

# BERKLEE COLLEGE OF MUSIC

## 2007-2008 Financial Aid Application Information and Instructions

September 1, 2007 – August 31, 2008

- mailing address 1140 Boylston Street Boston MA 02215-3693
- phone 617-747-2274/800-538-3844 ● fax 617-747-2073 ● e-mail [financialaid@berklee.edu](mailto:financialaid@berklee.edu)

This booklet provides a detailed explanation of how to apply and the programs that students may be eligible for by completing the Free Application for Federal Student Aid (FAFSA). However, the Office of Financial Aid is available to assist you in applying for financial aid.

### IMPORTANT INFORMATION

- To apply for funds through the Office of Financial Aid (OFA), complete the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed **each year** and the preferred filing date is **May 1, 2007**. See page 2 for a detailed explanation of the application process.
- Eligibility for financial aid is, in part, based on meeting the preferred FAFSA filing date – *the OFA is not able to award all forms of aid to late applicants*, and maintaining satisfactory academic progress as detailed on [www.berklee.edu](http://www.berklee.edu), “Financial Aid”, “Eligibility for Assistance”.
- **Entering students** who have been accepted to the college and who have a FAFSA on file with the Office of Financial Aid will receive an Award Letter starting in early March 2007.
- **Continuing students** who have a FAFSA on file by April 1<sup>st</sup> will receive an Award Letter beginning in mid-April. If your application is received after April 1<sup>st</sup>, your application will be reviewed in the order it was received. Please note that the preferred filing date is **May 1<sup>st</sup>**; any applications received after that date will be reviewed on a **funds-available basis**.
- **Online status of financial aid applications and financial aid awards** can be viewed by deposited entering and continuing/returning students at <http://my.berklee.net>, “Student Services”, at “My Documents” and “My Aid” respectively.

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### what’s inside?

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○ **PAGE 2: FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)/THE VERIFICATION PROCESS**

A detailed explanation of how to complete the FAFSA, online tracking of the status of your financial aid application, and well as information about completing the verification process.

○ **PAGE 3: FINANCIAL AID AT BERKLEE/OTHER RESOURCES/CONTACT US**

Lists the programs you will be considered for after you complete the FAFSA, as well as resources beyond federal student aid that are options for Berklee students.

Provides phone numbers to help you contact the Office of Financial Aid, as well as a list of Berklee’s financial aid counselors, their email addresses, and the students they are responsible for.

○ **PAGE 4: TUITION AND RELATED COSTS/FREQUENTLY ASKED QUESTIONS**

Provides a breakdown of tuition and related costs for the 2007-2008 academic year, followed by frequently asked questions.

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## FAFSA: 2007-2008 Free Application for Federal Student Aid

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To apply for financial aid, you must complete the FAFSA, online or via paper, and submit it to the U.S. Department of Education. The FAFSA determines your eligibility for need-based financial aid. The FAFSA requires information from the student and, generally, one or both parents. If the student can answer 'yes' to one of the questions below, s/he will be considered independent:

- Student was born before January 1, 1984
- Student is a veteran of the U.S. Armed Forces
- Student currently serving on active duty in U.S. Armed Forces for purposes other than training
- Student is married
- Student has legal dependent(s) and provides more than half their support
- Student's parents are deceased, or is/was (until age 18) a ward/dependent of the court

**ONLINE:** Students are encouraged to complete the FAFSA online because it takes less time to process (about 2-3 weeks), and has more detailed instructions. Students (and, if dependent, one of your parents) will need a PIN to serve as an electronic signature. If you do not already have a PIN, go to [www.pin.ed.gov](http://www.pin.ed.gov) to obtain one.

Important information and a practice version of the online FAFSA are available at [www.fafsa.ed.gov/before012.htm](http://www.fafsa.ed.gov/before012.htm). When you have the necessary PIN(s), complete the online FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**PAPER:** If you choose to complete the paper FAFSA, **mail it to the federal processor** in the envelope provided. The paper FAFSA takes 4 to 8 weeks to process.

**ON BOTH THE ONLINE FAFSA AND THE PAPER VERSION,** verify that Berklee's **federal school code, 002126**, is listed in **Step 6**. This code tells the federal processor to send the results of your FAFSA to Berklee (*This step is required even if you have applied for aid at Berklee in prior years*).

Once the FAFSA is processed, a Student Aid Report (SAR) is sent your email address, or to your permanent address if you did not provide an email. Check the information carefully and make any necessary corrections. **If you have not received a SAR within three weeks of filing your FAFSA, contact 1-800-4-FED-AID.**

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## the verification process: missing information requests

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About one-third of all applications require additional information beyond the FAFSA to award a student his/her financial aid. This process is called "verification." **Deposited entering students and continuing/returning students can view the status of their financial aid application on <http://my.berklee.net>, "Student Services", "My Documents". For detailed information or to print forms, click "My Document Forms".** Additionally, you will receive a letter entitled "Missing Information Request," telling you what additional documents we need before your awards can be applied to your student account. Print your student name and Berklee ID# on all documents submitted to the OFA; keep copies for your records. All documents submitted become property of this office and will not be returned.

Requested documents **may include, but are not limited to:**

- A signed copy of the student's 2006 Federal Income Tax Return
- A signed copy of the parent(s)'s 2006 Federal Income Tax Return
- Berklee's Verification Worksheet

The Office of Financial Aid makes *pending* awards to students who are selected for verification, but have not yet turned in the requested documents. Pending awards are tentative until the Office of Financial Aid receives and reviews all requested documents and cannot be deducted from the Berklee bill or used for check-in purposes.

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## financial aid at Berklee

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By completing the FAFSA, you are applying for all forms of need-based aid at Berklee from institutional, federal and state sources.

**Federal programs** include the Federal Pell Grant\*, Supplemental Educational Opportunity Grant (SEOG)\*, Academic Competitiveness Grant (ACG)\*, Perkins Loan, and Direct Stafford Loans (subsidized and unsubsidized). More information about these programs can be found on the U.S. Department of Education's website for students [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**State aid\*** is usually in the form of grants or scholarships. The following states/districts have programs that may be used at Berklee: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, Pennsylvania, Rhode Island, and Vermont. See page one of the FAFSA for state specific application deadlines.

**Deposited entering students and continuing/returning students can view the status of their financial aid awards on <http://my.berklee.net>, "Student Services", "My Aid".**

\*Students who have already earned a Bachelor's Degree are not eligible for these programs.

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## other resources...

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**Supplemental Loan** options are described on the *Guide to Supplemental Loans*, [www.berklee.edu/forms](http://www.berklee.edu/forms). Students should first apply for scholarships, and complete the FAFSA. If you decide to apply for a supplemental loan, you must apply directly to the lender. **For the Parent PLUS Loan**, all dependent students will be sent a PLUS Loan Request Form with the Award Letter that must be returned directly to Berklee. Berklee does not accept bank guaranteed, federal loan applications (PLUS or Stafford). So that you can better determine the appropriate amount to borrow, start the supplemental loan process after you receive your Award Letter and (preferably) six weeks before payment is due to the College.

**Work Study** is not awarded automatically; instead, jobs may be applied for once you arrive on campus. On campus employment allows you to earn a paycheck for personal expenses. Information on how to apply is given at Student Employment Orientation sessions or is available at <http://my.berklee.net>, "Offices", "The Office of Scholarship and Student Employment".

**Scholarships**, the predominant source of institutional funding at Berklee, are merit-based and awarded by the Office of Scholarships and Student Employment (OSSE). For more information, visit <http://my.berklee.net>, "Offices", "The Office of Scholarship and Student Employment", call the OSSE at 617-747-8681, or email [scholarships@berklee.edu](mailto:scholarships@berklee.edu)

**Private scholarships** can be researched at guidance offices, libraries, or through free online websites: [www.finaid.org](http://www.finaid.org) and [www.fastweb.com](http://www.fastweb.com).

**Tuition Management Systems (TMS)** is a private company that offers a payment plan option. There are specific deadlines to enroll in TMS. For more information go to [www.afford.com](http://www.afford.com), call TMS at 1-800-356-8329, or call Berklee's Office of the Bursar at (617)-747-2165.

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## contact us

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Questions, concerns, problems, or compliments can be directed to your Financial Aid Counselor. Each student is assigned a counselor according to his/her last name. The phone number for the Office of Financial Aid is 617-747-2274 or toll-free at 800-538-3844. You can also e-mail the Office of Financial Aid at [financialaid@berklee.edu](mailto:financialaid@berklee.edu).

Last Name Begins With	Counselor	E-mail
Aa – Dz	Michael Locke	<a href="mailto:mlocke@berklee.edu">mlocke@berklee.edu</a>
Ea – Lz	Hung Chu	<a href="mailto:hchu@berklee.edu">hchu@berklee.edu</a>
Ma – Oz	Nicolette Matthews	<a href="mailto:nmatthews@berklee.edu">nmatthews@berklee.edu</a>
Pa – Vz	Patricia Thyng	<a href="mailto:pthyng@berklee.edu">pthyng@berklee.edu</a>
Wa – Zz	Laura Cuniff	<a href="mailto:lcuniff@berklee.edu">lcuniff@berklee.edu</a>
<b>Director of Financial Aid</b>	Julie Poorman	<a href="mailto:jpoorman@berklee.edu">jpoorman@berklee.edu</a>

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## tuition and related costs

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### Tuition per semester Fall 2007 and Spring 2008

Degree Program	\$12,700
Diploma Program	\$11,850

### Individual Course Fees

Class Instruction (per credit hour)	\$900
Extra Ensemble (per credit hour)	\$900
Extra Private Instruction (per semester)	\$1,800

### Deposits

Tuition Deposit	\$500
Housing Prepayment	\$300

### Residence Hall Fees

Shared Room with 19 Meals (fall/ spring-cost per semester)	\$6,775
12-Week Summer	\$5,575

### Miscellaneous Fees

Comprehensive Fee (per semester, full time students only)	\$240
Registration Fee (per semester)	\$50
Health Insurance*	
Fall/Spring	\$1355
Spring Only	\$939
Summer Only	\$442
Accident Insurance**	
Fall/Spring	\$93
Spring Only	\$49
Summer Only	\$32
Laptop Purchase Program (entering students only)	up to \$3,000
Application Fee (nonrefundable)	\$100
Late Registration Fee	\$200
Facilities Fee (per semester, part-time students only)	\$500
Make-up examinations (each)	\$15/\$25

\*Students are required to have health insurance, but the fee may be waived if they are already covered under a health plan. Complete the Health Insurance Waiver Form at <http://my.berklee.net>, "Student Services", "My Documents". These fees are estimates only.

\*\*Mandatory for all students: these fees are estimates only.

Tuition and fees are subject to change

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## frequently asked questions

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### **Q.) How does Berklee use the results of my FAFSA?**

The FAFSA determines your "Expected Family Contribution," or EFC. The EFC is the number that is the result of a federally legislated formula applied to your FAFSA information. Your EFC is the amount that the Department of Education feels that you can contribute to your education for this school year. However, based on institutional costs and limited federal, state, and institutional resources, many students may pay or borrow more than their EFC. Berklee uses your EFC to determine which federal aid programs that you qualify for. Your EFC will be noted on your Student Aid Report (SAR).

### **Q.) There has been a recent change in my family's income that is not reflected by the information I gave on my FAFSA. What can I do to have these changes taken into account?**

If family financial circumstances have changed since you filed the FAFSA, please submit the 2007-2008 Special Conditions Form available at <http://www.berklee.edu/forms>. Verification documents and supporting documentation should be attached.

### **Q.) What can I do if I get my Award Letter and my financial aid combined with my other resources is not enough to cover my costs?**

After applying for Berklee scholarship opportunities, private scholarship opportunities, and federal aid, remaining financing options are the TMS payment plan and supplemental loan programs. A snapshot comparison of loan options can be made by reviewing the PLUS Loan Request Form and the Guide to Supplemental Loans.

### **Q.) Can I speak with my financial aid counselor?**

Yes, the entire staff in the Office of Financial Aid is here to assist you in the application process. The front desk staff is knowledgeable about all aspects of the application process. If they cannot answer your questions, they will direct you to speak with your counselor. Alternatively, appointments can be made by calling the Office of Financial Aid and you can email your counselor directly at the address provided on page 3.