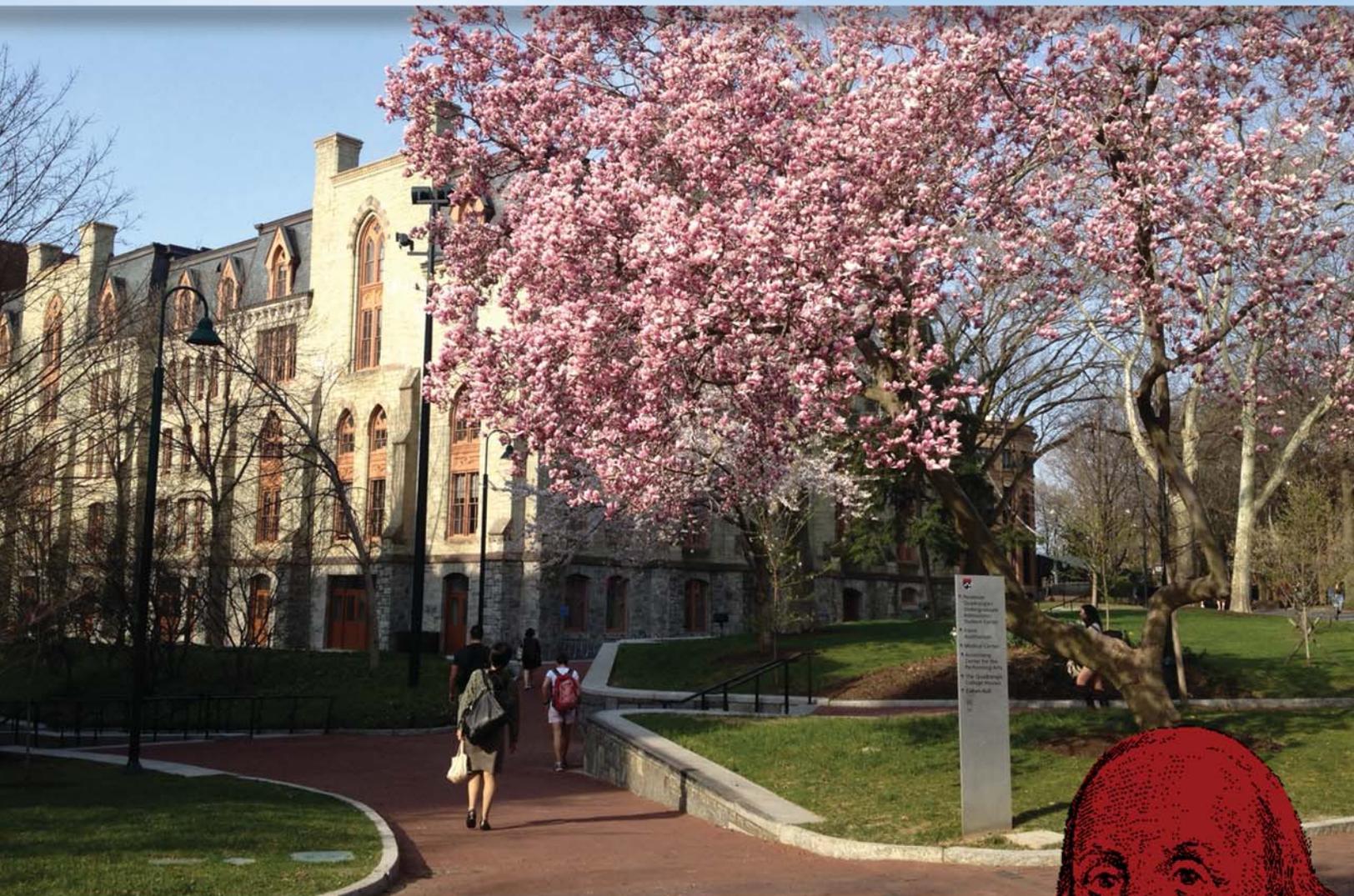


Penn
Student Registration
& Financial Services
www.sfs.upenn.edu

Financial Aid Information *for* Transfer and Continuing Students

» Academic Year 2013-2014



“An investment in knowledge always pays the best interest.”

Benjamin Franklin

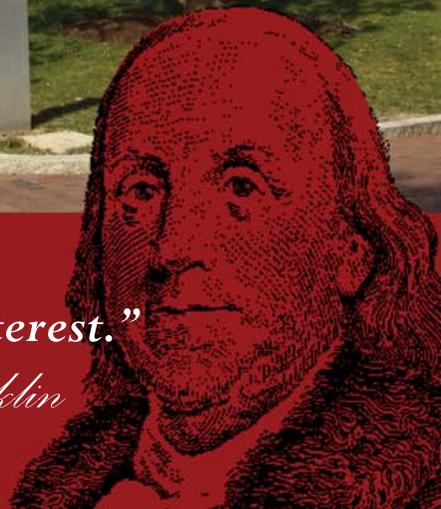


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COST OF ATTENDANCE

2013-2014 Costs	Living On/Off Campus	Living at Home w/Family
Tuition and Fees	\$45,890	\$45,890
Housing	8,330	0
Meals	4,592	2,222
Books	1,190	1,190
Personal Expenses	1,798	1,798
Total	\$61,800	\$51,100

Tuition and fees are fixed costs. Fees include the general fee, recreation fee, the student health clinical fee, and the educational technology fee.

The housing allowance is based on the median room rate in the University College Houses whether or not you live on campus.

The meal allowance enables residential students to choose a meal plan best suited to their needs. For students living at home with their family, an allowance for meals away from home is included.

The allowance for books is an estimate of the annual cost for these items.

Personal expenses includes allowances for clothing, laundry, and recreation.

Other Expenses to Consider

Other expenses not included in the standard Cost of Attendance are: the New Student Orientation fee for Transfer students, laboratory fees for certain courses, the College House fee if you live in College Housing, and student health insurance if you are not insured, or if your insurance does not meet University requirements.. (For an explanation of fees, please visit our website and **askBEN**).

Travel

Travel expenses are not included in the Cost of Attendance. However, a travel allowance may be built into your cost of attendance if your home is a considerable distance from Penn. It will be reflected on your aid notice.

Student Health Insurance

As a condition of enrollment, all full-time students are subject to certain requirements, including submission of health and immunization records, coverage for out-patient medical care through the Student Health Service, and maintenance of health insurance coverage for in-patient and catastrophic care. Students who do not provide information about their health insurance coverage, or whose insurance does not meet the University's guidelines will be automatically enrolled in the Penn Student Insurance Plan (PISP). For costs and details, visit the Student Health Services website at www.vpul.upenn.edu/shs.

SPECIAL BUDGET NOTES

Married Students and Students with Dependents

Penn has limited funds to support the individual non-educational financial needs of married students and students with dependents. Your basic Cost of Attendance includes tuition, fees, books and supplies. Penn expects living and personal expenses to be covered by your spouse's income. If you are not married, or if your spouse is a student, a supplement may be added to the basic cost of attendance to assist you with living expenses. If you need additional funds, you can consider borrowing from the Federal Direct Loan program.

College of Liberal and Professional Studies

Your financial aid eligibility is based on the number of courses in which you enroll. Therefore, your costs may differ from the one on the previous page. SFS will determine your cost of attendance from the charges your school places on your student account. If you change your registration plans, e-mail our office so that we can adjust your budget and aid.

CashCourse
Define your finances. Define your future.

Test your financial IQ and pick up some budgeting tips on **CashCourse**, the SRFS financial literacy tool.



HOW FINANCIAL NEED IS DETERMINED

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Family Contribution} \\ \hline = \text{Financial Need} \end{array}$$

Financial aid is awarded based on your evaluated financial need, as determined by Penn. Your need is calculated by subtracting your family contribution from your cost of attendance.

A family contribution includes contributions from both you and your parents or spouse.

Family Contribution

Your total family contribution includes contributions from both you, and your parents or spouse, if applicable. Your parents'/spouse's contribution is determined by considering income, assets, family size, number of dependent children in college or private school and the cost of each school, all taxes paid, and special circumstances, such as high medical expenses.

Your student contribution includes a portion of student assets, a portion of dividend and interest income, and savings from summer of 2013 employment. Penn generally expects sophomores, juniors and seniors to save \$2,800.

Reevaluation of Financial Aid

We want to be as responsive as possible to particular families' situations, within the limits of federal and University policies and available funding levels. It may not be possible for us to adjust your aid, but we can consider requests for reevaluation of the expected family contribution when:

Your family has experienced a change in financial circumstances, such as unemployment, reduction in income, or recent divorce or separation.

or

Your family has extenuating circumstances that distinguish them from other families of similar income and characteristics and were not considered in the initial determination of family contribution.

To request a reevaluation, email our office for an Application for Reevaluation. Penn accepts reevaluation requests at any time throughout the year if your family experiences a change in financial circumstances.

Financial Aid in Future Years

To continue to receive aid, you must apply each year, continue to demonstrate financial need, and remain enrolled full-time. If you need additional time to complete your requirements for graduation, please contact our office.

FINANCIAL AID FUNDS FOR INTERNATIONAL STUDENTS

Grants

Penn Grant and University Named Scholarships

These awards are made from either general University funds or specific funds earmarked by the donor for financial aid. Both Penn Grant and Named Scholarships are awarded based on evaluated financial need; however, some donors may have stipulated additional criteria (i.e. school, major, etc.).

Outside Scholarships

When you receive an outside scholarship (i.e., scholarships awarded from non-governmental sources outside the University), you will receive a dollar-for-dollar reduction in the self-help component of your financial aid package. (Self-help includes expected savings from summer earnings, work-study, and student loans that may be awarded to meet need. University grant will be reduced only after all self-help has been eliminated).

You are required to report to Student Financial Services all scholarships or grants awarded to you from any source outside the University. Mail scholarship checks to the address listed on page 16.

Jobs

International Student Job

If your financial aid award includes an international student job, visit the Student Employment website at www.sfs.upenn.edu/seo to search campus jobs.

International Student Job "credit" is not applied to your bill. You will be paid weekly based on the actual hours you work. Be sure to sign up for direct deposit as soon as you arrive on campus. Visit our website for a [list of local banks](#).

Student Loans

Please see our website for information on private loans. International students are usually required to have a US co-signer.



FINANCIAL AID FUNDS FOR US CITIZENS AND PERMANENT RESIDENTS

Grants

Penn Grant and University Named Scholarships

These awards are made from either general University funds or specific funds earmarked by the donor for financial aid. Both Penn Grant and Named Scholarships are awarded based on evaluated financial need; however, some donors may have stipulated additional criteria (i.e. school, major, etc.).

Federal Supplemental Educational Opportunity Grant (SEOG)

Recipients of this federally funded grant are selected by Penn based on evaluated financial need.

Federal Pell Grant

Eligibility for this federal grant is determined by the U.S. Department of Education, and is based on the FAFSA. The Pell Grant on your financial aid notice is an estimate. Actual credit will be applied to your student account after your FAFSA information has been verified according to federal regulations. Enrollment in fewer than four credit units a semester will affect the amount of your Pell Grant. University Grant will not be available to replace a Pell Grant if you are considered eligible but do not apply, or apply late.

State Grants

The amount of the state grant on your financial aid notice is an estimate. If you receive a state grant that is different from our estimate, or you are awarded such a grant but an estimated grant was not included in your award, your University grant will be adjusted so that your total grant aid remains the same.

Students from the District of Columbia and the states of Delaware, Massachusetts, Ohio, Pennsylvania, Rhode Island, Vermont, and West Virginia must apply for assistance through their state grant program. Eligibility for these grants is based on the FAFSA. Pennsylvania, Vermont, and the District of Columbia require you to also submit a state application. University Grant will not be available to replace State Grant funds if you missed the deadline. See the FAFSA for your state's deadline.

Outside Scholarships

When you receive an outside scholarship (i.e., scholarships awarded from non-governmental sources outside the University), you will receive a dollar-for-dollar reduction in the self-help component of your financial aid package. Self-help includes expected savings from summer earnings, work-study and any loan that may be awarded to meet need. University grant will be reduced only after all self-help has been eliminated.

You are required to report to Student Financial Services all scholarships or grants awarded to you from any source outside the University. Mail scholarship checks and correspondence to the address listed on page 16.

FINANCIAL AID FUNDS FOR U.S. CITIZENS AND PERMANENT RESIDENTS

Jobs

Work-Study

Work-Study is awarded as part of your financial aid package. Work-study "credit" is not applied to your bill; you will be paid weekly through **direct deposit** or a **TotalPay® Card** based on the actual hours you work. For details, visit the Student Employment website at www.sfs.upenn.edu/seo.

Student Loans (if applicable)

Federal Direct Loans

Direct Loans are either subsidized or unsubsidized. A subsidized loan is need-based and no interest is charged while you are in school.

An unsubsidized loan is not awarded on the basis of need. Interest accrues from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized, i.e., added to the principal amount of your loan. If you pay the interest as it accrues, you will pay less in the long run.

You can receive a subsidized and unsubsidized loan for the same enrollment period as long as the total does not exceed the loan limits for your grade level. Your grade level, based on the number of actual credit units earned, determines the amount of your Direct Loan eligibility. See page 9 for loan limits and application instructions.

Note to Transfer and LPS Students: Your Direct Loan will be certified at the freshman grade level unless we have information from The Office of Admissions, or your school, regarding your correct grade level.

Federal Perkins Loan

Recipients of this federally funded loan are selected by Penn based on evaluated financial need.

The annual loan limit is \$5,500 (funds permitting) with an aggregate maximum of \$27,500. The loan is interest-free until nine months after graduation or withdrawal from the University, when repayment begins. The interest rate is 5%. Eligibility is contingent upon maintaining satisfactory academic progress. Perkins Loans are eligible for partial cancellation if you are employed as a full-time nurse providing health care services.

If you are borrowing this loan for the first time, sign and return a Federal Perkins Master Promissory Note (MPN) that was mailed to you by June 20, 2013. If the deadline has passed, submit it as soon as possible. To decline or reduce your Perkins Loan, return a completed Federal Perkins Loan MPN Addendum.

Student Aid Loan

Penn awards a limited number of these loans from its own revolving loan funds. Repayment can be extended up to ten years, beginning six months after graduation or withdrawal from Penn. The interest rate is 6% and does not accrue until the beginning of the repayment period. Repayment and accrual of interest may be deferred during periods of at least half-time enrollment.

If a Student Aid Loan is included in your award, sign and return the loan note that was mailed to you by June 20, 2013 to receive credit on your initial Fall Term bill. If the deadline has passed, submit it as soon as possible.

FINANCIAL AID FUNDS FOR U.S. CITIZENS AND PERMANENT RESIDENTS

Nursing Student Loan (NSL)

Penn awards this federally funded loan to nursing students based on evaluated financial need. Funds are limited and are normally awarded to supplement Direct Loans.

Nursing students may be awarded a maximum of \$3,300 per year for their freshman and sophomore years and \$5,200 per year for their junior and senior years, funds permitting. The aggregate maximum amount an undergraduate nursing student may borrow is \$17,000. The loan is interest-free until nine months after graduation or withdrawal from the nursing program, when repayment begins. Thereafter, the annual interest rate is 5%.

For Nursing Loan Notes:

Two promissory notes per academic year must be signed, one for each term

- The amount on the schedule of advances section (located on the top of the promissory note) represents the Fall Term portion of your loan. You will be sent another loan note in November for the Spring Term portion of your loan.
- Read and sign the Nursing Student Loan Statement of Rights and Responsibilities, which is attached to your promissory note.
- Return the loan note, Statement of Rights and Responsibilities, and Student Loan Personal Data Form to SRFS by June 20, 2013 to receive credit on your initial Fall Term bill. If the deadline has passed, submit it as soon as possible.

Exit Counseling Requirements for Student Borrowers

Graduating students:

During the last year of your program, you are required to complete **Exit Counseling** to arrange for repayment of your loan(s). You will receive detailed information and instructions from our office.

Students withdrawing prior to the anticipated graduation date:

Contact our office before leaving campus in order to make arrangements for the repayment of your loan(s).

For students with delayed graduation:

Contact Student Financial Services concerning the delay in your expected graduation date.

Repaying Your Loan

Penn students have found loan repayment to be manageable. For example, the default rate for Penn's federal loan borrowers is one percent – well below the national average.

To protect borrowers, The College Cost Reduction Act has provided for income-based repayment on federal loans. The provision states that monthly loan payments on Direct, Direct PLUS, and consolidation loans are limited to 15% of the difference between the borrower's income and 150% of the federal poverty line, with forgiveness after no more than 25 years. Please visit the **Loans section of our website** for more information.

FINANCING AND PAYMENT OPTIONS

In addition to the financial aid programs listed on the previous pages, payment plans and loans are also available. These programs can transform your expenses into affordable monthly payments.

Please read the information below; then review the chart on the following pages. Or, visit [PennPlan online](#), where you can review the programs and calculate monthly payments. Log on through either the SFS or Admissions Decisions website.

A Word About Loans

While no one prefers to borrow, student loans can be an important component in meeting college costs. We recommend that you borrow only what you need, even if you are eligible for a higher amount, and only to accomplish a specific goal, such as:

- in lieu of using your work-study job
- to replace some of the expected summer earnings
- to distribute your family contribution over a longer term

Choose Loans Carefully

There are many types of educational loans available to students and their parents:

- **Federal Loans:** Federal loans should be your first choice. They often offer better terms, and may offer loan consolidation and flexible repayment options (e.g. income-based repayment and possible cancellation based on public service). Review the chart on the next page for details.
- **Alternative Loans:** A number of private lenders and other financial institutions offer education loans to students. These loans are not subsidized and may carry higher interest rates and fees than federal loans. Often, a cosigner is needed. If you think you need a private loan, visit our website to review alternative loan information.
- **Home Equity Loans or Lines of Credit:** These loans are secured by home equity and can offer tax advantages and longer repayment schedules. International families must own a home in the US to procure this loan.
- **Consumer Education Loans:** These loans are marketed by lenders who by-pass the schools, mailing information directly to you and your family. These are generally the least desirable loan products.

For More Information

We urge you to educate yourself about educational loans and repayment. In addition to the [SFS website](#), these sites are also helpful; www.collegeboard.com, www.finaid.org.

CashCourse
Define your finances. Define your future.

Test your financial IQ and learn more about borrowing on **CashCourse**, the SRFS financial literacy tool

PAYMENT OPTION FOR STUDENTS

Students				
Federal Direct Loan				
Eligibility	<ul style="list-style-type: none"> • U.S. citizen or permanent resident • Enrolled at least half-time in a degree program 			
Amounts	Grade Level	Annual Maximum for Dependent Students	Annual Maximum for Independent Students*	Limit on Subsidized Amount
	Freshman	\$5,500	\$9,500	\$3,500
	Sophomore	\$6,500	\$10,500	\$4,500
	Junior/Senior	\$7,500	\$12,500	\$5,500
	Note: The annual maximum may not exceed Penn's <i>cost of attendance</i> less any other financial you receive.			
Interest Rate	<p>Subsidized</p> <ul style="list-style-type: none"> • 6.8% for loans disbursed July 1, 2013 - June 30, 2014** • Interest is subsidized by the federal government during the in-school and grace periods <p>Unsubsidized</p> <ul style="list-style-type: none"> • 6.8%** • Interest begins to accrue after first disbursement for unsubsidized loans, and may be paid quarterly while in school or capitalized at repayment 			
Fees	1.0% origination fee**			
Source	U.S. Department of Education			
Repayment	<p>Subsidized</p> <ul style="list-style-type: none"> • Begins 6 months after graduation or withdrawal from the University • May be deferred for graduate study and in certain other circumstances • Graduated and income-based options available <p>Unsubsidized</p> <ul style="list-style-type: none"> • Begins 6 months after graduation or withdrawal from the University with the option to capitalize accrued in-school interest or to begin interest payments while in school • Graduated and income-sensitive options available Up to 10 year repayment term; may be extended through consolidation up to 30 years depending on the amount borrowed 			
To Apply	<p>Application Process for a Direct Loan</p> <ol style="list-style-type: none"> 1 File a FAFSA online at www.fafsa.ed.gov 2 New Students and First-Time Borrowers: <ul style="list-style-type: none"> • Submit a loan request in the Penn Loan System • Complete a Master Promissory Note and Entrance Counseling after we email you with instructions <p>Continuing Students:</p> <ul style="list-style-type: none"> • Penn will pre-certify you if you received a Direct Loan last year, so you only need to file a FAFSA 			
Recommended Deadlines	June 15, 2013**			

* Loan amount is also available to dependent students whose parents applied for Direct PLUS and were not eligible.

** Interest rates and fees are accurate at the time of the publication. Please check the SFS site for updated information effective July 1.

*** Deadline is recommended in order to receive credit on your initial Fall Term bill. Applications are still accepted after this date.

PAYMENT OPTIONS FOR PARENTS

Parents			
	Federal Direct PLUS Loan	Tuition Prepayment Plan	Penn Monthly Budget Plan
Eligibility	<ul style="list-style-type: none"> At least 1/2 time U.S. citizen or permanent resident No adverse credit history 	Any full-time Penn student who wants to prepay tuition and fees at the current rate.	Any Penn student
Amounts	Cost of education minus other financial aid	Class of 2016 \$137,670 Class of 2015 \$ 96,780	You determine the amount each year
Interest Rate	7.9% fixed*	None	None
Fees	4.0%*	None	\$75 plus an additional \$50 for enrollment after May 22
Source	U.S. Department of Education	Administered by Penn	Administered by Penn
Repayment	<ul style="list-style-type: none"> Begins 60 days after last academic year disbursement of loan. Repayment of principal may be deferred until six months after student graduates, withdraws, or is less than half-time. Interest will continue to accrue. Note: Repayment may be cancelled in the event of parent or student death or disability. 	One payment freezes tuition and fees at the current rate, thereby avoiding tuition and fees increases in subsequent years	Over 10 months beginning May 1
To Apply	<ul style="list-style-type: none"> File a FAFSA online at www.fafsa.ed.gov Complete a Direct PLUS Loan Application online at https://studentloans.gov 	Email SFS to request a set of agreements	www.sfs.upenn.edu/budget-plan
Recommended Deadlines	June 15, 2013**	June 15, 2013**	May 22, 2013** or as soon as possible.

* Interest rates and fees are accurate at the time of the publication. Please check the SFS site updated information effective July 1.

** Deadlines are recommended in order to receive credit on your initial Fall Term bill. Applications are still accepted after these dates.

SPECIAL POLICIES

Visit the *Special Policies* section of the SFS website for more information on this and other topics, or askBEN.

Dependency Status

Federal Policy on Independent Status

You will be considered an independent student for the federal financial aid programs only if you meet at least one of the following criteria for the 2013-2014 academic year:

- you were born before January 1, 1990
- you will be enrolled in a master's or doctorate program (beyond a bachelor's degree) at the beginning of the 2013-2014 school year
- you are married as of the day you apply (or you're separated but not divorced)
- you have children who receive more than half their support from you
- you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you at the time you apply and through June 30, 2014
- you are a veteran of the U.S. Armed Forces. (A veteran includes a student who attended a U.S. service academy and who was released under a condition other than dishonorable. For more details on veteran status, see the explanatory notes on the FAFSA).

The University Policy on Independent Status

You will be considered independent by Penn, and will not be required to submit parental information, if you are 30 years old by December 31, 2014 and are applying for University-administered funds for the first time.

However, if you meet the federal policy for independent status, but are not 26 years old by December 31, 2014, the decision to waive parental data is made by our office on a case-by-case basis. Students who are not required to submit parental information have typically

- not been claimed as dependents on their parents' taxes for at least two years, and
- demonstrated self-sufficiency for at least two years.

Off-Campus Living and Financial Aid

Students who live off-campus (i.e. apartment, fraternity/sorority house) receive financial aid based on the same budget as those who live on campus. Therefore, your financial aid is not affected by the decision to live off-campus. To ensure that you have sufficient funds to begin the academic year, we recommend that you sign and return loan notes by June 20, 2013. You should be prepared to use your summer savings and other resources to pay off-campus bills (i.e. rent) until your actual financial aid funds are applied to your student account.

SPECIAL POLICIES

Visit the *Special Policies* section of the SFS website for more information on this and other topics, or ask BEN.

Summer Financial Aid Program

Penn's financial aid commitment is to aid you for the academic year. Funds permitting, there is a limited summer financial aid program, consisting of loan and work-study. If you are considering enrolling in summer sessions, keep in mind that you may be incurring debt. Financial aid applications for summer sessions are available in mid-March.

Study Abroad and Financial Aid

Your financial aid is based on the program's budget, as estimated by the Office of International Programs. If the study abroad budget is less than the standard Penn budget, your aid will be reduced, beginning with grant. When the budget is higher, the difference will be covered with additional aid that may include a loan. In either case, your family contribution remains the same.

You will receive aid as if you are on campus, with the exception of a work-study job. Funds that you would receive from this award will be replaced with loan, to a maximum of \$500/semester and the remainder in Penn Grant if you are already grant eligible.

Summer Waiver Award Program

In order to broaden the array of summer activities open to students receiving financial aid, the University has established the Summer Waiver Award Program. Students who are accepted to participate in the program will qualify for a waiver of their expected contribution from summer savings. Within guidelines, Penn will waive part, or all, of the required contribution for students whose summer activities qualify for the program.

Taxability of Grants

Students receiving financial assistance should be aware that scholarship awards in excess of tuition, fees, and books and supplies required for courses of instruction, are subject to U.S. federal income taxation. In some cases, the University is required by the Internal Revenue Code to withhold federal income tax on scholarship awards to non-resident aliens. Consult your tax advisor if you have any questions.

Education Tax Credits

Some families may be eligible for a non-refundable credit against federal income tax liability, or a deduction for qualified payments of tuition and related expenses. Consult your tax advisor about your specific circumstances.

RECEIVING AND PAYING YOUR BILL

	E-Bill Sent	Due Date
Fall Term	July 1, 2013	July 31, 2013
Spring Term	December 2, 2013	January 6, 2014
Monthly Bills	First week of each month	Varies with each month

Penn.Pay

Penn.Pay is Penn's electronic billing system through which you receive your monthly student account bill. You can also review new activity on a daily basis and opt to pay your bill online. In order for your parents to access Penn.Pay, you must invite them to be "other payers". See the "MUST-DO" List on page 14 for instructions.

Receiving Your Bill

Transfer students: You will receive paper billing statements for the first two months only (July and August) at the street address we have on record. Billing statements will also be delivered to your University e-mail address, if it has been set up, and to any other e-mail addresses you provide on Penn.Pay. Beginning in September, only e-bills will be delivered.

Currently enrolled students: all bills are available through Penn.Pay.

Paying Your Bill

- **Online:** Use Penn.Pay to schedule both the payment date and amount to pay from your US checking or savings account
- **Online:** Use Penn.Pay and pay with your American Express® Card. A 2% convenience fee will be assessed and will appear on your American Express® billing statement. Note that Penn does not receive any compensation or portion of the convenience fee for providing American Express® as a payment option.
- **Check:** Make your check payable to "The Trustees of the University of Pennsylvania. Payment coupons must accompany your payment. Use the coupon attached to the billing statement, or print one from Penn.Pay. See the SFS website for details.
- **Wire Transfer** See the SFS website for details.
- **In Person:** Present your payment coupon and payment to the University Cashier in the lobby of the Franklin Building, 3451 Walnut Street. Payment coupons are attached to the bottom of your billing statement, or print one from Penn.Pay.

Late Payments

The University must receive the amount due in full on, or before, the due date. If full payment is not received by the due date, a late payment penalty of 1.5% of the past due amount per month will be assessed, and future registration and continuing enrollment will be jeopardized.

SRFS “MUST-DO” LIST

⇒ 1. Provide your EMERGENCY CONTACT information

Penn's Division of Public Safety encourages you to provide personal emergency contact information for use with the UPennAlert Emergency Notification System & Penn Guardian. Providing current information is the best way to ensure you will be reached in the event of an emergency. Partner with Penn by providing a phone number (preferably a cell phone) where you can best be reached. You may also register other contacts such as parents or guardians, so that University officials can communicate with them as well.

Register for UPennAlert: From [Penn InTouch](#) select Profile, privacy & emergency, then Emergency
Register for Penn Guardian at: <http://www.publicsafety.upenn.edu/pennguardian/>

⇒ 2. Give Permission to Share Academic/Financial Information

The University generally cannot, by federal law (FERPA), discuss your academic or financial records with a third party, including your parents. To authorize Penn to share academic/financial data with a parent, guardian, sponsor or other party, you must designate them explicitly.

From [Penn InTouch](#), select Profile, privacy & emergency, then Share Academic/Financial Information.

⇒ 3. Setup PENN.PAY Users and Payment Accounts for your Student Bills

Penn.Pay is Penn's electronic billing and payment system. As a student, you can access Penn.Pay with your Penn.Key. To enable others (such as your parents) to also receive and/or pay your bill, and view new daily activity, you must 'invite' them as an 'other payer'.

From [Penn InTouch](#), select Student Billing Account, then Paying Your Bill/Penn.Pay.

⇒ 4. Sign up for DIRECT DEPOSIT for your Student Account Refunds, Wages, or other Reimbursements

[Sign up for Direct Deposit](#) to securely deposit funds from Penn to your U.S. bank account. Whether you are entitled to a refund due to overpayment of your student account, receive wages under a University work arrangement, or are due any other University reimbursement, you will need to sign up for direct deposit to receive the funds. Penn does not issue paper checks. Enroll as soon as possible, using a bank local to Penn, or one of your own choosing (the University will accept only one direct deposit account).

Note: If you do not sign up and are due a refund or wages, your funds will be loaded onto a TotalPay Card (Visa debit card).

From [Penn InTouch](#), select Student Billing Account, then Enroll in Direct Deposit.

⇒ 5. Review Your Personal Profile

Visit Penn People to view and update your biographic and demographic information that is on file with the University.

From [Penn InTouch](#) select Profile, privacy & emergency, then Personal profile to enter your information.

⇒ 6. Other Privacy Issues

Visit [PennPrivacy](#) to read more about FERPA and follow the Privacy Must Do List to make other privacy choices.

Note: Revealing passwords or allowing other organizations or individuals to use your personal accounts to access Penn systems is a violation of University policy. Additionally, you compromise your privacy and become vulnerable to identity theft.

STUDENT STATEMENT OF RESPONSIBILITY

- I AGREE to report to Student Financial Services any additional resources that become available to me from any source during this academic year, and I understand that any additional resources will result in an adjustment of my financial aid award in accordance with University policy.
- I AGREE to report promptly to Student Financial Services any changes in my or my family's financial circumstances for this academic year. Examples of such changes are reemployment or loss of employment for a parent, change in college plans for another family member and changes in residency status (from resident to commuter). Should the calculation of my financial need change, I understand that the funds awarded to me may be adjusted accordingly.
- I AGREE that if I withdraw or cease to carry the required number of course units, I will report to Student Financial Services to arrange for repayment of aid advanced to me for which I am no longer eligible.
- I UNDERSTAND that in order to continue to receive the assistance listed on my financial aid notice, I must maintain satisfactory progress in the course of study I am pursuing according to the standards and practices of the University of Pennsylvania.
- I am not in default on any loan made, insured, or guaranteed under federal student assistance programs. I agree to notify Student Financial Services in writing if I am in default of any federal student assistance program.
- I have carefully read this agreement and the information in this booklet and agree to the conditions stipulated. I understand that failure to comply with these provisions could result in cancellation of my financial aid award.

NON-DISCRIMINATION STATEMENT

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD).

HOW TO CONTACT SFS

Website	<p>www.sfs.upenn.edu</p> <p>Forms, general information, self-service tools, parent corner, and askBEN, the SRFS 24/7 question and answer tool</p> <div data-bbox="1312 432 1495 485">  </div> <div data-bbox="412 537 1068 646">  </div>	
Email	<p>General Questions: sfsmail@sfs.upenn.edu</p> <p>Documents: srfsdocs@sfs.upenn.edu We can accept these attachment types only: .pdf .tif .doc .docx .txt .jpg .rtf .xls .xlsx We cannot accept compressed or zipped files.</p> <p>Tuition Prepayment Plan TuitionPrepaymentPlan@sfs.upenn.edu</p>	
Fax	<p>215-573-5428</p> <p>Fax documents to expedite processing and ensure their security. Use a Coversheet and please include your full name, date of birth, school of enrollment and Penn ID number.</p>	
Mailing Address for Documents	<p>Student Financial Services University of Pennsylvania 005 Franklin Building 3451 Walnut Street Philadelphia, PA 19104-6270</p>	
Walk-in Service and Appointments	<p>Room 100 Franklin Building 3451 Walnut Street</p>	<p>An Assistant Director is usually available. See a list of Assistant Directors</p> <p>Call in advance if you wish to schedule an on-campus appointment. Telephone appointments are also available during office hours.</p>
Outside Scholarships Correspondence and Checks	<p>Outside Scholarship Office Student Financial Services University of Pennsylvania 140 Franklin Building 3451 Walnut Street Philadelphia, PA 19104-6270</p>	
Office Hours	<p>Monday, Wednesday, Thursday & Friday 9 am - 5 pm Tuesday 10 am - 5 pm</p>	
Phone	<p>215-898-1988 (SFS)</p>	

OTHER USEFUL INFORMATION

Penn Websites

Student Financial Services - www.sfs.upenn.edu

Comprehensive information, forms, applications, entrance and exit interviews.

PennPlan online - An interactive financial planning tool

Continuing students: Access through www.sfs.upenn.edu

Transfer students: Access through www.admissions.upenn.edu/decisions

Penn InTouch- www.upenn.edu/pennportal (select Penn InTouch tab)

A secure gateway to your financial, academic, and personal information

PennPortal - www.upenn.edu/pennportal

Provides information from all campus sources and enables students to create their own personal, secure reference site.

Campus Express - www.campusexpress.upenn.edu

Offers information and applications for dining, housing and more

University of Pennsylvania - www.upenn.edu

Other Contacts

Penn OfficesE-mailPhone Number

Student Employmentseomail@exchange.upenn.edu215-898-6966

Student Health Insuranceshsinsur@pobox.upenn.edu215-746-3535

Outside PennWebsitePhone Number

FAFSA www.fafsa.ed.gov800-433-3243

Outside Scholarship Listings www.collegeboard.com or www.finaid.com

PROFILE www.collegeboard.com305-829-9793

U.S. Department of Education www.studentaid.ed.gov or www.ed.gov800-4-FED-AID
(433-3243)