

The following pages consist of forms that must be completed for the Office of Financial Aid.

You are otherwise responsible for:

- completing the FAFSA with the Federal Government and
- submitting a signed copy of your Federal 1040 Tax Return with any schedules and W-2s to our office
- completing a combined Stafford and Grad PLUS entrance interview online.

Please complete the information on the following pages, print the completed packet with all appropriate signatures and attachments and send to the Office of Financial Aid by April 8.

Winter/Spring 2010

Dear Financial Aid Applicant:

Enclosed please find financial aid application materials for the 2010-2011 academic year. All of the necessary forms to apply for federal financial aid are included. If you are also applying for institutional aid and are under 25 years of age as of March 1, 2010, you must also complete and submit the Parent Income Verification Form.

Some important items to note:

- The Department of Education is encouraging students to complete the FAFSA electronically on their website ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). The processing time is very quick when completing your FAFSA electronically.
- Please take some time to read the enclosed instruction sheet. It provides important information regarding the financial aid application process. The Forms Checklist should also be utilized and retained for your records.
- Most Grad PLUS and private loan applications are available on your lender's website and are not part of this packet. More information on lenders is available on the financial aid website: <http://www.nesl.edu/finaid/lenders>

***All financial aid materials should be submitted regardless of your admission status.*** Waiting to hear from the Office of Admissions could jeopardize your chances of receiving institutional aid.

Should you have any questions or need further information, do not hesitate to contact our office. We are happy to assist you in any way we can.

Sincerely,

Office of Financial Aid  
New England Law | Boston

## Financial Aid Application Instructions for the 2010-2011 Academic Year

### General Information

The deadline to apply for institutional financial aid for the 2010-2011 academic year is as follows: **April 8, 2010, for entering students and April 15, 2010, for continuing students.** Please see the enclosed checklist for a listing of all necessary forms that must be completed along with suggested mail dates. It is the student's responsibility to ensure that all necessary forms and materials have been submitted and received by the Office of Financial Aid. The Office of Financial Aid will make every attempt to notify students with incomplete files. Students whose files are completed after the appropriate deadlines have passed will be marked late and will not be considered until all other timely applications have been reviewed.

Financial aid applications for incoming students are not reviewed until after the applicant is admitted. Financial aid awards for incoming students are made on a rolling basis for students who have complete files. It is recommended that incoming students submit their financial aid application materials as soon after January 1, 2010, as possible, **regardless of the student's admission status. Do not wait to hear from the Office of Admissions.** Financial aid applications for continuing students will be reviewed after May 1, 2010, for students with files complete within the established deadlines.

### General Eligibility Criteria

- **Enrollment Status:** Students must generally be enrolled for at least 6 credit hours per semester (half-time status) to be considered for institutional and federal aid.
- **Satisfactory Academic Progress:** All students must be meeting the minimum academic guidelines as outlined in the Student Handbook in order to be considered for institutional and federal aid. All incoming students are considered to be in good standing during their first year.
- **Citizenship Status:** Federal regulations restrict eligibility for all federal funds to citizens or permanent residents of the United States. New England Law is unable to offer need-based aid to international students.
- **Financial Need:** Financial need for federal aid is determined by information reported on the Free Application for Federal Student Aid (FAFSA). Financial need for **institutional funds** is determined by information reported on the FAFSA **and parental information, if required.**

### Application Procedure

It is critical that all forms and documents be submitted on time. The enclosed forms checklist should be used as a guide to ensure that all forms have been completed in a timely manner. Please note that students who **are only applying for federal aid** (Federal Stafford Loan, Federal Perkins Loan, Federal Grad PLUS Loan, Federal Work-Study) do not need to provide any parental information.

Students who are applying for institutional financial aid and are under 25 years of age as of March 1, 2010, **must** provide parental information on the Parent Income Verification Form. Continuing students who completed a FAFSA in 2009-2010 should complete a "Renewal FAFSA" via the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), if possible. The Renewal FAFSA is easier to complete than the regular FAFSA because much of the information is pre-filled. The FAFSA generally takes 2-4 weeks to be processed. Once processed, you will receive a Student Aid Report (SAR). New England Law will receive this information electronically provided you include our school code on the FAFSA. **The FAFSA code for New England Law is G08916.**

### Types of Financial Assistance Available

**Grants and Scholarships:** New England Law offers several types of need-based grants and merit-based scholarships. To be considered for grants, you must complete this financial aid application packet; merit scholarships are awarded upon admissions to the school, based on the evaluation of a Merit Scholarship Committee. Scholarships and grants are considered gift aid and do not need to be repaid.

**Employment (Federal Work-Study):** This federally funded program allows a student to work at an eligible on or off-campus agency. The student is issued a check for his or her earnings twice per month.

**Federal Perkins Loan:** This low interest (5%) federal revolving loan program is administered directly by the school. Priority for this program is given to students demonstrating exceptional financial need.

## **Federal Stafford Loan Program/Application Process**

Students should anticipate that loans will be a significant part of their financial aid package. Any student who applies for institutional aid should also apply for a Federal Stafford Loan. This loan is the first level of funding for financial aid applicants. The Federal Stafford Loan Program is a low-interest loan program available to students from participating lenders. Most students are eligible for a subsidized and/or unsubsidized Federal Stafford Loan. The interest rate is fixed; the rate for the 2009-2010 academic year was 6.8%.

Students must demonstrate need to qualify for the subsidized loan. The maximum annual subsidized loan is \$8,500. Students who do not qualify for the full amount of a subsidized loan, or who need additional funding may apply for an unsubsidized loan. The maximum annual loan amount for an unsubsidized Federal Stafford Loan is \$20,500, less any subsidized loan amount. The maximum cumulative borrowing allowed from Stafford Loans is \$138,500; no more than \$65,500 of this amount may be in subsidized loans. This maximum limit includes Stafford Loans received during your studies prior to attending the law school. The provisions for the subsidized and unsubsidized Federal Stafford Loans are the same with the following exception. For a subsidized loan, a student is not charged interest until 6 months after graduation or fall below half-time enrollment. For the unsubsidized loan, the student is responsible for interest payments while enrolled. However, most lenders offer the option to have the interest accrue and capitalized.

A Loan Request Form to initiate the Stafford Loan application process is included as part of this packet. Students will be notified of their Stafford Loan eligibility via the award process. However, students need not wait to receive notice of their eligibility in order to submit the Loan Request Form. Loan processing will begin in May 2010. Students wishing to have loan funds available by the start of classes should submit their Loan Request Form to the Office of Financial Aid by July 1, 2010, in order to avoid any late fees. The loan process approval time is generally 4 weeks.

An origination fee up to 1% and/or a guarantor insurance fee up to 1% for 2010-11 may apply to your Stafford Loans.

New England Law will process your Stafford Loans electronically in most cases after you complete a Loan Request Form. More information about the Stafford Loan process is available when award notifications are mailed.

## **Federal Graduate PLUS Program and Private Alternative Education Loan Programs**

Students who wish to secure additional loan funds, up to their cost of attendance less other financial aid, may choose either the Federal Graduate PLUS or private loan programs. Grad PLUS loans have a fixed interest rate of 8.5%. An origination and guarantor insurance fee of up to 4% is deducted from the loan prior to disbursement. Students must initiate the loan process by contacting a lender directly. Private alternative education loans are available from a variety of lenders. Eligibility for both Grad PLUS and private loans is based on a student's budget. Satisfactory credit is essential for approval.

## **Entrance Interviews**

All first time borrowers at New England Law are required to complete an Entrance Interview for their Federal Stafford and Graduate PLUS loans. A combined entrance can be completed online at <http://mappingyourfuture.org>. Students must complete an Entrance prior to the disbursement of loans. Upon completion, a confirmation is sent electronically to New England Law.

## **Common Mistakes in the Financial Aid Process**

A few of the more common problems that could delay the review of a student's file:

- Submitting student or parent tax returns with no signatures, missing schedules, or missing W-2 forms.
- Sending the FAFSA out to processor on April 8/15 deadline. Doing this would result in processed report not being received in the Office of Financial Aid until 2-4 weeks later. The FAFSA should be sent out by March 15.
- Failure to provide parental information, when applicable. Note that parental information is required on the Parent Income Verification Form, along with applicable tax return, for students under age 25 as of March 1, 2010.
- Failure to accurately report untaxed income on the FAFSA form. Most common omissions are 401(k) and 403(b) contributions, cash and grants from family and others.
- Failure to provide the New England Law federal school code (G08916) on the FAFSA.
- Failure to complete an Entrance Interview for Stafford or Graduate PLUS loans.

## **Special Circumstances**

Students who have any special circumstances are encouraged to submit this information in a letter addressed to the attention of the Assistant Director of Financial Aid. This information will be included in the review of the student's financial aid application. Examples of special circumstances may include, but is not limited to: illness, disabilities, unusual family situations and employment situations.

## 2010-2011 Financial Aid Forms Checklist

*(Please retain for your records)*

Document/Form	Deadline (Incoming Students)	Deadline (Continuing Students)	Date Mailed/ Submitted
<b>New England Law   Boston Financial Aid Application</b>	April 8, 2010	April 15, 2010	___/___/___
<b>FAFSA or Electronic Renewal FAFSA</b> Free Application for Federal Student Aid  Note: New England Law will automatically receive your processed FAFSA information electronically provided you put our school code (G08916) on the FAFSA	<b>Suggested date</b> for completing FAFSA or Renewal FAFSA: 3/15/2010 for receipt of processed FAFSA in Office of Financial Aid by April 8, 2010	<b>Suggested date</b> for completing FAFSA or Renewal FAFSA: 3/15/2010 for receipt of processed FAFSA in Office of Financial Aid by April 15, 2010	___/___/___
<b>Student Income Verification Form</b> Include signed copy of 2009 Federal Tax Return and copies of all schedules and W-2 forms	April 8, 2010	April 15, 2010	___/___/___
<b>Parent Verification Form*</b> Include signed copy of parents' 2009 Federal Tax Return and copies of all schedules and W-2 forms	April 8, 2010	April 15, 2010	___/___/___
<b>Stafford Loan Request Form</b> Note: The Stafford Loan Request Form is a separate application and is not the same as the FAFSA.	July 1, 2010	July 1, 2010	___/___/___
<b>Grad PLUS or Private Loan Application</b> Grad PLUS and private loan applications are available on your lender's website. Although these loans are processed throughout the academic year, students wishing to have loan funds available the first week of classes should submit the application by July 1.	July 1, 2010  Note: Grad PLUS/private loan applications are not included in this packet	July 1, 2010  Note: Grad PLUS/private loan applications are not included in this packet	___/___/___
<b>Entrance Interview</b> First time Stafford or Graduate PLUS loan borrowers must complete a combined Stafford/PLUS entrance prior to disbursement. Entrances can be completed online at <a href="http://mappingyourfuture.org">http://mappingyourfuture.org</a> . The Office of Financial Aid will receive a confirmation once completed.	<b>Suggested date</b> for completing Entrance:  April 8, 2010	<b>Suggested date</b> for completing Entrance:  April 15, 2010	___/___/___

\* Parent Income Verification Form must be submitted if you are applying for institutional funds and you are under 25 years of age as of March 1, 2010.

**NOTE: Faxed materials are not acceptable – Please mail, email or drop off all forms**

## Financial Aid Application 2009-2010 Academic Year

Name \_\_\_\_\_ SS# \_\_\_\_\_ Birthdate \_\_\_\_\_  
Last First Middle

Permanent Home Address \_\_\_\_\_  
Number and Street City State Zip

Local Address \_\_\_\_\_  
Number and Street City State Zip

Home Phone # \_\_\_\_\_ Local Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_

Between May 2009 and August 2009 I can be reached at:  Permanent Address  Local Address

### Enrollment Status for 2009-2010 Academic Year

Division:  Day  Evening  Special Part-Time  Day Part-Time  
 Year:  1L  2L  3L  4L  5L  6L

Expected Graduation Date: Month \_\_\_\_\_ Year \_\_\_\_\_

If you will be enrolled in the Special Part-Time Program, indicate number of credit hours to be taken:  
 Fall \_\_\_\_\_ Spring \_\_\_\_\_

### Type(s) of Financial Aid For Which You Are Applying:

- Federal Perkins Loan
- Federal Stafford Loan
- Institutional Grants/Scholarships

Please list all school or colleges previously attended.

College	Dates Enrolled	College	Dates Enrolled
_____	_____	_____	_____
_____	_____	_____	_____

### Verification of Household Size

Fill in the information below about the people in your household. **Include yourself and your spouse. Include your children if you (or your spouse) will provide more than half of their support from 7/1/09 to 6/30/10.** Include other people only if they lived with you and received more than half of their support from you (or your spouse) and will continue to get this support between 7/1/09 and 6/30/10.

Name	Age	Relationship	College (*see note below)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*Indicate college if enrolled on at least a half-time basis (6 cr. per sem.) in a certificate or degree program. This information may be verified upon enrollment into program.

**Monthly Expenses:** Although you will be assigned a moderate standard living expense budget, adjustments may be made in extraordinary circumstances and when documented appropriately. Please list any unusual or exceptional expenses that you will incur during the academic year:

**Anticipated Living Arrangement:**

- Rent Apartment Monthly payment \$ \_\_\_\_\_
- Live with parents
- Other Please explain \_\_\_\_\_

**Student/Spouse Information**

Do you own/lease a car?  Yes  No  
 Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Monthly Payment \_\_\_\_\_ Balance \_\_\_\_\_  
 Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Monthly Payment \_\_\_\_\_ Balance \_\_\_\_\_

Do you own a home/condominium?  Yes  No  
 Year Purchased \_\_\_\_\_ Purchase Price \_\_\_\_\_ Monthly Payment \_\_\_\_\_  
 Balance \_\_\_\_\_

What funds (family, friends, government, and others) will be available to you during the academic year?  
 Source: \_\_\_\_\_ \$ \_\_\_\_\_

Will you receive tuition reimbursement from your employer?  Yes  No  
 If yes, indicate amount to be received in 2010/2011 \_\_\_\_\_ When will you be reimbursed? \_\_\_\_\_

Student/Spouse Assets:  
 Cash/Savings/Checking Accounts \$ \_\_\_\_\_  
 Investments: Mutual Funds/Stocks/Bonds/CD's/etc. (Non-retirement) \$ \_\_\_\_\_

**Educational Loan History:** List outstanding balance for each loan type below.

Federal Perkins/NDSL	\$	_____
Federal Stafford/GSL	\$	_____
Other Ed. Loans	\$	_____
Spouse's total outstanding loans	\$	_____
<b>Total</b>	\$	_____

**Student/Spouse Employment Record**

<b>Student</b>	Employer	Type of Work	Gross Monthly Earnings
Summer 2010	_____	_____	_____
AY 2010-2011	_____	_____	_____
<b>Spouse</b>	Employer	Type of Work	Gross Monthly Earnings
Summer 2010	_____	_____	_____
AY 2010-2011	_____	_____	_____

I certify that the information provided on this form is complete and accurate. I authorize New England Law to use Federal Funds (Stafford and/or Perkins) to pay for Student Health Insurance charges, if applicable. I understand that I may cancel or modify this authorization at any time.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_



**2010-2011 Academic Year  
Parent Income Verification Form**

(Required for institutional aid applicants under 25 years of age as of March 1, 2010)

Student Name \_\_\_\_\_ Soc. Security # \_\_\_\_\_  
Last First

Parent Name \_\_\_\_\_  
Mother Father

**1. Statement of Filing Status (Check One)**

- I/we **will file** a 2009 U.S. Tax Return. Attach a **signed copy** of your tax return. Include all schedules and copies of all W-2 forms.
- I/we **have not filed** and are **not required** to file a 2009 U.S. Income Tax Return.

**2. Statement of 2009 Non-Taxable Income - To be completed by all parents.**

Report all income received in 2009 which *will not be included as taxable income on your 2009 Income Tax Return*. If you did not receive any non-taxable income, enter '0' on the total line.

- 401(k), 403(b) contributions made in 2009  
This will usually be reported in Box 12 of your W-2 form \_\_\_\_\_
  - IRA/Keogh contributions as reported on your tax return \_\_\_\_\_
  - **Earnings not reported on your tax return**  
(Submit copies of your W-2 Forms) \_\_\_\_\_
  - Child support received \_\_\_\_\_
  - Housing/Living Allowances (Military and Clergy) \_\_\_\_\_
  - Earned Income Credit (EIC) - as reported on your tax return \_\_\_\_\_
  - Social Security Benefits Received (not withheld from your wages) \_\_\_\_\_
  - AFDC/ADC \_\_\_\_\_
  - Other \_\_\_\_\_
- TOTAL (Do not leave blank)** \_\_\_\_\_

**ADDITIONAL PARENTS' INFORMATION**

1. Parent/Guardian 1:  Mother  Father  Legal Guardian  Other

Name \_\_\_\_\_

Home Address \_\_\_\_\_  
Number and Street

City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Occupation \_\_\_\_\_

Employed by \_\_\_\_\_ Number of Years \_\_\_\_\_

2. Parent/Guardian 2:  Mother  Father  Legal Guardian  Other

Name \_\_\_\_\_

Home Address \_\_\_\_\_  
Number and Street

City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Occupation \_\_\_\_\_

Employed by \_\_\_\_\_ Number of Years \_\_\_\_\_

3. Number of family members in 2010-2011 \_\_\_\_\_ (include student)

4. Number of enrolled college students in the family in 20F€-201F \_\_\_\_\_ (include student)

5. Parents' current marital status is:

single  married  separated  divorced  widowed

6. Age of older parent is \_\_\_\_\_

7. Parents' state of legal residence is \_\_\_\_\_

8. Monthly mortgage payment or rent on parents' home \_\_\_\_\_

9. If parents own home: Year home purchased \_\_\_\_\_  
Purchase price \_\_\_\_\_  
200J Property taxes \_\_\_\_\_

10. Do parents own/lease car?  yes  no

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Monthly Payment \_\_\_\_\_ Total Owed \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Monthly Payment \_\_\_\_\_ Total Owed \_\_\_\_\_

11. Asset Information

What is it worth now? What is owed on it?

Cash, Savings, Checking Accounts \_\_\_\_\_ XXXXXXXXXXXXXXXX

Home \_\_\_\_\_

Other Real Estate \_\_\_\_\_

Investments (Mutual Funds, Stocks \_\_\_\_\_

CD's) \_\_\_\_\_

Business \_\_\_\_\_

12. Please list any other liabilities not already reported on this form:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I/We certify that the information provided in this form is complete and accurate.**

\_\_\_\_\_  
Parent/Guardian 1's signature Date

\_\_\_\_\_  
Parent/Guardian 2's signature Date

**2010-2011  
Federal Stafford Loan Request Form  
: 1st Year Students**

By utilizing this form, you will be taking the first step in applying for a Federal Subsidized and/or Unsubsidized Stafford Loan. After your financial aid file has been reviewed by the Office of Financial Aid, we will send your eligibility information to the lender of your choice. You will then be notified by your lender to complete a Master Promissory Note (MPN). An MPN is completed only once during your enrollment at New England Law, provided you remain with the same lender.

**Selecting a Stafford Loan Lender:** The Office of Financial Aid has done the research necessary to identify several reputable lenders which we have determined provide the best rates and services for our students. We strongly encourage students to visit our online lender information section at [www.nesl.edu/financialaid](http://www.nesl.edu/financialaid) to review the lenders we have chosen to include. Please note: there are many more lenders available to provide loans than we have been able to outline – you are welcome to use any lender, regardless of their presence on our list. If you do choose a different lender, please complete the backside of this form before returning it to us.

**Please complete the following questions and return this form to the Office of Financial Aid.**

Name \_\_\_\_\_  
Last First M.I.

Soc. Sec. # \_\_\_\_\_

Phone # \_\_\_\_\_

Address where Master Promissory Note (MPN) can be mailed:  
\_\_\_\_\_  
\_\_\_\_\_

Birth date \_\_\_\_\_

Driver's Lic. # \_\_\_\_\_

State \_\_\_\_\_

Email Address (most lenders will email you a notification to sign the MPN online):  
\_\_\_\_\_

Lender (Select one):  
 GUJARATI 7th Vub 7th Ybg 6 Ub  
 >D'Acf[ Ub 7\ UgY National Education 5 WWWgg; fci d  
 9X5 a Yf]WU Other (complete backside)

**Loan Types(s) and Amounts Requested:**

- I want to borrow the maximum Subsidized and Unsubsidized Federal Stafford Loan amount for which I am eligible. This amount will not exceed \$20,500 per academic year.
- I want to borrow only the maximum Subsidized Federal Stafford Loan amount for which I am eligible. This amount will not exceed \$8,500 per academic year, and may be less, if my financial need is low.
- I want to borrow \$\_\_\_\_\_ (not to exceed \$20,500) in Federal Stafford Loans for the current award period. This amount will be awarded in Subsidized Federal Stafford Loan funds to the extent of my eligibility, with any remainder awarded in Unsubsidized Federal Stafford funds.

\_\_\_\_\_  
Student Signature Date

**2010-2011**  
**Federal Stafford Loan Request Form**  
**Page 2**

**ONLY TO BE COMPLETED IF YOUR LENDER IS NOT LISTED ON PAGE 1**

**Other Lender Information (please contact your lender of choice for this information):**

Lender Name: \_\_\_\_\_

Lender Code: \_\_\_\_\_

Lender Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lender Phone #: \_\_\_\_\_

Lender Fax #: \_\_\_\_\_

Lender Website: \_\_\_\_\_

***Please Note: An origination fee of up to 1% and/or a guarantor fee of up to 1% may apply to your Stafford Loans.***

You have completed the application for financial aid for New England Law | Boston. Please print these forms, as they will not be submitted electronically. Review all pages for accuracy and to ensure they have all been signed.

Your financial aid file will not be considered complete until these forms, along with a signed copy of your Federal 1040 Tax Return with any schedules and W-2s and your completed FAFSA, are submitted. Your loans will not be ready to certify until you have also completed your Stafford/Graduate PLUS Entrance Interview.

Forms can be mailed or emailed to the  
Office of Financial Aid.

**WE WILL NOT ACCEPT FAXED INFORMATION.**