

First Name

Last Name

Student NetID

Today's Date

Introduction

Before continuing to fill out this agreement, please ensure that you have completed the following necessary loan application steps (if not, your loans may be processed incorrectly or not at all):

- 1) Carefully read the financial award/loan eligibility letter that you received by email (required to understand how much loan funding you're eligible to receive this year).
- 2) Consult the [AUP web page about living expenses](#) (required to budget in living costs).
- 3) Complete the instructions in the Step-by-Step Guide to Loans at AUP that you received by email (required to apply for loans at AUP).

Once finished with the above, please read through this entire document and check the box at the end before submitting it to the Financial Aid Office. Important information follows.

Please check the box on the right that applies to your status:

Undergraduate Student OR
Graduate Student

Please check the box on the right that applies to your status:

Continuing Student OR
Entering Student

I will be at least 18 years old by the beginning of Orientation:

Yes No

For continuing students only. I will be registered for the following amount of credits in:

Fall
Spring

Applying for a Stafford Loan

I have applied for a Stafford Loan (indicate on the right):	Yes	No
If yes, I have completed the following steps on studentloans.gov :		
1. Completed Entrance Counseling.	Yes	No
2. Filled out Stafford Master Promissory Note.	Yes	No
Requested Stafford Loan Amount:		
1. If you request the maximum as indicated on your financial aid award letter please check the box on the right.	Yes	No
2. If you request a loan amount below the max., please indicate the exact dollar amount in the appropriate box on the right.		Fall Spring

Applying for a Parent PLUS Loan

We have applied for a Parent PLUS Loan (indicate on the right):	Yes	No
If yes, we have completed the following steps on studentloans.gov :		
1. Requested Direct PLUS loan (i.e. credit check).	Yes	No
2. Received the confirmation email with credit check approval.	Yes	No
3. Filled out the Parent PLUS Master Promissory Note (MPN).	Yes	No
4. I have verified that the Borrower name on the MPN is the parent and not the student.	Yes	No
5. I have talked this over with my parent(s) and if I am getting a living expense check, I am allowed to receive it (indicate on the right).If you check 'no', please be in touch with Student Accounting Services directly in order to work out the details: sas@aup.edu .	Yes	No
If you request the maximum as indicated on your financial aid award letter please check the box on the right:	Yes	No
If you request a loan amount lower than the maximum, please indicate the exact dollar amount on the right:		Fall Spring

Applying for a Graduate PLUS Loan

I have applied for a Graduate PLUS Loan (indicate on the right):	Yes	No
If yes, I have completed the following steps on studentloans.gov :		
1. Completed Entrance Counseling (the combined Grad PLUS/ Stafford)	Yes	No
2. Requested Direct PLUS loan (i.e. credit check).	Yes	No
3. Received the confirmation email with the credit check approval.	Yes	No
4. Filled out the Grad PLUS Master Promissory Note.	Yes	No
If you request the maximum as indicated on your financial aid award letter please check the box on the right:	Yes	No
If you request a loan amount below the max., please indicate the exact dollar amount on the right side:		Fall Spring

Applying for a Private Sallie Mae Loan

I have applied for a Sallie Mae Smart Option Loan (indicate on the right):	Yes	No
If yes, I have completed the following steps on www.salliemae.com :		
1. Filled out the online loan application.	Yes	No
2. Verified that my cosigner filled out their section.	Yes	No
3. Any missing documents and information (if needed) have been provided to Sallie Mae and now AUP only needs to certify the loan.	Yes	No
If you request the maximum as indicated on your financial aid award letter please check the box on the right:	Yes	No
If you request a loan amount below the max. please indicate the exact dollar amount on the right:		Fall Spring

Your Right to Know

1. Once on campus, you can request a meeting with members of the financial aid office in order to understand your federal loans. You can find out how they impact your student account, and we can clarify questions about interest rates, disbursement, repayment and planning for future semesters.
2. Student Accounting Services (SAS) processes living expense checks in euros during the week before the start of classes. If you wish to leave your money on your student account or if you prefer to receive the payment in US dollars instead of euros, the request must be made in writing to the following address: sas@aup.edu. If you don't plan to open a local bank account into which you can deposit a check in euros, please contact SAS as well.
3. You can request a statement of your loan history from The Financial Aid office.
4. For undergraduate students, you and your parents can contact the Financial Aid office at any point to understand the implications of loans for financing your education.

Important Policies & Common Misunderstandings

1. If you are going to receive a living expense check in order to pay Comforts of Home rent, it is your responsibility to make this payment to Comforts of Home right away after retrieving your living expense check from AUP. **AUP does not pay Comforts of Home on your behalf.**
 2. You cannot qualify for any federal loan money or keep your previous federal loans in deferment if you drop down to less than half time in a given semester. Half-time for loans is officially defined as 6 credits. Please note that thesis extensions are worth 0 credits and, therefore, will not qualify you to receive federal loans (see #7).
 3. Since AUP is a foreign university (meaning our campus is located outside of the United States), federal regulation states that students receiving federal loans during their studies cannot study in the U.S. at any point while in the pursuit of their degree at AUP. This regulation means that you cannot participate in a study abroad program with a partner university in the U.S. and that you cannot do field research, write a thesis, or do an internship for credit within the U.S. (Code of Federal Regulations CFR600.52.ii.c).
- USC /GW students are not eligible for federal loans while at AUP but this restriction is lifted once they leave the AUP campus and begin studies elsewhere.

4. Student Accounting Services (SAS) prepares living expense checks at the beginning of each semester. If you have applied for the maximum loan amount for the current semester but need additional funds before the following semester, you have the right to submit a special request for these funds to the Financial Aid Office. Special request expenses must be legitimate educational expenses as defined by the Department of Education and be deemed 'reasonable'. The Financial Aid Office is required to deny any requests outside of this scope.

5. Each semester, the earliest that AUP can request federal loans is 10 days before the first day of class. Student Accounting Services credits the student accounts and processes living expense checks as quickly as possible. They will be available to pick up during the week before the start of class.

6. Federal guidelines state that living expenses can only be linked to a given loan period (a semester). The three official semesters at AUP are: Fall (September-December), Spring (January-May), Summer (June-July).

This means that:

- a) You can't receive living expenses to cover January rent until the Spring semester funds arrive in January.
- b) You can't receive living expenses for Summer unless you are registered for at least 6 credits in the summer.
- c) You can't ever receive living expenses for the month of August as there are no classes during that month.

7. Students with thesis extensions or Internships that extend beyond a current semester are not eligible to access additional funds for living or for loan deferment. As an example:

- a) Students can apply to register a thesis in the fall semester, which is covered by loans, but the thesis extension in the spring, is not.
- b) Students can apply to register an internship in the fall semester, but if the internship ends in March, students are NOT eligible for loan funds in January, February and March.

We know the loan process can be confusing and we've created this document to help clarify it. We appreciate you taking the time to read it. Feel free to be in touch with us with additional questions or write to: admissions@aup.edu

I have read and acknowledged all information in this document: YES