

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
- submitting a signed copy of your Federal 1040 Tax Return with any schedules, forms and W-2s to our office
- completing a combined Stafford and Grad PLUS entrance interview online
- completing the Federal Direct Loan Request Form (will be sent to you with your award packet)
- completing Master Promissory Notes for your Stafford and Grad PLUS loans 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 7.

Winter/Spring 2011

Dear Financial Aid Applicant:

Enclosed please find financial aid application materials for the 2011-2012 academic year. If you are applying for institutional aid and are under 25 years of age as of March 1, 2011, you must 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.
- The Federal Direct Loan Request Form (for Stafford and Grad PLUS loans) will be included in your award letter packet.

***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 2011-2012 Academic Year

### General Information

The deadline to apply for institutional financial aid for the 2011-2012 academic year is as follows: **April 7, 2011, for incoming students and April 14, 2011, 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, 2011, 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, 2011, 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** (Stafford Loan, Perkins Loan, Grad PLUS Loan, 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, 2011, **must** provide parental information on the Parent Income Verification Form. Continuing students who completed a FAFSA in 2010-2011 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 and include parent information, if required. 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 the Department of Education. Most students are eligible for a subsidized and/or unsubsidized Federal Stafford Loan. The interest rate is fixed; the rate for the 2010-2011 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 if you drop below half-time enrollment. For the unsubsidized loan, the student is responsible for interest payments while enrolled; however, you have the option to have the interest accrue and capitalized.

A Loan Request Form to initiate the Stafford Loan application process will be included in your award letter packet. Students will be notified of their Stafford Loan eligibility via the award process. Loan processing will begin in May 2011. 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, 2011, in order to avoid any late fees. The loan process approval time is generally 4 weeks. A net origination fee of .5% will be deducted from the loan amount prior to disbursement. 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 7.9%. A net origination fee of 2.5% is deducted from the loan prior to disbursement. Students must initiate the loan process by submitting the loan request form, included in your award letter packet. 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 and Master Promissory Notes**

All first time borrowers attending New England Law are required to complete an Entrance Interview and Master Promissory Note for their Federal Stafford and Graduate PLUS loans. A combined entrance can be completed online at <http://mappingyourfuture.org>. Upon completion, a confirmation is sent electronically to New England Law. MPNs can be completed online at [studentloans.gov](http://studentloans.gov). MPNs must be completed separately for Stafford and Grad PLUS. An MPN is only completed once and will be used for your future loans, unless you required an endorser for your Grad PLUS loan. Students must complete these documents prior to the disbursement of loans.

## **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/forms, or missing W-2 forms.
- Sending the FAFSA out to processor on April 7/14 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, 2011.
- 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.

## **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 are not limited to: illness, disabilities, unusual family situations and employment situations.

## 2011-2012 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 7, 2011	April 14, 2011	___/___/___
<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: 3/15/2011 for receipt of processed FAFSA in Office of Financial Aid by April 7, 2011	<b>Suggested date</b> for completing FAFSA or Renewal FAFSA: 3/15/2011 for receipt of processed FAFSA in Office of Financial Aid by April 14, 2011	___/___/___
<b>Student Income Verification Form</b> Include signed copy of 2010 Federal Tax Return and copies of all schedules, forms and W-2s	April 7, 2011	April 14, 2011	___/___/___
<b>Parent Verification Form*</b> Include signed copy of parents' 2010 Federal Tax Return and copies of all schedules, forms and W-2s	April 7, 2011	April 14, 2011	___/___/___
<b>Federal Direct Loan Request Form (for Stafford and Grad PLUS Loans)</b> Note: The Federal Direct Loan Request Form is a separate application and is not the same as the FAFSA.	July 1, 2011  Note: You will receive this form in your Financial Aid award letter packet.	July 1, 2011  Note: You will receive this form in your Financial Aid award letter packet.	___/___/___
<b>Private Loan Application</b> Private loan applications are available on your lender's website.	July 1, 2010	July 1, 2010	___/___/___
<b>Entrance Interview</b> <b>First time</b> Stafford or Grad 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 7, 2011	<b>Suggested date</b> for completing Entrance: April 14, 2011	___/___/___
<b>Master Promissory Notes</b> <b>First time</b> Stafford or Grad PLUS loan borrowers must complete separate MPNs prior to disbursement. MPNs can be completed online at <a href="http://studentloans.gov">http://studentloans.gov</a> . The Office of Financial Aid will receive a confirmation once completed.	<b>Suggested date</b> for completing MPNs: July 1, 2011	<b>Suggested date</b> for completing MPNs: July 1, 2011	___/___/___

\* 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, 2011.

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

## Financial Aid Application 2011-2012 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 2011 and August 2011 I can be reached at:  Permanent Address  Local Address

**Enrollment Status for 2011-2012 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 Direct 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 7/1/11 to 6/30/12.** 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 7/1/11 and 6/30/12.

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 Current Value \_\_\_\_\_  
 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 2011-2012 \_\_\_\_\_ 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 \_\_\_\_\_  
**Total** \_\_\_\_\_

**Student/Spouse Employment Record**

<b>Student</b>	Employer	Type of Work	Gross Monthly Earnings
Summer 2011	_____	_____	_____
AY 2011-2012	_____	_____	_____
<b>Spouse</b>	Employer	Type of Work	Gross Monthly Earnings
Summer 2011	_____	_____	_____
AY 2011-2012	_____	_____	_____

I certify that the information provided on this form is complete and accurate. I authorize New England Law to use Federal Funds (Stafford, Perkins, Grad PLUS) 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 \_\_\_\_\_





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 2011-2012 \_\_\_\_\_ (include student)

4. Number of enrolled college students in the family in 2011-2012 \_\_\_\_\_ (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 \_\_\_\_\_

2010 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 \_\_\_\_\_

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

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, forms and W-2s and your completed FAFSA, are submitted.

Your loans will not be ready to certify until you have also completed your Federal Direct Loan Request Form (provided with your award letter), Stafford/Graduate PLUS Entrance Interviews and Stafford/Grad PLUS Master Promissory Notes.

Forms can be mailed or emailed to the  
Office of Financial Aid.  
**WE WILL NOT ACCEPT FAXED INFORMATION.**