Money Matters
Your guide to costs, financing, and financial aid
2015–16
Welcome to Student Financial Services

At Puget Sound we believe that the development of a strong foundation of financial literacy is an integral part of a student’s education. Student Financial Services staff members actively join in partnership with students and families to develop financial solutions that help make a Puget Sound education a reality.

This guide is meant to serve as a resource as you begin to prepare and plan for financing your education. We hope this information proves useful. Please feel free to contact staff members for any assistance you may require. We welcome your questions.

We communicate important student financial aid and account information via campus email, campus mail, and telephone. It is critical that you establish and check your campus email, that you regularly check your campus mailbox, and that you keep your personal contact information up to date. Please help make it easy for us to reach you!

Student Financial Services Contact Information

Mail: University of Puget Sound
     Student Financial Services
     1500 N. Warner St. #1039
     Tacoma, WA 98416-1039

Phone: 253.879.3214

Email: sfs@pugetsound.edu

Fax: 253.879.8508

In person: University of Puget Sound
           Jones Hall, Room 019

Website: pugetsound.edu/sfs

EQUAL OPPORTUNITY POLICY

University of Puget Sound does not discriminate in education or employment on the basis of sex, race, color, national origin, religion, creed, age, disability, marital or familial status, sexual orientation, veteran or military status, gender identity, or any other basis prohibited by local, state, or federal laws. This policy complies with the spirit and the letter of applicable federal, state, and local laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Questions about the policy may be referred to the university’s affirmative action officer (253.879.3991) or the Office of Civil Rights, Department of Education, Washington, D.C., 20202.
1. Puget Sound Costs—Tuition and Fees

Your Cost of Attendance (COA) is the estimated cost of the direct and indirect expenses you can expect during an academic year.

Direct costs are charges billed by Puget Sound that appear on your student account. These charges include tuition, student government fees, tuition insurance, meal plans, and on-campus housing. Indirect costs are expenses that you will incur that are not billed by Puget Sound. These charges include books and supplies, transportation, personal expenses, and off-campus housing.

### Direct Costs for Full-time Undergraduate Students

<table>
<thead>
<tr>
<th></th>
<th>Fall 2015 Semester</th>
<th>Spring 2016 Semester</th>
<th>Annual Estimated Direct Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (3 to 4.25 units)</td>
<td>$22,370</td>
<td>$22,370</td>
<td>$44,740</td>
</tr>
<tr>
<td>Student Government Fee</td>
<td>$118</td>
<td>$118</td>
<td>$236</td>
</tr>
<tr>
<td>Tuition Insurance</td>
<td>$150</td>
<td>$150</td>
<td>$300</td>
</tr>
<tr>
<td>Room on Campus</td>
<td>$3,150</td>
<td>$3,150</td>
<td>$6,300</td>
</tr>
<tr>
<td>Board on Campus</td>
<td>$2,590</td>
<td>$2,590</td>
<td>$5,180</td>
</tr>
<tr>
<td>Total Estimated Costs</td>
<td>$28,378</td>
<td>$28,378</td>
<td>$56,756</td>
</tr>
</tbody>
</table>

### Direct Costs for Graduate Students

<table>
<thead>
<tr>
<th>Graduate Program</th>
<th>Tuition Cost per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Arts in Teaching</td>
<td>$3,575</td>
</tr>
<tr>
<td>Doctor/Master of Occupational Therapy</td>
<td>$5,645</td>
</tr>
<tr>
<td>Doctor of Physical Therapy</td>
<td>$5,645</td>
</tr>
<tr>
<td>Master of Education</td>
<td>$3,670</td>
</tr>
<tr>
<td>PT Internship</td>
<td>$1,990</td>
</tr>
<tr>
<td>OT Affiliation</td>
<td>$4,960</td>
</tr>
</tbody>
</table>

### Estimated Indirect Costs

<table>
<thead>
<tr>
<th></th>
<th>Fall 2015 Semester</th>
<th>Spring 2016 Semester</th>
<th>Annual Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Supplies</td>
<td>$500</td>
<td>$500</td>
<td>$1,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>$250</td>
<td>$250</td>
<td>$500</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$900</td>
<td>$900</td>
<td>$1,800</td>
</tr>
<tr>
<td>Total Estimated Costs</td>
<td>$1,650</td>
<td>$1,650</td>
<td>$3,300</td>
</tr>
</tbody>
</table>

1. Part-time students enrolling for fewer than 3 units are charged $5,645 per unit. Students enrolling for more than 4.25 units are charged additional tuition at the rate of $5,645. Special fees for certain courses are not reflected above. Second baccalaureate students are not required to pay the student government fee.

2. Tuition Insurance can be waived for the academic year by completing a waiver form by the first day of fall semester. The waiver form can be found at pugetsound.edu/studentbilling.

3. The $3,150 room charge is for a standard room. The premium room charge for single rooms, university houses, Trimble Hall, and Commencement Hall is $3,780 per semester.

4. The $2,590 board charge is for Medium meal plan. Other meal plans available include Off-Campus, Light, Hearty, and Mega.

5. Please refer to the Graduate Bulletin for information on typical course loads for individual graduate programs.

2. Understanding Financial Aid

There are two types of financial assistance available at Puget Sound.

1. **Need-based financial aid** is awarded to students whose families do not have sufficient financial resources to pay for college as determined by the completion of the FAFSA. Grants, loans, and employment opportunities are all examples of need-based financial aid.

2. **Non-need-based financial aid** is awarded to students without regard to financial need. Academic, talent, or achievement awards are all examples of non-need-based aid. Non-need-based loans like Federal Unsubsidized Direct and PLUS loans are also available to assist in managing college costs.

To apply for need-based financial aid you must complete the Free Application for Federal Student Aid (FAFSA), available online at [FAFSA.gov](http://FAFSA.gov). If you have not yet applied, it is not too late, although funding from many programs is limited.

**Financial Need and Expected Family Contribution (EFC)**

Your Expected Family Contribution (EFC) is the value that’s used to determine your eligibility for need-based financial aid. You can think of the EFC as an index that all colleges will use to determine how much financial aid you are eligible for.

The EFC is calculated from the information you report on the FAFSA. The formula by which your EFC is derived considers such things as income, certain assets, family size, and number of children in college, among others. The EFC is a measure of your family’s ability to pay for college.

Your financial aid eligibility, or financial need, is determined by subtracting your Expected Family Contribution (EFC) from the cost of attendance. The amount of your financial need is then used to determine eligibility for need-based grants, loans, and work study.

**Cost of Attendance—EFC = Financial Need**

Your financial need does not necessarily represent the amount you will receive in financial aid. Puget Sound strives to create a financial aid package that meets your demonstrated need, although funding limitations or other eligibility criteria prevent us from satisfying full need in all cases.

In order to remain eligible for need-based financial aid you must continue to demonstrate financial need as determined by completing the FAFSA each year.

**SPECIAL CIRCUMSTANCES**

The FAFSA is based on federal tax information from the previous year. Should you or your family’s circumstances be different from the information submitted on the FAFSA, or if there are extraordinary circumstances that impact your ability to contribute to your educational expenses, please complete a [Special Circumstances Information Form](#) to request a review of your situation. The request should provide sufficient detail for
us to determine how the changed circumstances will affect your financial aid eligibility.

Examples of special circumstances that could warrant review by the Financial Aid Committee include:

• Loss of employment
• Reduction in salary
• Medical/dental expenses paid out of pocket (not reimbursed by insurance or other benefits)
• Tuition expenses for siblings enrolled in private K-12 school
• Parent PLUS Loan payments or other parent educational loan payments

Although we cannot guarantee that we will be able to provide you with additional need-based aid, we will be able to provide you with additional options that may be available to you or your parents.

**PUGET SOUND SCHOLARSHIPS AND GRANTS**

Puget Sound’s financial aid program is made up of a variety of scholarships and grants that are funded by tuition revenue, endowment earnings, and gifts. Part of every tuition dollar goes to support Puget Sound aid programs. Additionally many scholarships and grants are provided through the financial commitments of Puget Sound alumni and friends.

The majority of scholarships are offered to undergraduate students at the point of admission and are subsequently renewed provided the student meets renewal criteria. A limited number of named scholarships are available to currently enrolled students who meet specific selection criteria established by donors.

Puget Sound grant assistance is awarded to undergraduate students based on demonstrated financial need. The amount of grant awarded may vary each year depending upon the level of financial need and other scholarship or grant assistance received.

A limited number of Puget Sound fellowships are offered to graduate students in the occupational therapy and physical therapy programs.

**FEDERAL GRANTS**

**Federal Pell Grant:** Pell Grants are directed at undergraduate students with exceptional financial need. The amount of grant awarded is determined by the student’s Expected Family Contribution (EFC), as calculated by the FAFSA. The maximum Pell Grant award is $5,775.

**Federal Supplemental Educational Opportunity Grant (SEOG):** SEOGs are awarded to undergraduate students with exceptional financial need. Priority is given to Pell Grant recipients. The maximum SEOG award is $2,000.

**Teacher Education Assistance for College and Higher Education Grant (TEACH):** TEACH grants up to $4,000 are available for graduate students who intend to teach in an elementary or secondary school that serves students from low-income families.

**WASHINGTON STATE AID**

The Washington State Need Grant program helps the state’s lowest-income undergraduates. Eligibility is determined by the Washington Student Achievement Council.

**GRANT ASSISTANCE FOR STUDENTS FROM OTHER STATES**

For information on state grant assistance for students from states other than Washington, please visit wdcrobcolp01.ed.gov/Programs/EROD/.

**FEDERAL STUDENT LOANS**

Puget Sound participates in the Federal Direct Student Loan program. Under this program the federal government serves as the lender.

There are two types of Federal Direct Student loans.

3. **Subsidized loans** are need-based loans. The government pays the interest on these loans while you are enrolled at least half time. The current interest rate for undergraduate loans is fixed at 4.66% and is subject to change.

4. **Unsubsidized loans** are not need-based loans. The interest begins accumulating as soon as the funds are disbursed on your behalf. Some students may wish to make interest-only payments while enrolled in order to reduce the amount of capitalized interest. Capitalization results in the interest being added to the principal creating a higher loan to repay after graduation. The current interest rate for these loans is fixed at 4.66% (undergraduate) and 6.21% (graduate) and is subject to change.

**Federal Direct Loan Limits**

<table>
<thead>
<tr>
<th>Dependent Student</th>
<th>Annual Loan Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$5,500</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$6,500</td>
</tr>
<tr>
<td>Junior or Senior</td>
<td>$7,500</td>
</tr>
<tr>
<td>Cumulative Loan Limit</td>
<td>$31,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Independent Student</th>
<th>Annual Loan Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$9,500</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$10,500</td>
</tr>
<tr>
<td>Junior or Senior</td>
<td>$12,500</td>
</tr>
<tr>
<td>Cumulative Loan Limit</td>
<td>$57,500</td>
</tr>
</tbody>
</table>

Graduate Student

Graduate Student

Cumulative Loan Limit

( Includes undergraduate borrowing)

**How to Apply**

Your Financial Aid Award Notice specifies the amount of your Federal Direct Loan eligibility. If you are a first-time borrower, you must complete an online [entrance counseling session](#) and sign a [Master Promissory Note (MPN)](# before you can receive your loan funds.
Disbursement of Funds
The annual loan amount you borrow for the year is divided equally between fall semester and spring semester. A fee of 1.073% will be subtracted from each disbursement to cover the loan origination fee. Federal Direct loans are received through Electronic Fund Transfer (EFT) and are credited to your student account automatically. We will notify you when funds are received and credited to your student account.

Repayment
Repayment begins six months after graduation or when dropping below half-time enrollment. You can expect to hear from your servicer about 30–45 days before the first payment is due. If you don’t hear from your servicer, it is your responsibility to contact them.

FEDERAL PERKINS LOAN
The Federal Perkins Loan program is a revolving loan program, which means the funds available to lend are made possible by prior student borrowers now in repayment. The university serves as the lender for the Perkins Loan. Both federal and university requirements, along with availability of funds, determine eligibility. The Perkins Loan interest rate is fixed at 5% and is interest free while you are enrolled at least half time. Puget Sound students with Perkins Loan eligibility are typically awarded approximately $4,000 per year.

How to Apply
Your Financial Aid Award Notice specifies the amount of Perkins Loan assistance you are eligible to receive. If you are a first-time borrower, you must complete an online entrance counseling session and sign a Perkins Promissory Note (MPN) before you can receive your loan funds. Promissory Notes are generally available to sign by early July.

Disbursement of Funds
The annual loan amount is divided equally between fall semester and spring semester. Perkins loans do not have an origination fee.

Repayment
Repayment begins nine months after graduation or when dropping below half-time enrollment. You can expect to hear from the Perkins Loan Servicer, ECSI, about 30–45 days before the first payment is due. If you don’t hear from ESCI, it is your responsibility to contact them.

WORK-STUDY EMPLOYMENT OPPORTUNITY
Work-study is a need-based financial aid program that assists students by providing an opportunity to earn money while gaining valuable work experience. If your Financial Aid Award Notice includes work-study, you are eligible to earn up to the maximum amount listed on the award notice. Because these earnings are subject to a student’s desire and ability to work, Puget Sound cannot guarantee employment or 100% earnings.

After a work-study award is made by Student Financial Services, Career and Employment Services (CES) will refer you to a work-study position on campus, or help you arrange an off-campus work-study job. On-campus work-study jobs are available in many departments and encompass a variety of skills and responsibilities. Most first-year students are referred to jobs on campus. Off-campus work-study jobs require advanced skills and are suitable for Washington state residents who have completed one or two years of study. Off-campus work-study jobs are available at select employers, including community service organizations.

Work-Study Employment for New Students
To participate in the program, you will need to complete the required Work-Study Employment Application no later than July 15. CES will contact you before July 1 to provide access to the application and instructions. On the application you will be asked to complete information about your skills, work experiences and job preferences. CES staff members will review this information and then provide you with a job referral at a work-study information session held during Orientation Week in August.

Students who work on campus need to complete I-9, W-4, and direct deposit forms before beginning employment with University of Puget Sound. These forms can be completed at the On-Campus Employment table on check-in day, August 21. To complete the I-9 form, you will need to bring to campus original documents. Most students will need a passport, Social Security card, or birth certificate to demonstrate their work eligibility. To enroll in direct deposit, bring a voided check or a form from your financial institution listing the routing number and account number (online accounts).

Work-Study Employment for Continuing Students
Complete the required Work-Study Job Confirmation Form no later than July 15. CES will contact you before July 1 to provide access to the form and instructions. It is necessary to return the form even if you think you have a job arranged, so we can confirm the placement. If you held a work-study job on campus during the 2014–15 academic year, in most cases that position will be renewed for 2015–16, unless you obtained a new position during the CES Work-Study Referral Sessions in April.

ADDITIONAL FINANCIAL AID RESOURCES
Outside Scholarship Opportunities
Private or outside scholarships may help you with your college expenses. You can access links to a number of outside scholarship resources on our website.

Please let us know about your scholarships so that we can include them on your billing invoice. You may report your scholarships by sending an email message to sfs@pugetsound.edu.

Outside scholarships will be applied to any remaining unmet financial need. If your need has already been met with other federal, state, or Puget Sound need-based aid, additional scholarships will result in your need-based aid being reduced. Reductions occur in the following order: loan assistance, work study, and finally Puget Sound grant assistance. Puget Sound grant programs are need-based awards and will be reduced in a financial aid package if the total amount of all scholarships combined with the grant assistance exceeds financial need.
PART-TIME EMPLOYMENT OPPORTUNITIES

Career and Employment Services (CES) maintains information on part-time employment opportunities on and off campus that are available to all Puget Sound students regardless of work-study status. New students seeking part-time employment should plan to attend CES’ Employment Opportunities sessions during fall orientation.

On campus: Though many on-campus jobs are filled entirely through the Work-Study Employment program, some positions do become available. Those opportunities typically include roles in Dining and Conference Services, Facilities Services, or Security Services, and jobs as campus visit assistants and Phonathon callers.

Off campus: CES staff members are available to consult with students about the part-time job search. A primary resource for Puget Sound students to find off-campus employment is the LoggerJobs database, which features part-time, summer, and temporary jobs alongside full-time employment.

PRIVATE EDUCATION LOANS

Puget Sound encourages students to pursue federal student loans and grants prior to applying for private educational loans. Private loans are designed to meet educational costs not covered by other forms of financial aid. Information on private loan options is available at pugetsound.edu/loans.

Unlike federal loans, interest rates, grace periods, repayment options, and fees for private educational loans are determined by the lender and can vary considerably from lender to lender. Private loans are based on an individual’s credit history and credit worthiness. You are strongly encouraged to review your credit report prior to applying and to apply with a credit-worthy co-signer. You may receive a free credit report at annualcreditreport.com.

FEDERAL PLUS LOANS FOR GRADUATE STUDENTS

Graduate students may borrow a Direct PLUS Loan for any year that they are enrolled at least half time. Under the Federal Direct Student Loan program, the federal government serves as the lender and the interest rate is fixed at 7.21%. Fees of 4.292% are subtracted from each disbursement to cover the loan origination fee.

The Direct PLUS Loan is a credit-based loan which allows graduate students to borrow up to the cost of attendance, less any other financial aid awarded. Cost of attendance includes the total cost of tuition, fees, and room and board billed by the university, plus a standard calculation for books, supplies, transportation, and personal expenses.

Applications for the Direct PLUS Loan are processed online through the U.S. Department of Education student loan website. Detailed information on applying for the PLUS Loan is available at pugetsound.edu/loans.

Repayment

Graduate students are automatically granted a deferral on monthly PLUS Loan payments. Payments are deferred until six months after you cease to be enrolled at least half time, although interest continues to accrue. Graduate PLUS borrowers have the option to begin repayment 60 days after the loan is fully disbursed. The standard repayment period is 10 years.

You can expect to hear from your servicer about 30-45 days before the first payment is due. If you don’t hear from your servicer, it is your responsibility to contact them.

3. Loan Assistance for Parents

Parents may apply for a Direct PLUS Loan for any year that their student is enrolled at least half time as an undergraduate student. Under the Federal Direct Student Loan program, the federal government serves as the lender and the interest rate is fixed at 7.21%. Fees of 4.292% are subtracted from each disbursement to cover the loan origination fee.

Students whose parents are borrowing a Direct PLUS Loan must complete the FAFSA before applying for the loan. The FAFSA is available at FAFSA.gov.

The Direct PLUS Loan is a credit-based loan which allows parents to borrow up to the cost of attendance, less any other financial aid already awarded. Cost of attendance includes the total cost of tuition, fees, and room and board billed by the university, plus a standard calculation for books, supplies, transportation, and personal expenses.

Applications for the Direct PLUS Loan are processed online through the U.S. Department of Education student loan website. Detailed information on applying for the PLUS Loan is available at pugetsound.edu/loans.

Repayment

The repayment period for a Direct PLUS Loan begins at the time the loan is fully disbursed, and the first payment is due within 60 days after the final disbursement. Borrowers may request an in-school deferment by calling the Direct Loan Servicing Center at 800.848.0979. Payments under the deferment option are deferred until six months after the student ceases to be enrolled at least half time, although interest continues to accrue. Some families make interest-only payments while a student is enrolled and delay repayment of the principal until after the student graduates.

The Direct PLUS Loan Program for parents offers several repayment plans that are designed to meet the different needs of individual borrowers. The terms differ between the repayment plans, but generally the standard repayment period on a PLUS Loan is 10 years. More information can be found on studentloans.gov.
4. Verification

Verification is the process used to check the accuracy of the information reported on the FAFSA. The federal processor randomly selects applications for verification. Typically about 20% of our applicants are selected to be verified.

VERIFICATION FAQS
How Will I Know if I Have Been Selected for Verification?
1. Your 2015–16 Federal Student Aid Report (SAR) will indicate if you have been selected.
2. You will be sent a Verification Worksheet from Student Financial Services. The worksheet will tell you what documents you are required to submit.

What Do I Have to Do?
You must retrieve your IRS data using either the IRS Data Retrieval Tool through FAFSA or submitting a 2014 IRS Tax Return Transcript obtained through the IRS.gov website.

What Happens if I Don’t Complete Verification?
Verification must be completed before your financial aid can be applied to your student account and no later than the end of the first semester of enrollment for the academic school year. If verification is not completed by then, all academic year federal, state, and need-based Puget Sound aid will be canceled. Many sources of financial aid have limited funding. You are encouraged to complete verification by May 15, in order to have access to as many sources of funding as possible.

Can Verification Change My Aid?
YES! If the information on your FAFSA is different than the information on your U.S. income tax return and Verification Worksheet, your aid could be affected. You will be notified by email if a change in eligibility occurred as the result of the verification process.

5. Satisfactory Academic Progress

Federal and state regulations require that students meet satisfactory academic progress (SAP) toward completing a degree in order to receive financial aid (scholarships, grants, loans, and work-study opportunities). Puget Sound applies these same standards for establishing eligibility for institutional scholarships and grants, including any additional criteria specific to a named scholarship.

SAP is reviewed at the end of each semester. The first time a student fails to meet SAP requirements they will be placed on financial aid warning for the next semester. Students on financial aid warning will continue to receive financial aid. Students who do not meet SAP requirements while on financial aid warning will become ineligible to receive further financial aid. Students may appeal for reinstatement of their financial aid if they believe that they had extenuating circumstances that led to their unsatisfactory progress.

Requirements of Satisfactory Academic Progress
1. Grade Point Average: Students must maintain a cumulative grade point average requirement, reviewed at the end of each semester. Undergraduate students must maintain a cumulative grade point average of 2.00 or higher. Graduate students must maintain a cumulative grade point average of 3.00 or higher.
2. Required Course Completion Rate: Students must complete at least 75% of the units in which they are enrolled at the end of the drop-without-record period. All incompletes (I), withdrawals (W or WF), and failures (F) are counted as courses attempted but not successfully completed.

Washington State Need Grant and State Work-Study recipients must complete 100% of their units in order to receive continued funding.
3. Maximum Terms of Eligibility: Incoming freshmen are eligible for financial aid for a maximum of 10 terms of full-time study. Transfer students are eligible for financial aid in proportion to the number of accepted units at time of matriculation. The maximum eligibility for master’s degree candidates is specific to their program.

6. Financial Aid for Study Abroad

Students are charged Puget Sound tuition and fees for their study abroad programs. If the program includes housing and meals (all or partial board plan), the student will also be charged the Puget Sound rate for housing and meals.

Federal and State Financial Aid
For eligible students Pell Grants, Supplemental Educational Opportunity Grants, Washington State Need Grants, Perkins Loans, Federal Direct Loans, and Parent PLUS Loans may be used for Puget Sound study abroad programs. Work-study benefits are not transferable to the study abroad program charge.

Puget Sound Scholarships and Grants
Puget Sound scholarships and grants are available for use on study abroad programs to students who demonstrate financial need.

- Students who complete the FAFSA (Free Application for Federal Student Aid) and demonstrate financial need may use, in conjunction with federal and state aid, their Puget Sound scholarships and grants up to their level of financial need.
- Students who do not complete the FAFSA or demonstrate financial need are not eligible for Puget Sound scholarships during their semester abroad.

Please consult with Student Financial Services to determine the amount of your Puget Sound scholarships and grants that will be available for study abroad.
7. Billing and Payment

Puget Sound utilizes an online billing system called Touchnet Bill + Payment. On Bill + Payment students and authorized users can view monthly bills and account activity, and make online payments via e-check.

Your semester billing invoice will be available online in early August for fall and early January for spring semester. The invoice summarizes your semester charges (estimated tuition, fees, room and board) less your estimated financial aid, and calculates the payment due. More information about the billing system can be found at pugetsound.edu/admission/tuition-aid-scholarships/bill-payment-information-new.

Accessing Bill + Payment
Students–Access Bill + Payment by logging in to myPugetSound. Students use their Puget Sound usernames and passwords to log in.

Parents–Students MUST set up parents as Authorized Users in Bill + Payment to allow parents and guardians to access the Bill + Payment system. Once set up parents receive two emails with the URL to link to Bill + Payment, and one with a temporary password to access the system.

Payment Options
Puget Sound offers several options for payment. Payment may be made by check, e-check (ACH), or cash; we are unable to accept credit cards.

Option 1—Payment in Full
Payment for each semester’s balance due must be paid in full by the payment deadline; August 15 for fall and January 15 for spring.

Option 2—Payment Plan
This plan allows for extended payment of the balance due. The net amount due for the semester plus an $80 payment plan participation fee is divided into five equal monthly payments. Payment plan amounts may be adjusted as account changes occur. The first payment is due August 15 for fall and January 15 for spring, with additional payments due the fifth of each month. A late fee of 1% will be charged each month for payments not received by the due date.

Option 3—PLUS or Private Education Loan
Parents or students may apply for loan funds to cover all or a portion of the balance due. Loans must be applied for and approved prior to the payment deadline. PLUS borrowers—please add the 4.292% origination fee to the amount needed.

Payment Deadlines
Payment is due by the following deadlines:

- Fall: August 15, 2015
- Spring: January 15, 2016

Students who have not made financial arrangements by the payment deadline will be charged a nonrefundable $200 late fee.

If you anticipate a problem meeting the payment deadline, please contact our office before the deadline to make special arrangements. Students who do not have their payment arrangements completed by the second day of classes will have their registration canceled. Students are then able to re-register on a space-available basis once financial arrangements have been confirmed.

Monthly Statements
You will receive email notification when your monthly billing statement is available. This statement details the activity on your account and the current balance due. We ask that you review the student account to confirm that payments, scholarships, and loans are accurately reflected on your student account.

Credit Balances
Your financial aid is expressed as an annual amount. The funds are divided equally and disbursed to your student account at the beginning of each semester. If there are any remaining funds on your student account after charges are paid, the funds will be available to you via eRefund through Bill + Payment or via paper check. Refunds cannot be released until the first day of the semester.

8. Tuition Adjustments—Withdrawals

Students who completely withdraw from a term or drop down in units may be eligible for tuition charge adjustments based on the official withdrawal date provided by the registrar. Lack of attendance does not cancel the student’s financial responsibility. Students are encouraged to discuss plans for withdrawal with their Student Financial Services counselor. The tuition adjustment schedule is available at pugetsound.edu/adjustments.

Room charges are nonrefundable for students who have contracted for campus housing. Detailed information on the room charge refund policy is available from the Office of Residence Life.

Board charges are refunded on a partial basis for those students who withdraw before the end of a semester.

Financial aid returns for students dropping from full time to part time or completely withdrawing will be re-calculated to determine whether a portion of federal and institutional aid must be returned.

9. Health and Tuition Insurance

Health Insurance
Puget Sound is concerned with the overall health of its students and their medical health coverage away from home. It is REQUIRED that students carry some type of health
coverage. Many students have, or can obtain, health coverage through a parent’s or guardian’s policy.

**Tuition Insurance**
Your investment in your education is a significant and important one. The university offers reasonably priced tuition insurance through the A.W.G. Dewar Co. The plan protects your educational investment by reimbursing 80% of paid tuition and fees if you receive an approved medical withdrawal.

Undergraduate tuition is automatically protected for a full academic year. A tuition insurance fee of $150 will be applied to your billing each semester, unless you waive the coverage by the first day of class fall semester. Find more information, along with the waiver form, on our website: pugetsound.edu/studentbilling.

**10. Educational Tax Credits**
Under the American Recovery and Reinvestment Act (ARRA), many parents and students qualify for a tax credit, the American Opportunity Credit, to pay for college expenses.

For more information visit the IRS website at IRS.gov.

**11. Required Notifications and Disclosures**
The Higher Education Act of 1965 (HEA) requires all colleges and universities participating in Federal Student Aid Programs to disclose specific institutional information to current and prospective students. Information on University of Puget Sound is available on our website at pugetsound.edu/consumerinformation.

**Financial Assistance is Available**
Please visit the university’s website at pugetsound.edu/sfs, or contact Student Financial Services at 253.879.3214, to obtain more information about student financial aid programs, including application procedures, eligibility criteria, and the rights and responsibilities of students receiving financial assistance.

**Family Educational Rights and Privacy Act (FERPA)**
Please visit the university’s website at pugetsound.edu/registrar/ferpa or visit the Office of the Registrar, located in Jones Hall, Room 013, to obtain more information about the rights and procedures under current U.S. law for inspection, correction, and disclosure of information in a student’s record.

**SECURITY POLICIES AND CRIME STATISTICS**
By October 1 of each year, the university distributes to all enrolled students and current employees an annual security report that contains institutional security policies and crime statistics. To obtain a copy of the most recent annual report, visit pugetsound.edu/security or contact Security Services at 253.879.3311.

**ATHLETIC PROGRAM PARTICIPATION AND FINANCIAL SUPPORT**
By October 15 of each year, the university makes available, upon request, a report on athletic program participation rates and financial support data. Please contact the university’s athletics office at 253.879.3426 to obtain a copy of the most recent annual report.

**COMPLETION AND GRADUATION RATES**
The university annually publishes its student completion rate, which is currently 76%. This means that 76% of fall 2008 entering freshmen graduated by August 2014.

**12. Payment and Financial Aid Checklist**
The link above will take you to a checklist to help you keep track of the details of the payment and financial aid process.