



## 2006–2007 Financial Aid Processing Schedule

### December 2005

- ◆ Scholarship Award Offers begin

### January 2006

- ◆ File Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1

### February 2006

- ◆ Look for Student Aid Report (SAR) and if NJ resident, Student Eligibility Notice (SEN) in the mail; be sure NJIT is listed as college choice on the SAR and SEN

### March 2006

- ◆ Keep an eye out for NJIT financial aid Award Letter Notifications
- ◆ **March 15** is FAFSA priority filing deadline

### May 2006

- ◆ Admission Acceptance Deposits due May 1
- ◆ Submit tax forms and any other information, if required, to Student Financial Aid Services (SFAS) as soon as possible, but no later than **May 15**

### June/July 2006

- ◆ Attend New Student Miniversity/Parent Orientation Sessions
- ◆ Tuition Bills are sent to registered students

### August/September 2006

- ◆ Fall 2006 classes start September 5, 2006
- ◆ Student loan borrowers complete Entrance Loan Counseling Session and sign promissory note
- ◆ Student employees complete Student Employment/FWS Contracts and I-9 Forms

## Welcome to NJIT!

Dear Prospective Student:

We are pleased to have your interest in NJIT programs for the 2006–2007 academic year. Because we know that there is so much “data” to manage during the process of preparing for college and planning for financial aid, Student Financial Aid Services (SFAS) has prepared this newsletter for you. It contains useful information that may be helpful as you apply for financial aid assistance and follow the steps associated with obtaining every possible financial resource available to you at NJIT.

NJIT encourages *all* students to apply for financial aid. We know that costs for higher education must often be offset by some form of assistance, including a combination of scholarships, grants, loans and student employment. The following information is intended to assist you as you navigate the new world of higher education and the financial aid process. Please e-mail us at [www.finaid@njit.edu](mailto:www.finaid@njit.edu) or call us at 973-596-3479 with any questions.

Sincerely,

*Ivon Nunez*

Ivon Nunez,  
Acting Director, Student Financial Aid Services (SFAS)

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## Get Acquainted with SFAS Staff



**Ivon Nunez**, Acting Director  
**Steve Harrel**, Associate Director,  
Student Employment Manager  
**Luis Victorero**, Associate Director  
**Teresa Manco**, Systems Manager  
**Samantha Kennedy**, Assistant Director  
**Sharon Williams**, Assistant Director  
**Aurora Castellano**, Financial Aid Advisor  
**Maggie Moya**, Financial Aid Advisor  
**Mark Bowen**, Administrative Assistant  
**Alisia Hughes**, Sr. Administrative Assistant  
**Kirk McKoy**, Administrative Assistant  
**Renetta Omar**, Administrative Assistant  
**Tracy Harrison**, Customer Service Representative

## Application Procedures

When you complete your application for admission at NJIT, you are automatically considered for academic scholarships based on your admission credentials. The Office of Student Financial Aid Services works very closely with the Admissions Office in determining whether you qualify for scholarships. If you qualify for scholarships at NJIT, you will be notified by the Office of Student Financial Aid Services within a couple of weeks of your acceptance to the university.

To apply for financial aid (grants, need-based scholarships, work, and loans), you must file a Free Application for Federal Student Aid (FAFSA). This form is used for applying for federal, state, and NJIT financial aid assistance. You can obtain the paper FAFSA from your high-school guidance counselor, or you can apply electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The 2006-2007 FAFSA can be filed beginning **January 1, 2006**. Be sure to include NJIT's institutional code, **002621**, in Step 6. The U.S. Department of Education (U.S.D.E.) offers a customer service line (1-800-433-3243) that applicants can call to check the status of their applications.

It is to your advantage to complete and sign the FAFSA electronically; processing time is usually one-to-two weeks faster than filing a paper FAFSA. FAFSA on the Web also has built-in edits to help you detect and correct errors before transmitting data to the Federal Central Processing System (CPS). To complete and sign the FAFSA electronically, you must first acquire a U.S.D.E. PIN if you do not already have one. To do so, select "Register for a PIN" at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Also, your parents will need their own PIN if they will be signing electronically.

Once you have obtained a PIN, select the "Provide Electronic Signature" option in the "Filling Out a FAFSA" section. Be sure to indicate whether you are signing as a parent or a student. If you are signing as a parent, you must provide information about the student. You can check the status of your FAFSA after you submit it by selecting "Check status of a submitted FAFSA" on the same Web site.

## Procedures and Deadlines

Applying for financial aid for the first time can be confusing. You may receive requests for information or correspondence from the federal government, state aid programs, and each college. If you keep copies of all paperwork in one file, you may find it easier to keep track of the process.

To ensure full consideration for federal, state, and institutional grants, scholarships, loans, and work-study at NJIT for the 2006-2007 academic year, you must file the FAFSA by **March 15, 2006**. This deadline must be met also to ensure that your financial aid will be processed prior to student billing.

You will receive a Student Aid Report (SAR) in the mail. Review the SAR for accuracy. If you need to make corrections or add NJIT as a college choice, make the appropriate changes. Submit the SAR to NJIT's Student Financial Aid Services (SFAS) and provide documentation to verify the accuracy of the corrections. SFAS staff members will electronically submit the corrections to the federal Central Processing System (CPS) and, if appropriate, to the New Jersey Higher Education Student Assistance Authority (NJHESAA). If you listed NJIT as a college choice on your original FAFSA, NJIT receives your financial aid application electronically at the time you receive your SAR in the mail. Your processed FAFSA will be reviewed within two weeks, and you will receive a preliminary Financial Aid Package from our office.

In addition, if you (and your parents) are New Jersey residents, you will receive a Student Eligibility Notice (SEN) from NJHESAA. This notice of your state aid eligibility is not final until SFAS has reviewed your financial aid file and has confirmed your eligibility. Be sure NJIT is indicated on the SEN as the college you are attending. If it is not, send the necessary corrections to NJHESAA.

## Important Phone Numbers

### NJIT

#### Student Financial Aid Services (SFAS)

(973) 596-3479

Fax: (973) 596-6471

#### Registrar

(973) 596-3236

#### Bursar

(973) 642-7460

#### Educational Opportunity Fund (EOF)

(973) 596-3690

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### Other

#### Federal Student Assistance Information and to request duplicate Student Aid Report (SAR)

1 (800) 433-3243

#### NJ Higher Education Student Assistance Authority (NJHESAA)

1 (800) 792-8670

#### Direct Lending Customer Service

1 (800) 848-0979





## Sign On to Financial Aid

### NJIT Student Financial Aid Services (SFAS)

[www.njit.edu/finaid](http://www.njit.edu/finaid)

### FAFSA on the Web

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

### Financial Aid Scholarship Information

[www.finaid.org](http://www.finaid.org)

[www.fastweb.com](http://www.fastweb.com)

[www.supercollege.com](http://www.supercollege.com)

<http://apps.absolutelyscholarships.com>

[www.srnexpress.com](http://www.srnexpress.com)

### New Jersey Higher Education Student Assistance Authority

[www.hesaa.org](http://www.hesaa.org)

### 10 Steps to Financial Fitness

[www.mapping-your-future.org/features/dmtentsteps.htm](http://www.mapping-your-future.org/features/dmtentsteps.htm)

### Applying for a USDE PIN

[www.pin.ed.gov](http://www.pin.ed.gov)

### William D. Ford Federal Direct Loan Program

[www.ed.gov/directloan](http://www.ed.gov/directloan)

### Register with Selective Service

[www.sss.gov](http://www.sss.gov)

## Financial Aid Award Processing

Financial aid applicants should realize that they or their families have responsibility for contributing to the cost of their education. The information you and your parents report on your FAFSA is used in a formula established by the U.S. Congress, which determines your Expected Family Contribution (EFC). Financial aid attempts to fill the gap between your EFC and the yearly cost of attendance (COA). COA is made up of tuition and fees, books and supplies, computer, room and board, transportation, and other miscellaneous expenses. The gap between the COA and EFC is what we call "financial need."

Eligible students may be awarded financial aid through a combination of grants and scholarships (gift aid that does not have to be repaid), loans (which must be repaid after graduation or if the student ceases to be enrolled at least half-time), and work-study (part-time employment for wages on or off campus). This is referred to as a "Financial Aid Package." Keep in mind that the COA varies at different types of institutions, which will result in different Financial Aid Packages. Admitted students are sent a preliminary Financial Aid Package within two weeks of when Student Financial Aid Services (SFAS) receives the electronic Student Aid Report (SAR) from the federal processor.

Often, your need-based financial aid is estimated because more information is needed from you before making the awards final. When additional information is required to complete the application, you are sent a letter making the request with any necessary forms enclosed. Some student financial aid applications are selected for verification. Verification is the process in which Student Financial Aid Services compares information you reported on the FAFSA with your 2005 federal tax forms, W-2 forms, and other financial documentation. Other kinds of requests include clarification of the number of people in your family and which ones attend college, or information about a business, rental property, or other assets.

In asking for these documents, we are following federal and state guidelines required prior to disbursing aid. If there are differences between your application information and the required documents you have submitted, corrections may be needed and your application will be reprocessed electronically.

If you are a New Jersey resident and receiving state aid, you may also be selected for state verification. If you receive an "Applicant Information Request" from the New Jersey Higher Education Student Assistance Authority (NJHESAA), you must forward all requested information and financial documents directly to NJHESAA in Trenton. It is extremely important that you respond to requests for information promptly. Financial Aid Packages are finalized in the order of file completion date. To ensure your financial aid package is finalized prior to the start of the 2006 fall semester, all required documentation must be received by **May 15, 2006**.


## Special Circumstances

Although the formula to determine students' eligibility for financial aid is standard for all applicants, there is some flexibility in recalculating students' eligibility regarding special circumstances. For example, if you or your family has experienced a reduction in income because of unemployment, disability, divorce or death, an adjustment may be made to calculate financial aid eligibility. Other circumstances that may be considered include loss of non-taxable income (i.e., child support, social security benefits). In all cases, these circumstances must be fully documented with tax returns, death certificates, court documentation, or letters from appropriate agencies, individuals, or employers. If conditions such as these apply to you or your family, contact the Office of Student Financial Aid Services.

If you feel you have other circumstances that may affect the amount you and your family are expected to contribute toward your education, please consult the Office of Student Financial Aid Services. Keep in mind, however, that for our office to make any adjustments, the reasons must be sound, and you will have to provide adequate proof to support those adjustments.

## NJIT's Cost of Attendance

Student Financial Aid Services (SFAS) constructs yearly cost of attendance (COA) budgets that include tuition, fees, room and board (or living expenses), books, supplies, transportation and miscellaneous expenses. The following are COA budgets for the 2005–2006 academic year for full-time undergraduate students. Architecture majors are provided an additional \$400 books and supplies allowance to the amount indicated on the chart below. Actual 2006-2007 tuition, fees, and room and board charges will be announced in July 2006. Tuition, and room and board charges have increased between 3 and 9 percent in recent years. The actual cost of living on-campus varies with the room type and meal plan chosen. There is a computer requirement for freshmen, which is included in the 2006–2007 financial COA budgets (in the books & supplies component) below so that students who need financial aid assistance can have this expense taken into account to determine financial aid eligibility. For more information on NJIT computer requirements, please visit <http://csd.njit.edu/compreq/>.

	NJ Resident, Student Living with Parents	NJ Resident, Student Living on Campus	NJ Resident, Student Living off Campus	Out-of-State Resident, with Parents	Out-of-State Resident, on Campus	Out-of-State Resident, off Campus
<b>Tuition &amp; Fees</b>	\$10,506	\$10,506	\$10,506	\$17,264	\$17,264	\$17,264
<b>Room &amp; Board</b> (Living Expenses)	\$4500	\$10,200	\$11,000	\$4500	\$10,200	\$11,000
<b>Books &amp; Supplies</b> (amount varies according to major and year in school)	\$1400	\$1400	\$1400	\$1400	\$1400	\$1400
<b>Transportation</b>	\$2400	\$900	\$2400	\$2400	\$900	\$2400
<b>Miscellaneous</b>	\$1100	\$1100	\$1100	\$1100	\$1100	\$1100
<b>Total</b>	<b>\$19,906</b>	<b>\$24,106</b>	<b>\$26,406</b>	<b>\$26,664</b>	<b>\$30,864</b>	<b>\$33,164</b>

## Dependency Status Determination

When you apply for student aid, your answers to certain questions will determine whether you are required to include both your and your parents' information on the FAFSA.

If you are independent, you report only your income and assets (and your spouse's, if married). You are an independent student if at least one of the following applies to you:

- You were born before January 1, 1983;
- You're married;
- You're enrolled in a graduate program;
- You have legal dependents whom you support more than 50%;
- You're an orphan or ward of the court (or were a ward of the court until age 18);
- You're a veteran of the U. S. Armed Forces.

If you think you have unusual circumstances that would make you independent even though none of the above criteria apply to you, still include parental information when you file your FAFSA. If you are unable to do so, contact your financial aid advisor.

## FERPA: Know Your Rights!

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students."

Any time information is requested regarding a student's record, and the student has not provided written consent, the student must be notified of the request and be given the opportunity to ask that the information not be released. If the student does not respond within the timeframe stated in the notice, information can be released. Generally, schools must have written permission from the parent or eligible student in order for information from a student's record to be released. For details, visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

### SFAS Office Hours

#### Academic Year

8:30 A.M.– 6:00 P.M. (Mon. through Thurs.)

8:30 A.M.– 4:30 P.M. (Friday)

#### Summer

8:30 A.M.– 5:00 P.M. (Mon., Tues., & Thurs.)

8:30 A.M.– 6:00 P.M. (Wednesday)

Closed Friday