Guide To Your FAN

2021– 2022

UCLA Financial Aid and Scholarships

Financial Aid Notification

Your Financial Aid Notification (FAN) is your official notice of financial aid eligibility for 2021-2022. Any time Financial Aid and Scholarships generates a new eligibility notification for you; a FAN will be created and available for your review on MyUCLA. You will be notified via e-mail when a new FAN is available. When you log in to your FAN, you will be guided step-by-step to complete the process of accepting or declining the aid offered to you.

Navigating Your FAN

Housing Status - When you access your FAN, you will be presented with the Housing and Enrollment Information page first. The housing status on your FAN is based on the housing information you listed on your Financial Aid Application or provided directly to Financial Aid and Scholarships. You will be asked to verify your housing status on your FAN. If your housing information is incorrect, you can update it on your FAN. If the requested update will reduce your cost of education (e.g. updating your housing information from on-campus to off-campus), your aid will need to be revised before you can review your FAN. You will be notified when a revised FAN is available (typically within 2-3 weeks).

Financial Aid and Scholarships may follow up for housing verification at any time during the academic year. Please have copies of your housing contract, rental agreement and canceled checks available to be submitted to Financial Aid and Scholarships upon request. **If housing verification is requested and you are unable to provide the necessary documentation, your budget will be adjusted and you will be billed for grants and/or loans received in excess of your eligibility.**

Enrollment Status – This section of your FAN will

You will be notified via e-mail whenever a new or revised FAN is available for your review. Please make sure that your e-mail address is always current on MyUCLA.

allow you to indicate any terms that you are NOT going to attend at UCLA. If you indicate terms of non-attendance, your aid will need to be revised before you can review your FAN. You will be notified when a revised FAN is available (typically within 2-3 weeks).

Cost of Attendance Summary
This section of your FAN provides you with the calculation of your financial aid need. It lists your Cost of Attendance (based on your housing status), Parent and Student Contribution calculated using the income and asset information provided on the Financial Aid Application. When determining your award, the Financial Aid and Scholarships office will strive to cover your total Cost of

Award Information - The awards on your FAN are divided into GRADUATE SUPPORT (for graduate students only), GRANTS & SCHOLARSHIPS and LOANS & WORK-STUDY sections to make reviewing your offered aid straightforward. Use the "accept", "decline" or "undecided" buttons to indicate what you would like to do with each of the awards offered. You can accept some of the awards while declining or leaving others undecided. Leaving an award "undecided" allows you to come back and accept or decline it at a later time. Declining an award will remove it from your FAN. You will need to contact Financial Aid and Scholarships if you want to reinstate an award that you previously declined. Awards will be reinstated if funding is still available.

Award Summary - This section of your FAN will provide a summary of all your decisions and any additional information you provided on your FAN. Please review this information carefully before you continue with the process. If you want to modify any of the decisions that you have made, click on the "go back" button. If you would like a printed record of your award, this section of the FAN process will allow you to print a copy of your Financial Aid Notification on UCLA letterhead.

Acceptance Certification - The Acceptance Certification is the final step in the FAN process. It is your signature and verification that you have read, understood and accepted all of the conditions of your FAN. You must read and check off each of the certification statements listed on this page. When you have read and acknowledged the certification statements, click on the "Submit FAN" button. Your FAN will be sent to Financial Aid and Scholarships for processing. If you do not submit your FAN, it will be saved without being forwarded to Financial Aid and Scholarships for processing.

Confirmation Page - You will be presented with a confirmation page once you have successfully completed and submitted your FAN. Please read the messages on this page carefully as they will guide you to additional steps that may have to be completed before some of your awards can be
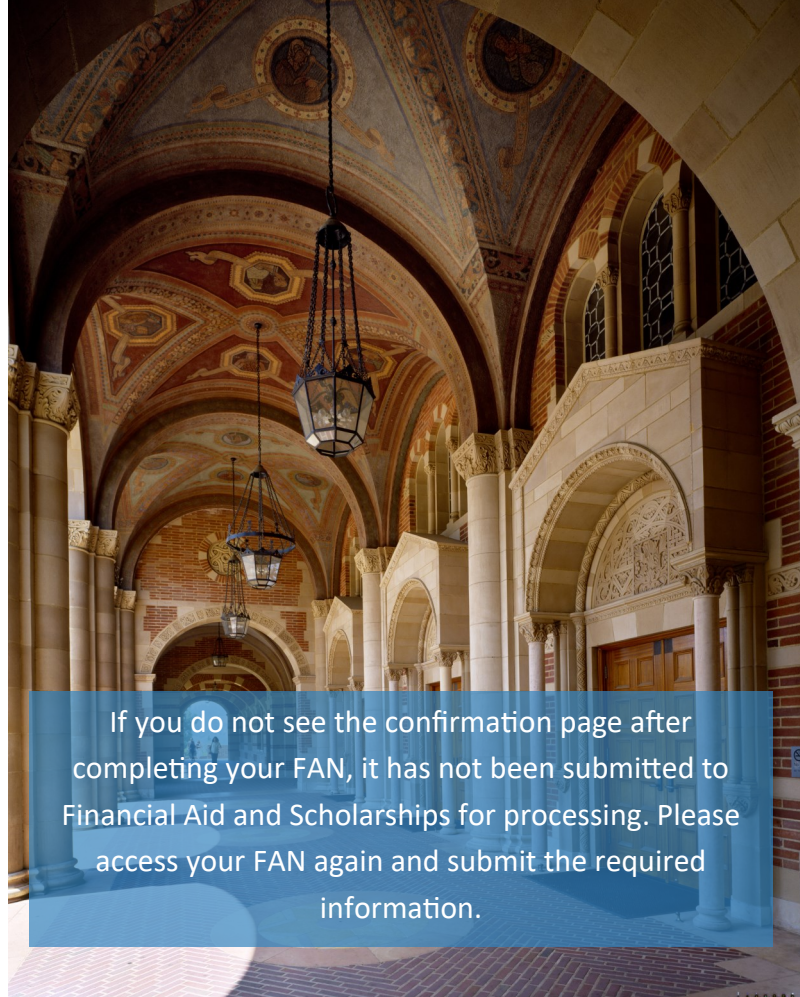
If you do not see the confirmation page after completing your FAN, it has not been submitted to Financial Aid and Scholarships for processing. Please access your FAN again and submit the required information.

Financial Aid Information on Your FAN

Grants and Scholarships - included on your FAN are gift aid awarded to undergraduate students based on need and/or merit. Federal, State and University Grants may be included in your award package. Once you have accepted your grants and scholarships on the FAN there is no additional paperwork needed.

University Grant, CAL Grant, University Grant for Dream students and Federal Pell Grants require full time (12 units in order to qualify for maximum eligibility. Grant awards will be reduced for students enrolled less than full time at the end of the third week of the quarter.

The reduction will be 25% for students enrolled in 9-11 units, 50% for 6-8 units. Pell Grant will be reduced by 75% for students enrolled in 1-5 units but other

If you receive a Cal Vet fee waiver, it will reduce University Grant offered.

Grants Continued- If you are a CAL Grant recipient, your Cal Grant is limited to four academic years (two years if you are a transfer student) of eligibility. You need to complete 15 units per quarter in order to graduate within four academic years.

Graduate Support - Information in this section of a graduate student's FAN is supplied by the Graduate Division. If you expect to receive graduate support and do not see it on your FAN or if you have any questions about awards listed, please contact Graduate Division at 310-825-1025.

When graduate support is reported to the Financial Aid and Scholarships office (either by you or the Graduate Division), it may create an over-award, if your financial aid and graduate support exceed your financial need. The Cost of Attendance Summary on your FAN shows the amount of your financial need. Financial aid will be revised and a new FAN will be issued if an over-award exists.

Loans - Loans are awards that must be repaid. Additional information about the loans offered can be found in the Loan Guides available with your FAN and at financialaid.ucla.edu/Forms-and-Publications. Please read the loan guides carefully before accepting these awards. If you want to borrow less than the amount offered, you can indicate the amount that you want to accept on your FAN. Additional steps may need to be completed after you submit your FAN before loans can be funded. Please refer to the Confirmation page of the FAN and the Loan Guides for additional information.

Work-Study- Work-Study allows students to gain work experience and pay for their educational expenses as they earn their award. Once you accept this award on your FAN, the Work-Study Office will send you an e-mail with a link to the referral form that you will need to be hired for a work-study position.
You will also be e-mailed additional information about how to locate and secure a work-study position. Additional information can be found on page 4 of this publication and on the Work-Study

web-page.

USHIP Grant is awarded to applicants who filed their Financial Aid Application by March 2nd, to pay for USHIP (Health Insurance Fees). **Students who elect to waive the USHIP fees will not be eligible for USHIP Grant.**

In general, loans and/or work-study funding will be reduced to accommodate outside awards. Fee paying awards and/or University Grant will be

> You must report all awards that you do not see listed on your FAN to the Financial Aid and Scholarships office. This includes scholarships, fellowships, fee waivers, fee reductions, loans, etc.

After Submitting Your FAN

After submitting your FAN, your grants and scholarships will be ready for disbursement. We begin disbursing financial aid 10 days prior to the start of each term. There are additional steps that you will need to take to complete the processing of your other awards.

Work Study Next Steps

Students who are awarded Work Study must secure employment to receive funds. Finding a Work Study position is the responsibility of the student but Financial Aid and Scholarships will assist with placement by posting a list of available positions on the Work Study website via MyUCLA. The job bulletin is usually available 3-4 weeks before the start of the quarter. When you accept Work Study on your FAN and secure a position, your employer will have access to your Job Referral Form online. It is the responsibility of the hiring department to submit your Job Referral form to the Work Study Office. You may accept only one Work Study position at a time and work a maximum of 20 hours per week. You may earn a part of, or your total award in one, two, or three terms. Students may not begin work prior to the first day of fall classes. The definition of employment by the Work Study Program does not include work on a thesis or a dissertation. Funding for these types of projects is prohibited. Please review the Work-Study Guide, which can be found under forms and publications on the Financial Aid and Scholarships website, for additional program details.

Next Steps for Direct Loans

The Department of Education provides low interest, need and non-need based student loans under the Direct Loan program. Please refer to the Undergraduate or Graduate Loan Guides (available as a link on your FAN and at financialaid.ucla.edu/ Forms-and-Publications before accepting a direct loan on your FAN. In order for direct loans to be funded, first time borrowers are required to complete a Direct Loan Master Promissory Note at studentaid.gov/mpn as well as UCLA's Debt Management (Entrance Counseling) at loans.ucla.edu/debt-management. Borrowers must also complete an Annual Student Loan Acknowledgement (ASLA) on studentaid.gov/asla/.

Next Steps for Dream Loans

If you are borrowing a CA Dream Loan for the first time at UCLA, complete Debt Management/Entrance Counseling online at loans.ucla.edu/debt-management.
You must complete a CA DREAM Loan Promissory Note. You will be notified by email when it is ready to e-sign via the E-Sign Portal on the Student Loan Services & Collections website.

Next Steps for Parent PLUS Loans

After accepting a Parent PLUS loan on your FAN, one of your parents will have to complete a loan

> **Parents who have adverse credit but are approved for a Direct PLUS Loan as a result of appealing the credit decision or applying with an endorser are subject to a new counseling requirement. This new PLUS counseling module must be completed at Studentaid.gov. This requirement is separate from and in addition to the Debt Management Session**

application with the Department of Education at Studentaid.gov. Please refer to the Undergraduate Loan Guide (available as a link on your FAN and at financialaid.ucla.edu/Forms-and-Publications for additional information.

Next Steps for Private Loans

Private loans are offered by individual lenders and are not guaranteed by the federal government. These loans are based on credit and their terms vary based on the lender, from whom you borrow as well as on your (and, if required cosigner's) credit-worthiness. You cannot apply for a private loan by accepting the offer on your FAN. To obtain additional information about private loans, to view a comparison chart of UCLA's private lenders and to apply for a private loan, go to financialaid.ucla.edu/ Forms-and-Publications and access the

Undergraduate or Graduate Loan Guide and Private Lender List AFTER you complete your FAN. **NOTE: CA Dream Application filers will require an eligible co-signer in order to secure a private loan.**

We recommend that students exhaust their federal loan eligibility before pursuing funds through a private loan. Federal loans provide flexible repayment options, income driven repayment plans, and loan forgiveness that private loans do not. Please be aware that private loan interest rates will be based on the borrower's credit score, and that the interest rate, if variable, can fluctuate over time. For more information, please see the full Corbett Disclosure **for private loans on our website.**

You must be enrolled or wait-listed at least half-time (6 units Undergraduates, 4 units Graduates) in order for financial aid to disburse to BruinBill

Disbursements

Once you accept your awards on the FAN and complete the necessary loan paperwork, your awards will be disbursed equally over your terms of enrollment. Financial aid and scholarships begins disbursing aid 10 days prior to the beginning of each quarter.

BruinBill

BruinBill allows debits (educational fees and other charges) and credits (financial aid disbursements or student payments) to be applied to your school account. Through BruinBill, your financial aid disbursements will be applied to your registration fees and other outstanding University charges once your aid disburses to your BruinBill. Account. Any credit balance remaining after quarterly charges are paid will be refunded to you.

- Your BruinBill statement will be posted on MyUCLA each month. Please make sure that you review the activity in your account at least once a month.
- Financial aid and scholarships will be released to BruinBill 10 days before the start date of each quarter.

Students who are not signed up for BruinDirect will receive their financial aid refunds via a paper check sent by U.S. Postal Service. Refunds via mail are processed by Student Financial Services once a week, on Thursdays. Please allow an additional 3-5 days for mailing time.

- Charges for UCLA Residence Halls and University-Owned Apartments are posted in BruinBill; however, **financial aid will not cover those charges directly.** You can make housing payments electronically on BruinBill.

BruinDirect

BruinDirect allows your financial aid credit balance refund to be deposited directly into your personal bank or credit union account. You can sign up for BruinDirect via MyUCLA.

Outside Awards

Students receiving outside scholarships should request that the awarding agency make the checks payable to: **UC Regents and include the student's identification number on the check**. Checks should be forwarded to:

University of California, Los Angeles
Attn: Payment Solutions & Compliance Office
405 Hilgard Avenue
1125 Murphy Hall, Box 951432
Los Angeles, CA 90095-9000

Checks received from an outside agency are typically applied to BruinBill within 3-5 business days. If you have any questions regarding the disbursement of your non-University funds, please contact Student Financial Services at 310-825-9194. Any outside awards you receive must be reported to Financial Aid and Scholarships, as they may affect your financial aid eligibility. Failure to report outside awards may result in a bill.

Loan Checks

If you apply for a private loan with a lender that is not set up for electronic disbursement of funds to UCLA, your checks will be available at the beginning of each term in the Student Loan Services Office located in A-227 Murphy Hall. Office hours are 9:00

a.m. to 4:00 p.m., Monday through Friday. You must present a valid driver's license or a government issued identification to pick up your checks. Please check with Student Loan Services to find out when your paper checks will be available for pickup each quarter.

If a parent PLUS borrower chooses to receive their PLUS disbursement directly instead of allowing funds to apply to BruinBill (by submitting a written request to the Financial Aid and Scholarships office), UCLA's Student Loan Office will generate paper checks and mail them to the borrower at the beginning of each quarter once the student's enrollment status is verified. Funds disbursed via a paper check will not be applied to BruinBill to cover outstanding charges and the checks may not be received prior to the fee deadline. Families must pay fees prior to the Registrar's deadline to avoid classes from being dropped for non-payment and/or the assessment of late payment charges.

Appeals to Increase Aid

Your financial aid eligibility can be reevaluated based on certain special circumstances. All appeal forms can be accessed and printed at financialaid.ucla.edu/Forms-and-Publications.

To see the break-down of UCLA's standard budgets go to financialaid.ucla.edu/Undergraduate/Cost-of-Attendance

Petition to Use Projected Year Income – can be submitted by the parent, the student or student's spouse, if there is a change in income due to special circumstances such as loss of employment, catastrophic illness, retirement, divorce, etc.

Budget Increase Request Form – can be submitted if the student has allowable educational expenses not covered by their standard financial aid budget. Only the expenses listed on the appeal form

Please allow 10-15 business days for the evaluation of your appeal. During busy summer months, the average appeal processing time may exceed 15 days.

and incurred by the student during the enrollment period will be considered.

Housing Adjustment Form – can be submitted to request an increase in financial aid to cover student's rent or dorm expenses that exceed the standard budget allowance or to adjust your cost of education based on a change in your housing status (ex: off-campus to on-campus).

If you have special circumstances that are not mentioned above and would like to alert Financial Aid and Scholarships to their existence, please submit a letter of explanation along with supporting documentation, directly to Financial Aid and Scholarships. Once your appeal is reviewed, your counselor they will let you know whether your circumstances will affect the calculation of your financial aid eligibility and follow up with you for additional documentation, if necessary.

The census date is the last day of third week of classes. Please check with the Financial Aid and Scholarships office if you are planning on dropping units.

Maintaining Your Eligibility

Unit Requirement
The Financial Aid and Scholarships office checks your enrolled units on the census date at the end of the third week of classes each quarter. Enrollment below half time on that date will result in cancellation of your aid and billing for funds received. Half-time enrollment for an undergraduate student is six units. For a graduate student, the minimum unit requirement is half time or four units.

Grants (Federal Pell Grant, Cal, University Grants, and University Grant-Dream) require enrollment in 12 units in order to maintain maximum eligibility. Enrollment below 12 units on the census date will result in reduction of and billing for these awards. The reduction will be 25% for students enrolled in 9-11 units, 50% for 6-8 units. Pell Grant will be

reduced by 75% for students enrolled in 1-5 units but other grants will be canceled.

Pell Grant Maximum

Pell Grant recipients are eligible for 18 quarters (6 years of full time eligibility) of Pell Grant funding. This calculation includes Pell Grant received at other institutions. If you have exhausted your eligibility for Pell Grant additional loan assistance will be offered to cover your educational costs.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) for financial aid purposes measures students' progress relative to their length of enrollment. UCLA Standards for Satisfactory Academic Progress measure students' progress toward degree completion using both qualitative (GPA) and quantitative (completion of units) standards. To be eligible for financial aid at UCLA, students must meet or exceed these standards. The standards apply to all college coursework taken, regardless of whether financial aid was received or not, including coursework transferred from another institution. Academic progress is reviewed annually after Winter Quarter grades are available. Students who fail to meet the Standards for Satisfactory Academic Progress at the end of winter will have their financial aid eligibility suspended for the following academic year.

Please refer to the *2021-2022 Guide to Satisfactory Academic Progress* available on the Financial Aid and Scholarships website at financialaid.ucla.edu/forms-and-publications

Withdrawals

If you receive financial aid and subsequently do not enroll in the University or enroll and then withdraw, you may be required to return financial aid funds received. The calculation of Return of Title IV funds received is based on published schedules and the date you withdraw (officially or unofficially), cancel your registration or drop all your classes. Title IV funds include Federal Pell Grant, SEOG, Work-Study and Federal Loans.
Grants funded from University sources (ex: University Grant, Blue and Gold Opportunity Award, Scholarship Recognition Award, University Grant-Dream, Dream Loans, etc.) will also be subject to

reduction and billing, if you withdraw. The calculation of return of aid is based on published schedules and the date you withdraw, cancel your registration or drop all your classes.

Information regarding withdrawal calculations is available on our web site at: financialaid.ucla.edu/forms-and-publications

If you are a CAL Grant recipient and you receive a fee refund based on a withdrawal, your CAL Grant award will also be reduced.

Verification

Some students will be selected for verification by the Department of Education or UCLA. Financial Aid and Scholarships performs an audit by verifying the information documented by the student and parents in comparison to the information provided on the Financial Aid Application. **Participation on the part of selected students is mandatory.** Failure to provide the required information will prevent Financial Aid and Scholarships from awarding aid until all requested documentation is submitted.

Your Rights and Responsibilities

You Have the Right to Know:

- The deadlines for submitting applications for each of the available aid programs.
- How your financial need was determined.
- How much of your financial need has been met.
- The resources considered in the calculation of your need.
- Available financial aid programs and their exact requirements.
- What portion of your financial aid award is a loan and what portion is a grant. If the aid is a loan, you have the right to know the total amount that must be repaid, the amount of each payment, the interest rate, the length of time you have to repay the loan and when repayment begins.

- The cost of attendance and the refund policy.
- How the University determines Satisfactory Academic Progress standards, and what happens if you are not meeting these requirements.
- What happens, if you withdraw (officially or unofficially) during the year.
- The steps necessary to re-apply for aid each year.

You Have the Following Responsibilities:

- To consider carefully all information provided regarding UCLA's programs and performances before attending UCLA.
- To complete all forms accurately and to submit them to the correct locations by the published deadlines. Errors can cause long delays in the

receipt of your financial aid. Intentional misreporting of information on application forms for financial aid is a violation of the law, and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- To maintain good academic standing and make satisfactory progress toward graduation.
- To inform Financial Aid and Scholarships if you drop below half-time status.
- To update information when your circumstances change, such as changes in name, marital status, housing situation, number of family members in

Contacts:
UCLA Financial Aid and Scholarships
A-129J Murphy Hall
310-206-0400
loans.ucla.edu/contact-us

California Student Aid Commission
P. O. Box419026
Rancho Cordova, CA 95741-9026
888-CA GRANT
studentsupport@csac.ca.gov

Student Loan Services
A227Murphy Hall
310-825-9864

Federal Student Aid Programs
P. O. Box 4005
Iowa City, IA 52443
319-337-5665

Graduate Student Support
1228 Murphy Hall
310-825-1025
GDSupport@gdnet.ucla.edu

Student Financial Services/Accounting
1121 Murphy Hall
310-825-9194
sfs@finance.ucla.edu

Registrar
1113 Murphy Hall
310-825-1091

Undergraduate Admissions
1147 Murphy Hall
310-825-3101

Accreditation Statement
UCLA is accredited by the Western Association of Schools and Colleges along with numerous special agencies. Information regarding the University's accreditation may be obtained in the Office of Budget and Planning, Institutional Planning   Analysis Library.

Privacy
All student records are strictly confidential. Even if you have signed waivers of access to your file, you are not required to tell anyone about any information contained therein.

UCLA, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, does not discriminate on the basis of race, creed, color, national origin, mental or physical handicap, age, sexual orientation or gender in any of its policies, practices or procedures. This includes, but is not limited to admissions, employment, financial aid, educational services,