment status. Lifetime maximum Pell Grant amount = 600%, the equivalent of six years of full-time enrollment.

b. STATE GRANT: A State Grant indicated on the award letter is based on notification received from the state agency. An estimated award is based on projected eligibility and is NOT an official award. It is assumed that the student will apply for the award prior to deadline dates and will meet all requirements of the award including submitting any requested documentation required by the state agency. Students must maintain academic progress to continue eligibility. State Grant awards can be withdrawn if students fail to meet academic progress requirements as outlined by the State Grant agency. Students enrolled in over 50% of online classes per semester may be eligible for State Grant assistance.

c. UNIVERSITY SCHOLARSHIPS/GRANTS: Academic scholarship awards to incoming full-time undergraduate students are made to qualified students by the Admissions Office. University scholarships, awards, and grants are awarded for a maximum of 8 semesters (12 for Pharmacy students) or completion of undergraduate degree (or PharmD), whichever comes first. Some additional awards from endowed scholarship funds may be available to students based upon a combination of factors including financial need, academic qualification, and funding levels. These awards may be available to students who complete a minimum of 30 credits and requires full-time enrollment. Restrictions apply. There is no additional application needed for these endowed funds. Tuition scholarships are non-taxable. In certain situations, Room Awards may be taxable. Please consult your tax advisor for more information. On Campus Room Awards cannot be combined with other University housing discounts. On Campus Room Awards are for eligible students only – those who apply for, and are assigned, on-campus housing. Your award will be canceled if you do not reside in Duquesne University housing or affiliated campus housing. On-campus housing is guaranteed for the freshman and sophomore years only. Room Awards are not transferable to off-campus housing.

d. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG): Offered to enrolled full-time students with exceptional need and is based on available funding levels. Preference is given to Federal Pell Grant recipients in accordance with the guidelines established by the Federal Government and the Financial Aid Office.

These are some commonly used terms related to financial aid in higher education. As our conversation continues throughout the admissions process, this language will help keep us on the same page.

e. Financial Aid Office administered scholarships, grant funds, and Catholic high school awards are restricted to first degree full-time undergraduate students.

f. INSTITUTIONAL LOANS: Institutional loans, including Nursing and Health Professions loans are awarded based on demonstrated need and available funding. Nursing loans are available to dependent full-time first year undergraduate Nursing students; Health Profession Loans are available to dependent full-time undergraduate Pharmacy students.

Repayment begins after enrollment ceases at a 5% interest rate and generally extends over a 10-year period. University Loans are: Alcoa, Gaston, Gulf, Heinz, Powers, and Kerschgens. Interest and repayment terms vary – see promissory note for details.

If Nursing Loan or Health Profession Loan eligibility is listed on the Financial Aid Notification/Self Service Banner, a Promissory Note and Entrance Counseling must be completed if the student wishes to borrow from these loan programs. The loan will be processed for the amount listed on the Financial Aid Notification/Self Service Banner unless the student declines or accepts a lesser loan amount. Loans are subject to cancellation if a promissory note and/or entrance counseling is not submitted.

Loan funds will not be disbursed to the student account without a completed promissory note and completed entrance counseling. All Institutional Loan borrowers must complete a series of online disclosure statements. An email with information regarding completion of your Promissory Note, Entrance Counseling, and disclosures will be sent to your Duquesne e-mail address from webmaster@ecsi.net, Duquesne University's institutional loan servicer. This email includes a PIN number that you must use to access your records for completion of the documentation for your loan.

g. FEDERAL SUBSIDIZED AND UNSUBSIDIZED DIRECT LOANS: The terms of the Subsidized and Unsubsidized Federal Direct Loan program require that student borrowers repay with interest this source of financial assistance. This program is referred to as Subsidized because the interest is paid by the federal government while the student is enrolled in school at least half-time. For loans that are Unsubsidized, the federal government does not pay the in-school interest to the lender while the student is enrolled in school. Interest on the unsubsidized loan begins to accrue after the loan has been disbursed; however the student may choose to have the payment of interest deferred during enrollment and later capitalized (added to principal) at the time repayment begins.

NEW BORROWERS: Federal Direct Loan Master Promissory Note (MPN) must be completed if you wish to borrow from the Federal Direct Loan program. New borrowers must also complete Loan Entrance Counseling. The Federal Direct Loan MPN and Entrance Counseling can be completed at: www.studentaid.gov.

ALL BORROWERS: If Federal subsidized and/or unsubsidized Direct Loan eligibility is listed on the Financial Aid Notification/Self Service, the loans will be processed for the amount listed unless the student contacts the Financial Aid Office to reduce the loan amount(s). If you wish to cancel Direct Loans, you must notify our office within 14 days of disbursement.

h. FEDERAL DIRECT PARENT PLUS LOANS: Federal Direct PLUS loans are available to creditworthy parents of dependent, undergraduate students enrolled at least half-time. Apply online at <https://studentaid.gov>. Applications will open on June 15.

i. FEDERAL WORK-STUDY: Federal Work-Study is a need-based program for eligible full-time students. Award amount shown is an estimate of potential earnings and is contingent upon available jobs and actual hours worked. The offer of Federal Work-Study eligibility is not a guarantee of employment or earnings. Earnings are paid directly to the student via a paycheck/direct deposit to a bank account (not to the student's University account), and cannot be deducted from the student's account. The Office of Human Resources is responsible for actual placement in available positions.

j. CATHOLIC HIGH SCHOOL GRADUATE DISCOUNTS: Graduates of a Roman Catholic High School in the Diocese of Pittsburgh, Greensburg, or Altoona-Johnstown are given an award equal to 10% of Basic Tuition Rate. All of the above students must enroll full-time in the fall term immediately following high school graduation. This award cannot be combined with other discounts. Students must continue to be enrolled full-time for both regular terms of each academic year following initial enrollment. Dropping below full-time status renders student ineligible for that term as well as all future periods of enrollment.

k. VETERANS BENEFITS FOR CHAPTER 33/POST-9/11: Students who receive less than 100% from Chapter 33/Post-9/11 funding cannot receive non-federal aid (i.e. Academic Scholarship, Duquesne Grant, Tuition Remission, etc.) to exceed the billable tuition and fee charges of the school of enrollment in combination with Chapter 33/Post-9/11 funding.

III. RENEWAL PROCEDURE

a. ANNUAL FAFSA APPLICATION (Free Application for Federal Student Aid) is required for consideration of Federal, State, and University need-based aid. IT IS EACH STUDENT'S RESPONSIBILITY to complete and submit the FAFSA prior to the published deadline dates. The Duquesne Financial Aid Application is required only for part-time students. Please visit www.duq.edu/financial-aid for links and other information regarding Financial Aid. The priority filing deadline is May 1.

b. ACADEMIC AWARDS: Students must be enrolled full-time for the following scholarships: Duquesne Academic, Chancellor's, Leading Teacher Program (LTP)/Education 50% Award, Laval, Libermann, and ROTC Scholars Award. Students who meet renewal requirements and have not exceeded the number of eligible semesters will have their awards renewed automatically.

Education majors and Music majors who have received the Leading Teacher Program (LTP)/Education 50% Award or the Music 50% Tuition Award must remain enrolled in the School of Education or the School of Music for their award to be renewed. Education or Music majors who change their academic program and are no longer in the School of Education or School of Music are not eligible for the 50% tuition award and will be evaluated for a Duquesne Academic Scholarship. The combination of Duquesne Academic Scholarship and Leading Teacher Program (LTP) 50% Award or Music 50% Tuition Award is limited to 8 semesters of eligibility.

c. FEDERAL VERIFICATION: If selected for verification, students (and parents, if applicable) must submit additional information as requested such as U.S. Federal Income Tax Returns or Transcripts, IRS verification of non-filing letter, W-2s, and/or a completed Household Information Worksheet.

d. DUQUESNE GRANT: In addition to demonstrated need, students must be enrolled full-time, and must not have exceeded the number of eligible semesters to receive the Duquesne Grant.

e. SATISFACTORY ACADEMIC PROGRESS (SAP): All students must demonstrate progress towards the completion of their degree to remain eligible for financial aid. Please refer to www.duq.edu/financial-aid/SAP for a complete description.

QUESTIONS?

412-396-6607 | faoffice@duq.edu | duq.edu/financial-aid