Dear Prospective Student,

Thank you for your interest in Swinburne University. You have indicated that you wish to apply for US Financial Aid to assist with your studies at Swinburne. We hope that this document will assist you with the aid application process.

**Eligible Loan Programs**
The following loan programs are available at Swinburne to eligible US students studying outside of the US:
- Subsidised Stafford Loan
- Unsubsidised Stafford Loan
- Federal PLUS Loan for Parents
- Stafford PLUS Loan for Graduate Students

*This is correct as at 01 May 2010. Loan availability may change in July 2010 when the US Department of Education updates their loan program.*

**School Certification**
Swinburne is required to certify your eligibility in accordance with US Department of Education regulations. Financial aid certifying officials have an obligation to ensure that you are incurring as little debt as possible.

**Your Offer Letter**
Before Swinburne can determine your eligibility, you must first receive an offer to commence an eligible course at Swinburne. Presently, Swinburne can only certify for undergraduate and graduate programs. Your loan eligibility may be affected by the course that you will be undertaking.

**Determining Your Eligibility**
In order to ascertain your eligibility for aid prior to signing the School Certification, Swinburne University will require:

1. **A complete copy of your current Student Aid Report (SAR)**
   The SAR will enable us to assess your loan eligibility. The SAR is a document generated from the US Department of Education. If you don’t already have this, please go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov), complete and submit the “Free Application for Federal Student Aid” form (FAFSA).

   Swinburne’s school code is G31407.
About 48 hours after completing the FAFSA, you can go back into the web to retrieve your SAR. Please fax the complete SAR to our office (+61398183647) as soon as possible to enable us to fast-track your application.

2. **Proof that you have undergone Entrance Counselling (pre-loan counselling)**
   Generally, students who have not arrived in Australia complete their pre-loan counselling online at [www.mapping-your-future.org](http://www.mapping-your-future.org). Once you have completed the online session, please print the confirmation page that appears after you fill out the student information form. You will need to sign this and fax (+61398183647) or mail it to our office as soon as possible.

3. **Master Promissory Note (MPN)**
   The MPN is a binding legal document that lists the conditions under which you're borrowing and the terms under which you agree to repay your loan. Once you have completed the MPN, send the entire document to us by mail. We will ensure that your form is completed correctly and attach it to the rest of your documentation when we confirm your eligibility.

   Note that Section 12 of the MPN asks if you wish to pay your interest whilst in school. We ask that you consider this carefully as the unsubsidised portion of your loan will continue to accrue interest for the life of your loan debt.

4. **The Federal PLUS Loan Request (if applicable)**
   This is a separate application form for the Federal and Stafford PLUS loans, which have to be completed as appropriate.

In addition to the above documents, we will also require you to answer the following questions. Your responses can be listed in your email or fax to us.

   a) If eligible, do you wish to take one or both the subsidised and unsubsidised portions of the Stafford Loan?

   b) Do you wish to take the maximum amounts you are entitled to or do you wish to take only a portion of the stated amounts?

   c) Do you have a previous lender / guarantee agency in the US? Who is your preferred lender / guarantee agency? Please note that origination and default fees of up to 5% may be payable depending on your choice of lender / guarantee agency and the loan you have been certified for. If fees apply, you will receive a lesser amount than the amount originally certified for.

   d) If yes, do you wish to remain with the same lender / guarantee agency or do you wish to swap lender / guarantee agency?

      I. If No, are you willing to let Swinburne choose a lender / guarantee agency for you? Note that Swinburne uses American Student Assistance (ASA) as our guarantee agency. ASA has an online Borrowers site which will facilitate your application with Swinburne. To use this facility, go to: http://www.amsa.com/direct/borrowers/index.cfm.
e) Are you currently in receipt of any benefit, bursary, fee waiver, fellowship, grant or scholarship from Swinburne or another entity (e.g. the Veteran Education Benefits)? If yes, please provide information on the benefit, bursary, fee waiver, fellowship, grant or scholarship, including the provider and the amounts provided – this may affect your entitlements. If you are in receipt of a benefit, bursary, fee waiver, fellowship, grant or scholarship that you did not disclose, you may be required to return funds immediately.

What Happens Next?
Upon receipt of your documents, the following will occur:

- Using your SAR, Swinburne will contact the US Department of Education in Washington, DC to confirm your loan eligibility. This may take up to two weeks for confirmation.

- Upon confirmation of your loan eligibility, Swinburne will draw up your estimated Cost of Attendance (COA). The COA is based on your course of offer and expected living expenses. The COA can only be drawn up after you have received a Swinburne course offer.

- Swinburne will send an official email confirming your aid eligibility, COA and certified amounts. The email will include further details on disbursements, SAP and other requirements relating to continued eligibility and certification.

- When you receive the official email, you may accept your Swinburne offer (refer to your offer letter for instructions on how to do this). When you have accepted your offer, you must respond to the official email for Swinburne to commence the processing of your aid.

- Your cheques will arrive 30-40 days after your first enrolment and Swinburne will contact you. Please note that you are expected to collect cheques in person.

Other Relevant Information

- Detailed US Financial Aid information for students can be found online at www.studentaid.ed.gov.

- Students who are eligible for aid need only pay a deposit of AU$500 plus any required amount for Overseas Student Health Cover (OSHC) to accept their Swinburne offer. If your certified aid amounts do not cover the full tuition cost, you will be expected to place a fee deposit (expected semester fee less first disbursement amount) plus the required OSHC.

- If this is your first enrolment at Swinburne, we will not disburse funds until 30 days after you have commenced your classes. Subsequent disbursement will occur no earlier than 10 days prior to the start of classes.

- In order to remain eligible for aid in subsequent semesters, you must meet the satisfactory academic progress (SAP) and enrolment requirements determined by the US Department of Education and Swinburne University.
- You will only be certified to receive financial aid for a year subject to enrolment and satisfactory academic progress requirements being met.

- To continue to receive financial aid beyond the first year, you will be required to complete an MPN and file a SAR as well as provide the information requested above to the Financial Aid Officer for certification. This should be done prior to the anniversary of your first certification at Swinburne. Proof of entrance counselling will be required again if you are moving between undergraduate and graduate programs.

- In your final semester of receiving aid, you will be required to complete Exit Counselling prior to graduation.

Contact Details for the Swinburne Financial Aid Office:

Ms Justine Morris/Ms Esther Loke
E: eloke@swin.edu.au
F: +61 (0)3 9818 3648

Should you require any further information, please contact Esther Loke (eloke@swin.edu.au) directly.

Thank you.

Swinburne International