

Class of 2023

Summer Orientation 2019



**“Now That We Are Here,
How Do We Pay For This?”**

FIRST YEAR PARENT ORIENTATION

STUDENT ADMINISTRATIVE SERVICES

The Loyola University Maryland Student Administrative Services (SAS) office is the center for all financial transactions at the University. The Office is located on the first floor of Maryland Hall Room 140. Our office hours are Monday through Friday from 7:30 AM until 5:00 PM. The telephone number is (410) 617-5047 and the fax number is 410-617-5049.

STUDENT BILLING AND PAYMENTS

SAS is responsible for all student bills for tuition, housing, and fees. Checking account payments to the University can be submitted in person in SAS, by mail to the SAS office, or online E-Check via WebAdvisor at Inside Loyola (student's username and password are required to login). We also accept Visa, MasterCard, American Express, and Discover cards online through WebAdvisor with a 2.5% convenience fee. Special payments such as scholarships, 529 plan, or Financial Institution payments should be mailed directly to SAS at the 4501 N. Charles Street address.

McCROSSIN EMERGENCY LOAN FUND

An emergency loan fund is available for full-time undergraduate students with a valid Loyola ID and an account with no unpaid balances. The maximum amount is \$100.00. These loans are non-interest bearing and require repayment at SAS within 30 days of issuance. If not repaid during that time, the loans are charged to the student's tuition account and subsequent loan requests will be denied.

STUDENT PAYROLL

Many of our students are hired by Loyola to work either under the Federal Work-Study Program or through "direct-hire" by the University. All student payroll is distributed through direct deposit to the student's bank account. All student employees should establish a checking or savings account. The University can directly deposit the student's net pay to almost any financial institution in the United States. However, if the student will be using the payroll funds for personal expenses, we recommend that an account be established at a local financial institution. Representatives from various banks will be available for students and their parents during the Student Services Fair of this orientation.

All students are paid on a bi-weekly schedule on Fridays. Until a student is set up on direct deposit, a check will be delivered to the student's on campus mail stop during the school year. Should a pay period close after the end of a semester or if a student works during the summer, the check will be mailed to the student's home address.

PARKING FOR FIRST YEAR STUDENTS

First Year Students living on-campus are not permitted to have a vehicle on campus. First Year Students commuting from home may register their vehicle for parking in designated commuter areas on campus. Please refer to **Rules and Regulations for Parking** for additional information. Commuters should register their cars in SAS during Fall Orientation or soon thereafter.

CAMPUSWIDE EVERGREEN CARD

The primary source of identification on campus is the Evergreen Card. This card also serves as electronic key access to secured buildings, a debit card for the Evergreen, Meal Points, and Meal Plan accounts, as well as the library card for use in the Loyola/Notre Dame Library.

The Evergreen Card eliminates the need to carry cash for laundry, copier and vending machines equipped with card readers, food, Book Store, and other miscellaneous purchases around Campus. The Evergreen Card is secure; the student selects a pin number that is used at all locations except for coin operated machines. Students receive a receipt after each transaction detailing purchases, noting the amount charged to the account and the remaining balance. Receipts should be reviewed to insure that your purchases are recorded properly.

For First Year Students, pictures for the Evergreen Card are scheduled to be taken during Summer Orientation in SAS. Although pictures will be taken now, the student's Evergreen Card will be distributed at check-in at beginning of fall semester. Please see the orientation schedule for specific times. Replacement cards can be obtained at SAS for a \$15.00 fee.

MEAL POINTS ACCOUNT

Loyola University's Meal Points Account is for use in all of our dining locations. The funds are deposited in accordance with the Meal Plan selected and cannot be refilled. All purchases are exempt from Maryland state sales tax. **Unspent balances on this account are carried over from the fall to spring semester and will be forfeited on the Monday after graduation in May.** Transfers cannot be made from this account to any other account. Additional deposits cannot be made to this account.

MEAL PLANS

The University has created a hybrid dining program that offers all-you-care-to-eat dinner and weekend options as well as "idealMEAL" meals for breakfast and lunch. The University is excited to create this program for students while making dining on-campus affordable. For more information please visit www.loyola.edu/dining. Blocks of an additional 25 meal swipes can be purchased through SAS for semester block plans only. Please call 410-617-5047 for more information.

EVERGREEN ACCOUNT

The Evergreen Account is a pre-paid debit account, subject to Maryland State sales tax, and is used for purchasing goods and services on campus. **Cash withdrawals are not permitted.** Unspent balances on this account are carried over year to year and are refundable at the student's departure from Loyola University Maryland.

Deposits to the Evergreen Account may be made via the internet using either at the Loyola portal, Inside Loyola (with the student's username and password) or www.loyola.edu/evergreendeposit. The only information needed for a deposit here is the student's last name and Loyola University ID number. You will then be taken to a secure web page where you will enter all of the required information and click the "Make Deposit" button; you will then be taken to a confirmation page. A confirmation email will be sent to the email address provided.

Deposits can also be made by mail to Loyola University Maryland, Student Administrative Service, 4501 N Charles St., Baltimore, MD 21210; telephone at 410-617-5802; or in person in Maryland Hall 140. Deposits are payable in cash, check, or credit card, however, please do not send cash via mail. Please be sure to include student's name and ID on all check payments.

OTHER GENERAL INFORMATION

THE LOYOLA BOOKSTORE

Barnes & Noble, a Loyola partner, operates the Bookstore. Therefore, all books, supplies and other items must be paid for at the time of purchase. The Bookstore will accept personal checks, VISA, MasterCard American Express, and Discover and the Evergreen Account. Bookstore purchases may not be charged to the student tuition account.

AUTOMATED TELLER MACHINES

There are 3 ATMs on campus maintained by First Financial Federal Credit Union and PNC Bank. The First Financial Federal Credit Union machines are located at the entrance to Boulder Café. One PNC Bank machine is located in the Student Center, near Starbucks and the other is in Newman Towers at the entrance to Iggy's.

The University does not cash checks for students.

BILLING PROCEDURES

To assist you in planning the financial aspects of the upcoming academic year, we are furnishing you with an explanation of the SAS procedures for billing and collecting fees, a billing calendar, the semester schedule of tuition, fees, room and board charges, and an explanation of the charges and credits that will appear on your student bills throughout the year. A sample student statement and a list of annual charges are included in this packet.

BILLING CALENDAR

Fall 2019 Semester:

June 20, 2019	-	Upper class statements mailed
July 13, 2019	-	First year statements mailed
Aug. 01, 2019	-	Payment due in SAS

Spring 2020 Semester:

Dec. 1, 2019	-	Statements are mailed
Jan. 6, 2020	-	Payment due in SAS

FALL SEMESTER CHARGES

The following charges will appear on every student's Fall 2019 statement:

Tuition - Fall	\$24,350.00
Comprehensive Fee - Fall	700.00
Fall Orientation Fee	165.00*
Health Insurance	2,501.00**
Tuition Refund Plan	119.00**

On-Campus resident students will be charged the following:

Room Fee - Fall	\$5,235.00
Dorm Damage Deposit	45.00*
Meal Plan	2,120.00 (minimum)

*Represent one-time charges

**Can be waived annually

SEMESTER REFUNDS

During the Fall semester, refunds for freshmen will be processed five weeks after the start of the semester. Spring semester refunds will be processed two weeks after the start of classes. Refunds check be given in the form of a check or students can sign up for direct deposit through their Inside Loyola portal. They will need to look under the section titled WebAdvisor, click on Financial Information and then click on "Self-Service Banking Information" and follow the prompting on the screen. Instructions are located on the SAS website, <https://www.loyola.edu/departments/financial-services/forms>.

FEES AND GENERAL REGULATIONS

Full-time students may take from 12 to 20 credits in each semester for the same full-time tuition rate. Above 20 credits (excluding course related labs) will be charged additional tuition on a per credit basis. Please refer to the Loyola University Maryland Undergraduate Catalogue for a more detailed explanation of tuition charges.

Loyola University Maryland
STUDENT STATEMENT

WHEN INQUIRING ABOUT THIS STATEMENT
PLEASE INCLUDE THE STUDENT ACCOUNT
NUMBER AND DIRECT CORRESPONDENCE TO



LOYOLA UNIVERSITY MARYLAND
STUDENT ADMINISTRATIVE SERVICES
4501 NORTH CHARLES STREET
BALTIMORE, MD 21210-2699
TELEPHONE (410) 617-5047

BILL TO

Mr & Mrs Sample Student, Sr
123 Sample Street
Sample City, ST 12345

PLEASE RETURN TOP PORTION WITH YOUR REMITTANCE

STATEMENT DATE
07/20/19
STUDENT ACCOUNT NUMBER
1234567
STUDENT NAME
Student Jr., Sample
AMOUNT REMITTED \$ _____
CHECK NO. _____
CREDIT CARD OR E-CHECK PAYMENTS AT INSIDE LOYOLA
AMOUNT DUE ► 4,263.00

STATEMENT DATE	STUDENT ACCT. NO.	STUDENT NAME	CLASS	PROGRAM
07/20/19	1234567	Student, Sample	2023	UG
REFERENCE DATE	DESCRIPTION		CHARGES	CREDITS
06/01/19	Deposit Transfer			750.00
06/20/19	Tuition at Baltimore		24,350.00	
06/20/19	Comprehensive Fee		700.00	
06/20/19	Health Insurance		2,501.00	
07/01/19	Fall Orientation		165.00	
07/01/19	Tuition Refund Plan		119.00	
07/01/19	Butler Hall		5,235.00	
07/01/19	Dorm Damage Deposit		45.00	
07/01/19	Meal Plan 9 9/WEEK 325/POINTS		2,120.00	
07/01/19	Loyola Grant			5,000.00
07/13/19	TMS Payment			2,000.00
07/14/19	Health Insurance Waiver			2,501.00
	PENDING FINANCIAL AID			
	Federal Direct Loan-Unsubsidized			2,721.00
	Federal Direct PLUS Loan			10,000.00
	ANTIICIPATED PAYMENT PLAN			8,000.00

SAMPLE
STATEMENT

PLEASE RETAIN THIS COPY FOR YOUR RECORDS

PAYMENT DUE IN SAS BY 08/01/19
READ ENCLOSED LETTER FOR DETAILS

AMOUNT DUE ► 4,263.00

MONTHLY BILLS

If an account is paid in full, no further bills will be sent from SAS unless additional charges are added to the account. However, if a balance exists on the student's account due to unpaid charges, additional charges, or an under budgeted payment plan, monthly bills will be sent until the remaining balance is paid in full.

LATE PAYMENT FEE

An additional charge of 1.5% per month on the unpaid balance will be added if payment is not received in the SAS office on or before the due date and on the unpaid balance of each succeeding month throughout the semester.

One exception to the late payment fee is any amount contracted for but not yet received by Loyola from the TMS Tuition Payment Plans. Future payments anticipated for current semester charges are not subject to this 1.5% fee. However, late payments to TMS are subject to the fee, as well as under budgeted amounts.

FINANCIAL HOLDS

Failure to pay the fall or spring semester bills by the stated due date may result in cancellation of classes and the housing assignment.

Additionally, Loyola University Maryland reserves the right to withhold grade reports, transcripts, diplomas, subsequent registration, and housing assignments for any student whose account has an outstanding balance. If at any time you anticipate a problem in meeting your financial obligation to the University, call SAS as early as possible. The more time we have to make other payment arrangements, the better we will be able to assist you.

TUITION AND ROOM DEPOSITS

All first year students are required to deposit \$350.00 as an advance payment toward the tuition of his or her first semester. On-Campus resident students are required to pay an additional deposit of \$400.00 to reserve a room for the fall semester. Both deposits are applied to the fall semester charges. The tuition/room deposits are non-refundable.

All returning students are required to pay a \$300 tuition deposit. Additionally, those who desire room assignments for the following fall semester must pay a housing deposit of \$300 in February of each year. These advance deposits are applied to tuition and room charges for the following fall semester. Tuition deposits are refundable at the rate of 50% provided the student notifies the University in writing of his/her withdrawal by July 1, the housing portion is non-refundable once the student has gone through the housing selection process.

REFUND OF TUITION

When students officially withdraw or leave the University for any reason and have no indebtedness to the University, a portion of their tuition may be refunded. The amount of refund varies with the date of formal withdrawal (that date on which all withdrawal forms have been properly completed and returned to the Records Office). There are no refunds of fees whether required or optional. The fall/spring semester refund schedule is as follows:

Before the first day of the semester	100% of tuition
Before two completed weeks	80% of tuition
Before three completed weeks	60% of tuition
Before four completed weeks	40% of tuition
Before five completed weeks	20% of tuition

On or after five weeks of a semester there will be no refund of tuition. When a student withdraws from the University, and is due a refund under the refund policy, and has received financial assistance from a federal student aid program (other than Federal Work-Study), a portion of the refund will be returned to the programs from which the student was funded. The federal student aid portion of the refund will be determined according to procedures specified by the U.S. Department of Education. Students employed under the Federal Work-Study program are entitled to all wages earned up to the date of withdrawal.

TUITION REFUND PLAN

The Tuition Refund Plan is a unique form of insurance originated by A.W.G. Dewar, Inc. to provide families the opportunity to protect their tuition investment. The program refunds a portion of the unused tuition and insured fees when students are withdrawn or dismissed for covered reasons. Please visit www.tuitionrefundplan.com for more information.

The plan is completely voluntary; however, it is automatically billed to the student account each semester. The cost of the plan is billed each semester. The plan can be waived by simply going to <http://tuitionprotection.com/lumd> and the deadline to waive is September 15th. The waiver only needs to be submitted once per year.

MONTHLY PAYMENT PLAN

Nelnet/Tuition Management Systems is a monthly payment plan and is not considered financial aid. This payment plan is credited to the student's account when funds are received by the University. The plan costs \$40 per semester and the payments are divided up over 3, 4, or 5 months, depending on the start date of the contract.

Enrollment in the payment plan is open until September 1st. All budget adjustments, after enrollment, must be made through the SAS Office at 410-617-5047.

For more information or to set up a plan please visit www.loyola.afford.com.

FINANCIAL AID DISBURSEMENT PROCEDURES

1. University Administered Financial Aid Programs

Presidential Scholarship	Federal Pell Grant
Claver Scholarship	Federal Supplemental Grant
Athletic Grant	Federal Work-Study
Loyola Grant	Federal Direct Stafford Loan-Subsidized
Claver Grant	Federal Direct Stafford Loan-Unsubsidized
Endowed Scholarship	Federal Direct Parent Loan (PLUS)
Loyola University Student Loan	

All forms of University-administered aid (except Federal Work-Study) are credited to the student's account in equal amounts for the fall and spring semesters.

Federal Work-Study Program

Students employed through the Federal Work-Study Program (FWS) are paid on a bi-weekly basis according to the number of hours worked. The starting rate is Maryland state minimum wage, \$10.10 per hour. Working hours are limited to 15 per week. Work-study earnings cannot be directly applied to University charges. Most students use their earnings for personal/miscellaneous expenses. Students who accept FWS awards are sent information in August via their Loyola email accounts which outlines the procedures to begin the FWS job search.

Federal Direct Stafford Loan and Loyola University Student Loan Programs

Students choosing to borrow through the Federal Direct Stafford Loan Program (subsidized and/or unsubsidized), and/or the Loyola University Student Loan Program must complete student loan processing requirements. These procedures are available online at Loyola's Financial Aid website, www.loyola.edu/departments/financialaid, under Financial Aid Programs, select Loans. Instructions will also be emailed to students' Loyola email accounts if they accepted at least one student loan as part of their financial aid package.

Federal Direct Stafford Loans currently carry a 1.066% origination fee, meaning that 98.934% of the amount borrowed will be credited to the student's account. The origination fee is subject to change annually in October. The Loyola University Student Loan does not have an origination fee; 100% of the amount borrowed will be credited to the student's account.

Federal Direct PLUS Loan for Undergraduate Students

The Federal Direct Parent Loan for Undergraduate Students (PLUS) allows parents of undergraduate students who do not have an adverse credit history to borrow up to the full cost of attendance minus other financial aid. The interest rate is 7.08% for loans disbursed between July 1, 2019 and June 30, 2020. Interest rates will be established each year for PLUS Loans. Interest accrual begins on the date of the first loan disbursement. The first payment is due within 60 days after the final loan disbursement. Direct PLUS Loans carry a 4.264% federal origination fee; the net proceeds will equal approximately 95.736% of the loan amount. The origination fee is subject to change annually in October. Parents who wish to borrow through the Federal Direct PLUS Loan program must have a

current year completed FASFA. Please visit <https://studentloans.gov> to complete an online PLUS Loan Request Form and sign an electronic master promissory note (MPN). The borrower will need a FSA ID – username and password – to sign in. The FSA ID has replaced the Federal Student Aid PIN.

2. Outside Sources of Financial Aid

State Scholarships/Grants will automatically be credited to a student's account when official notification is received by the University from the appropriate state scholarship/grant agency.

Privately-Funded Scholarships will be processed upon receipt of an official notification from the organization granting the scholarship. A copy of an award letter sent to the student announcing the award is also acceptable. The University will bill the donor if payment for the scholarship does not accompany the award letter. Awards are credited in equal amounts for the fall and spring semesters except for awards of \$200 or less which are applied in full against charges for the current semester.

Privately-funded scholarships are added to Loyola's institutionally-funded academic scholarships. There is no reduction in Loyola's award. Privately-funded grants and scholarships are incorporated in a student's need-based financial aid package in the following sequence.

- added to meet any unmet need
- substituted for Loyola University Student Loan (up to \$1,000 per year)
- substituted for Federal Work-Study (up to \$3,800 per year)
- substituted for institutional need-based grant
- there is no substitution for the Subsidized Federal Direct Stafford Loan

More information concerning the financial aid programs and application procedures can be found in the Financial Aid Award Notification Guide included in your student's financial assistance packet and at Loyola's financial aid website at www.loyola.edu/financialaid.