



## Financial Aid for Graduate & Professional Students

Graduate and professional degree students may be eligible to receive aid from the following federal student aid programs:

### ■ The William D. Ford Federal Direct Loan Program:

There are two types of Direct Loans that graduate and professional degree students may borrow:

- **Direct Unsubsidized Loans—**

Eligible students may borrow up to \$20,500 per school year.

- **Direct Graduate PLUS Loans—**

Eligible graduate and professional degree students who need to borrow more than the maximum unsubsidized loan amounts to meet their education costs may apply for a PLUS loan. A credit check will be performed during the application process.

### ■ Teacher Education Assistance for College and Higher Education (TEACH) Grant:

The TEACH Grant Program provides grants of up to \$4,000 a year to students who are completing or plan to complete course work needed to begin a career in teaching. As a condition for receiving a TEACH Grant, you must sign a TEACH Grant Agreement to Serve, which you agree to (among other requirements) teach: in a high-need field; at an elementary school, secondary school or educational service agency that serves students from low-income families; and for at least four complete academic years within eight years after completing (or ceasing enrollment in) the course of study for which you received the grant. If you do not complete your service obligation, all TEACH Grant funds you received will be converted to a Direct Unsubsidized Loan. To apply, file a FAFSA application and contact the TEACH Grant Coordinator, Naomi Kreitzer: 2608 James Hall; Phone: 718-951-4800.

### ■ Federal Work-Study (FWS) Program:

The Federal Work-Study Program provides part-time jobs for graduate students with financial need. This program allows you to earn money to help pay education expenses. The program encourages community service work and work related to your course of study.

## Steps on how to apply for Financial Aid

### STEP 1: File a FAFSA

Filing your FAFSA as a Graduate Student determines eligibility for Federal loans, TEACH grant and Federal Work-Study. **Submit your FAFSA application** online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Use Brooklyn College's Federal school code: 002687. Upon submission of your FAFSA, allow at least 5 business days for your application to reach Brooklyn College. You will receive an email with your SAR (Student Aid Report) from FAFSA within this time. Be sure to review your SAR and make any corrections if necessary.

### STEP 2: Review your CUNYfirst account



After approximately 5 business days, **review your CUNYfirst account** at <https://home.cunyfirst.cuny.edu>. Navigate to Self Service followed by Student Center. Review your "To Do List" on the upper right corner of your Student Center. If there are any Financial Aid "To Do List" items, be sure to complete these requirements as soon as possible.

### STEP 3: Enroll for courses

You must be accepted as a degree-seeking student at Brooklyn College and enroll for at least 6 credits (graduate level) each semester to be considered for any type of federal aid.

### STEP 4: Review your cost of attendance (Financial Aid budget)

Your cost of attendance or "Financial Aid Budget" is used to determine the maximum amount of financial aid & loans a student may receive during an academic year. It is important to review your cost of attendance before submitting a request for a student loan. Cost of attendance items includes direct costs such as tuition & fees, and indirect costs such as books, supplies, transportation, food, housing and personal expenses.

To review your personal cost of attendance, log into CUNYfirst <https://home.cunyfirst.cuny.edu>. Navigate to Self Service followed by Student Center. Then click on "View Financial Aid" under Finances and "2016" followed by "Full-Yr Financial Aid Summary". The amount of your Estimated Financial Aid Budget is the maximum amount that you are permitted to request in any combination of (Unsubsidized, Perkins, Graduate PLUS and Alternative/private) loans. It is also important to note that scholarships/grants are also taken into consideration.

**For example:** Your budget is \$35,000 for the academic year. You receive a scholarship for \$10,000 and apply for an unsubsidized loan for \$20,500. You would then only be able to apply for \$4,500 in a Graduate PLUS loan.

#### Full-Yr Financial Aid Summary

##### Federal Aid Year 2015-2016

The information below is a calculation of your estimated need.

Estimated Financial Aid Budget	47,844.00
Expected Family Contribution	0.00
Estimated Need	47,844.00
Total Aid	47,844.00

The Office of Financial Aid understands that students may incur expenses that are greater than CUNY's standard cost of attendance. If your additional costs are directly related to educational expenses, you may be eligible for a "Budget Increase".

To request a Budget Increase, consult with a Financial Aid Advisor by scheduling an online appointment or stop by for walk-in hours or by emailing [sfs@brooklyn.cuny.edu](mailto:sfs@brooklyn.cuny.edu) (Refer to last page for contact info).

## How do I apply for a Federal Direct Student Loan?

- 1 Complete the initial steps: file a FAFSA, fulfill any "To-do List" items on CUNYfirst, register for at least 6 credits, review your cost of attendance
- 2 For first time loan borrowers, complete an **Entrance Counseling Session** (select CUNY Brooklyn College) AND sign a **Master Promissory Note** (Sub/Unsub option) at [www.studentloans.gov](http://www.studentloans.gov)
- 3 Submit your loan request online utilizing CUNYfirst.
  - ❖ Log into your CUNYfirst account at <https://home.cunyfirst.cuny.edu>.
  - ❖ Navigate to Self Service followed by Student Center. Under "Finances", click "Direct Loan Processing Form"
  - ❖ Select "BKL01" for Brooklyn College and "2016" for Aid Year 2015-2016
  - ❖ Enter your total unsubsidized loan request for the academic year (your loan request will be divided equally between each semester). The annual limit is \$20,500 per academic year
  - ❖ Enter the amount of credits for each semester you will be registered for (minimum 6 credits per semester)
  - ❖ Answer all yes or no questions regarding graduation
  - ❖ Check off on the affirmation and click save to submit your loan request

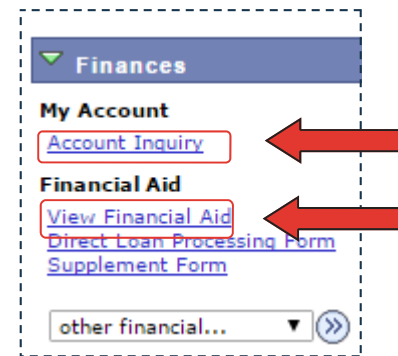
## How do I apply for a Graduate Plus loan?

Eligible graduate and professional degree students who need to borrow **more than** the maximum unsubsidized loan of \$20,500 to meet their education costs may apply for a Grad PLUS loan. A credit check will be performed during the application process.

- 1 Complete steps 1 through 4: file a FAFSA, fulfill any "To-do List" items on CUNYfirst, register for at least 6 credits, review your cost of attendance.
- 2 Apply and be approved for the maximum limit of \$20,500 in unsubsidized loans for the academic year.
- 3 Go to [www.studentloans.gov](http://www.studentloans.gov) and sign the Master Promissory Note (MPN) for the Graduate Plus option.
- 4 Print and complete the **Graduate Plus Loan application** and submit to the Office of Financial Aid at Brooklyn College. The form is found on the Brooklyn College website at [www.brooklyn.cuny.edu](http://www.brooklyn.cuny.edu). Click on Admissions, then Financial Aid > Resources and Forms > Forms > Graduate PLUS Loan Application. Submit the completed application to the Financial Aid counter located at the ESC (Enrollment Services Center) West Quad Lobby or submit via fax or email to 718-951-4778; [bcloans@brooklyn.cuny.edu](mailto:bcloans@brooklyn.cuny.edu)

## Loan processing & approval

Allow at least 2-3 weeks for your loan(s) to fully process. After your loan has been processed, you will receive an official disclosure statement via mail from the Direct Loan Servicing Center with approved award amounts and disbursement dates. You will also be able to view your loan(s) on your CUNYfirst account. Utilize the following links on your Student Center:



Click on the **"Account Inquiry"** link to view your loan as Pending Aid. "Pending" means that you have been awarded, and it is being used as a credit towards your tuition balance.

Click on the **"View Financial Aid"** link to view your total loans awarded for the entire academic year.

Your loan will automatically apply to your tuition balance. Any remaining funds will disburse after your disbursement date via check, direct deposit or CUNY Scholar Card deposit.

The most efficient way to receive your refund is via direct deposit. To add a bank account, log into CUNYfirst, navigate to: Self Service > Campus Finances > Manage My Bank Accounts.

## How do I apply for Work-Study?

The Federal Work-Study Program provides part-time jobs for graduate students with financial need. This program allows you to earn money to help pay education expenses. Jobs are available both on and off-campus.

To apply for work-study, complete a FAFSA application and be sure to indicate your interest in participating in the work-study program. Then complete the online CUNY Supplement Form on your CUNYfirst Student Center. The work-study award is limited and is usually awarded to early FAFSA-filers and students who demonstrate the most financial need. If you have been awarded, the Work-Study Department at the Office of Financial Aid will contact you with further instruction on how to accept the award and schedule an appointment for orientation and job placement.

Office of Financial Aid  
Work Study Department  
308 West Quad Center  
Phone: 718-951-5178 or 718-951-5816  
Email: [fws@brooklyn.cuny.edu](mailto:fws@brooklyn.cuny.edu)

## Questions? Contact the Office of Financial Aid!

### Meet with a Financial Aid Advisor

Financial Aid Advisors are available to see walk-in students Mondays-Fridays 9:00AM-5:00PM in rooms 217/218 of the West Quad Center. If you would like to schedule an appointment, log into your BCWeb Central account at <https://portal.brooklyn.cuny.edu>. Click on eSERVICES > Schedule an Appointment > Financial Aid Scheduling Tool (FAST)

### Office of Financial Aid

Brooklyn College  
Enrollment Services Center  
Lobby, West Quad Center  
2900 Bedford Avenue  
Brooklyn, NY 11210  
Phone: 718-951-5051  
Fax: 718-951-4778  
Email: [finaid@brooklyn.cuny.edu](mailto:finaid@brooklyn.cuny.edu)

### Direct Loan Department

Brooklyn College  
Office of Financial Aid  
Phone: 718-951-4785  
Fax: 718-951-4778  
Email: [bcloans@brooklyn.cuny.edu](mailto:bcloans@brooklyn.cuny.edu)

**Evening Hours: Please note during the Fall/Spring semesters a financial aid counselor is also available from 5 to 7pm at the Enrolment Services Center (ESC) - Lobby of the West Quad Center.**