

**FINANCIAL AID POLICY AND PROCEDURES
DUKE DIVINITY SCHOOL
TABLE OF CONTENTS**

Financial Aid Policy and Procedures

Guiding Principles

Confidentiality

Financial Aid

Degree Seeking Students

International Students

Special Students

Types of Financial Aid

Federal

Non-Federal

Endowed Scholarships

Merit Scholarships

Need-Based tuition Grants

Field Education Grants

Pre-Enrollment Ministry Discernment Placements

The Duke Endowment Student Pastor Grants

Application Procedure for Need-Based Financial Aid

Required Forms

Verification of Information

Budgeting

Student Budget (Cost of Attendance)

Tuition and Fees

Room and Board

Transportation

Books and Supplies

Miscellaneous Expenses

Health Insurance

Audit Fee

Late Registration Fee

Course Continuation Fee

Th.D. Continuation Fee

Awarding

Expected Family Contribution

The Financial Aid Award

Outside Scholarships

Submitting Outside Scholarship Checks

Financial Aid Award Appeals

Loans

Loans & Loan Processing

Loan Terms and Amounts

Loan Application Procedures

Duke's Recommended Private Lender List

Recommended Private Lender Selection Process

Loan Repayment

Statement on Educational Lending

Student Employment

Registration & Enrollment

Requirements

Changes in Status

Title IV Refunds

Paying your Bill

Monthly Payment Plan

Contact Information and Office Hours

Duke Divinity School Financial Aid Policies and Procedures Manual

Introduction:

Federal regulations mandate that institutions have written policies and procedures. The purpose of this document is to record policies and procedures surrounding the delivery of financial aid at Duke Divinity School. If there is not a policy or procedure to address a given issue, the Duke Divinity School Office of Financial Aid is expected to use professional judgment based upon the intent of all financial aid programs and practices.

Duke Divinity School awards and distributes its financial resources with a view toward Christian charity and stewardship. Most Divinity School students receive some form of financial assistance. Students should be mindful that institutional aid is a privilege to be enjoyed thanks to many benefactors who have graciously given funds to the school. Divinity School financial aid may include institutional scholarships, grants, and field education grants. In addition, federal work study and federal loans may be available. Students are encouraged to seek financial assistance from his or her local church, civic groups, and foundations.

The Duke Divinity School Office of Financial Aid coordinates all federal, private and institutional financial aid programs within Duke Divinity School. This entails determining student eligibility for the various financial aid programs, assisting students with determining their best financing options and student loan debt management counseling.

Confidentiality:

All financial aid documents are retained in the files of the Divinity School Office of Financial Aid. Duke Divinity School financial aid does not share student information with a spouse or parent without the written authorization of the student.

Determining Federal Financial Aid Eligibility:

- A degree seeking student enrolled at least half-time (6 credit hours Fall, 6 credit hours Spring)
- Be a United States Citizen, United States National, or United States permanent resident in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status).
- Maintain satisfactory academic progress (3.0 GPA) cumulative.
- Not be in default of any loan or owe a repayment on a Federal Pell Grant, FSEOG, or State Grant.
- Demonstrate financial need based on the FAFSA (Free Application for Federal Student Aid).

Federal aid is awarded in accordance with the Department of Education guidelines. Federal loans are awarded after any grants or scholarships (including external scholarships which must be reported to the Duke Divinity School Office of Financial Aid immediately) and are applied toward any unmet cost of attendance amount.

Degree Seeking Students:

A degree seeking student is one who is enrolled in courses for credit and is recognized by the institution as seeking a degree or formal award. These students are normally considered for various forms of financial aid.

International Students:

All entering international students must submit the full amount of the first year's tuition to the Divinity School financial aid office by no later than June 1 for fall enrollment (See further details in the admissions section titled "Policies and Procedures for International Students"). All returning international students are required to make an appointment with the financial aid office prior to June 1 to review funding sources for the upcoming academic year (including field education grants, outside resources, scholarships, and other employment). If there are funding concerns, the Duke University International Office will help the student explore work authorization and visa options.

Special Students:

A special student is one who is enrolled for academic credit, but who is not a candidate for a degree at that time. No financial aid is available.

Tuition and Fees:

Tuition rates are approved by the Board of Trustees on an annual basis in late February. Divinity specific fees are also approved in February. All other University fees are approved in June.

Budgeting:

Cost of Attendance 2015-2016 Estimated Cost of Attendance

*Tuition

M.Div. tuition rate equal to \$21,500 per year

M.T.S. tuition rate equal to \$22,210 per year

M.Div. / M.S.W. tuition rate equal to \$27,780 per year

Th.M. tuition rate equal to \$25,800 per year

Th.D. tuition rate equal to \$34,900 per year

M.A.C.S. tuition rate equal to \$22,830 per year

†M.A.C.P. tuition rate equal to \$21,000 per year

†D.Min. tuition rate equal to \$23,280 per year

Student Health Fee (required fee) \$752

Transcript Fee (required fee) \$40

Student Life Ministry, Graduate \$162

Activity, and Divinity Government Dues
(required fees)

Recreational Facilities Fee (required
fee) \$260

TOTAL \$22, 714

Room and Board:

Room and board is based on a survey of average utilities and rent for two bedroom apartments in the Durham area. This amount is used for all Duke University graduate and professional student budgets.

Transportation:

Transportation costs are based on a student living locally and commuting to class five days a week. This amount is used for all Duke University graduate and professional student budgets.

Books and Supplies:

A survey of required books lists and average costs at Cokesbury bookstore are used to collect costs for books and supplies.

Miscellaneous Expenses :

Miscellaneous expenses include costs for clothing, toiletries, recreational, and other personal expenses. This amount is used for all Duke University graduate and professional student budgets.

Health Insurance Fee:

The University requires all registered students have health insurance. To help students meet this requirement, the University offers a comprehensive health insurance plan covering a wide range of services. Duke automatically enrolls students in this program at the start of the fall semester, unless students waive coverage by the deadline and provide proof of other health insurance coverage. The Divinity School's Financial Aid Office includes the lowest cost of health insurance for students in the cost of attendance.

Audit Fee:

Anyone seeking to audit a course in the Divinity School must, with the consent of the instructor concerned, secure permission from the Office of Academic Affairs. A fee of \$600 per course will be charged to all auditors who are not enrolled as full-time students.

Late Registration Fee:

Continuing students who fail to register during the registration period must pay a fee of \$50 to the bursar.

Course Continuation Fee:

In instances where a student has registered for but not completed all the courses or requirements for his or her program, a \$600 per semester fee is required. The student must also register for the continuation course (CONTDIV1).

ThD Continuation Fee:

ThD students who have completed coursework will need to register for the continuation course (CONTDIV, section 2) for the fall and spring semester. For the 2012-2013 academic year, the Th.D. continuation fee is \$2,700 per semester. The students must register for the continuation course (CONTDIV1).

Awarding

The principles regarding the disbursement of institutional sscholarships are as follows:

1. DDS tuition scholarships, Ministerial Promise Awards, MTS Scholarships, MACS Scholarship, Emerging Leaders Scholarship and Christian Tradition Scholarship are recommended on the basis of availability of funds. In order to receive a tuition scholarship from the Divinity School, a student must be enrolled full time and maintain an overall academic average of 2.0 or higher.
2. Tuition Scholarships will be made within the limits of the conditions set forth governing each source.
3. The conditions at the beginning of the academic year determining financial needs shall be the governing criteria for the year. Financial aid programs are set up on a yearly basis.
4. DDS financial aid awards are made on an academic-year basis. The assistance may consist of tuition scholarships, field education grants, employment, and loans. A new application must be filed each year.
5. Tuition scholarship awards are higher for the first year of study, 33%, to assist students in the M.Div. degree programs (excluding dual and joint degree programs) as much as possible through their transitional first year at Duke. Consequently, grants for the second and third years of study for those students will be less, 22%, than those awarded for the critical first year.
6. The priority FAFSA application deadline is May 1 for all students. Financial aid applications for students anticipating fall matriculation are reviewed beginning the prior March.
7. Student pastors serving United Methodist churches can be notified after the pastoral charge and annual conference determine salary schedules.
8. Ordinarily, tuition scholarships are not available beyond six semesters.
9. Financial aid resources for MTS, MACP, D.Min., and Th.D. students are limited. Candidates are encouraged to apply early.
10. Special students and Th.M. students (with the exception of one international scholar annually) are not eligible for any form of financial assistance from the Divinity School.
11. Th.M. and Th.D. students are eligible to apply for denominational assistance, federal loans, and federal work study.

Expected Family Contribution:

The Expected Family Contribution (EFC) is calculated by the Department of Education and used to determine eligibility for institution grants and federal aid programs such as the Federal Stafford Loan program and Federal Work Study.

Financial Aid Award:

Duke Divinity School's financial aid award will include a combination of scholarships, grants, work study, outside scholarships/grants, and federal loans up to the cost of education.

Student's Cost of Attendance Budget - Family Contribution = Demonstrated Need

Once need has been determined, an aid package is created for the student to meet that financial need.

Aid packages generally include either merit scholarships or need based grants, federal work study and federal loans.

Outside Scholarships:

Many local churches, conferences, or other governing bodies provide gifts and grants for theological education, such as ministerial education funds that provide grants and/or service loans to theological students. The student makes application to the home church, annual conference, presbytery, or other governing body. The financial aid office cooperates with these church agencies in making recommendations and in handling the funds. United Methodist students and others must be under the care of the appropriate church body to be eligible for church support. The school cannot compensate for a student's indisposition to receive church funds when such are available on application through the Annual Conference Ministerial Education Fund or other agencies.

Outside scholarships provide an important benefit to students who are receiving need-based financial aid from Duke Divinity School. Students are required to report all outside scholarships received to the Financial Aid Office.

Submitting Outside Scholarship Checks:

Outside scholarship checks should be sent directly to the Divinity School's Financial Aid Office at P.O. Box 90969, Durham, NC 27708-0969. Outside scholarships will count towards the cost of education and if presented after the original award has been determined, will reduce the amount of work study or loans a student has previously received.

Financial Aid Award Appeals:

Over 97% of Divinity students qualify for institutional grants or scholarships. Students who do not receive a need based grant may make a written appeal to the Divinity School's Financial Aid Office. Appeals should be sent to the Divinity School's Financial Aid Office at P.O. Box 90969, Durham, NC 27708-0969.

Loans

Loans and Loan Processing:

After eligibility to borrow is determined by the DDS Office of Financial Aid, students will be required to complete an online entrance interview and sign an electronic promissory note with the lender. Once all the required steps are completed, Duke University's Student Loan Office will certify the loan and the proceeds will be credited directly to the student's account at the Bursar's Office. The average loan debt for Divinity students who graduated in the 2014 aid year was \$44,000. While we encourage students and their families to borrow with care, we do understand that borrowing for one's education is an important investment in the future. We encourage students to borrow wisely, taking on no more debt than is necessary and manageable.

Loan Terms and Amounts

Please see loan types and maximum amounts in "Types of Financial Aid".

Loan Application Procedures:

Federal Direct Unsubsidized Stafford Loans:

First Time Borrowers

1. Complete Federal Application for Student Aid (FAFSA) at <http://www.fafsa.ed.gov/>
2. Accept the loan on ACES
3. Complete Stafford/Perkins Entrance Counseling at <http://www.studentloans.gov>
4. Complete the Federal Stafford Loan Master Promissory Note at <http://www.studentloans.gov>
5. Once Entrance Loan Counseling has been completed and the Master Promissory Note has been submitted, the loan will be certified by the Loan Office

Continuing Students

1. Complete the Federal Application for Student Aid (FAFSA) at www.fafsa.ed.gov (web link)
2. Accept the loan on ACES

Federal Perkins Loans:

First time borrowers

1. Complete Federal Application for Student Aid (FAFSA) at <http://www.fafsa.ed.gov>
2. Accept the loan on ACES
3. Complete Stafford/Perkins Entrance Counseling at www.studentloans.gov
4. Within two days of accepting the Perkins loan, borrowers will receive an email from Duke's servicer, ECSI. This email will provide instruction to complete the promissory note on line

Continuing Students

1. Complete Federal Application for Student Aid (FAFSA) at <http://www.fafsa.ed.gov>
2. Accept the loan on ACES

Federal Direct Grad PLUS:

During the application process a credit check will be conducted, but there are no income or collateral requirements

1. Complete Federal Application for Student Aid (FAFSA) at <http://www.fafsa.ed.gov>
2. Complete your Grad PLUS Loan Master Promissory Note online at <http://www.studentloans.gov>
3. Confirm acceptance of the loan after receipt of email from Student Loan Office

Duke's Recommended Private Lender List

Students have the right to use the lender of their choice for any private loans. The Duke University Financial Aid Office is committed to providing our students and their families with accurate information about the best available rates, benefits and service. As a result of this commitment, the Aid Office has created a Recommended Lender List to help with the selection process. Our research indicates the lenders listed below offer excellent customer service, competitive interest rates and numerous borrower benefits. If a student chooses to borrow with a lender from outside the Recommended Lender List, the Aid Office will be happy to process it for you. Duke University will not discourage, refuse or delay certification of a borrower's loan eligibility, regardless of the lender. The application procedures and steps to follow remain exactly the same.

Our Recommended Private Lenders for 2015-2016 are:

Citizens One **U-fi**
Discover **Wells Fargo**
PNC
SunTrust

Recommended Private Lender Selection Process:

Duke's recommended lenders are chosen annually by a committee of financial aid professionals. Each year, Duke University sends a Request for Information (RFI) to a number of lenders. The responses from the lenders are then analyzed based on the following criteria:

Promotes responsible borrowing

Demonstrates a default rate that is comparative to the national level

Has a responsive customer service center

Provides the same competitive benefits to all borrowers

Financially stable

Duke University does not receive, and will not accept, inducements from lenders in exchange for inclusion in our recommended lender list.

Statement on Educational Lending

Duke University is committed to creating and sustaining innovative, effective educational programs of the highest quality. We see our mission as investing in the personal, academic and professional growth of our students so they will make a positive difference in the wider world after graduation. Our investment in the talent of our students requires a financial partnership between the university and students themselves and, at least at the undergraduate level, their parents. The university invests in programs of exceptional quality and provides approximately \$150 million annually in various forms of scholarships and fellowships, outright grants with no expectations of repayment. Students and parents contribute to the costs of a Duke education through tuition and fees and by covering necessary living expenses during the period of study.

Educational loans are an essential component of this partnership, enabling students at all levels and parents of undergraduates to borrow funds to help support the costs of a Duke education. While Duke University funds a small percentage of the loans our students request to further their education, most loans are provided through federally regulated programs. These programs are authorized by the Higher Education Act and regulated by the Department of Education. In addition, private lenders offer a variety of educational loans outside the federal programs. Duke University appraises students of their right to choose any authorized private lender and will work cooperatively with any lender students choose. The principal types of loans offered to Duke students and/or their parents include:

- **Federal Perkins Loans** – for undergraduate, graduate and professional schools students. Loans from this program, funded by a combination of federal and institutional funds, are collected by the university with the proceeds being used to fund additional loans.
- **Federal Direct Stafford Loans** – for undergraduate, graduate and professional school students. Subsidized Direct Stafford loans are offered to students with federally defined demonstrated need. Those students without need may borrow from the unsubsidized Stafford funds.
- **Federal Direct PLUS Loans** – for parents of undergraduate students and for graduate and professional students. Originally created to provide parents with reasonable credit records access to federal educational funds, this program was made available to graduate and professional students in 2006.
- **Federal Department of Health and Human Services Loans** -- available to students in designated medical educational programs.
- **Duke Institutional Loans** – funded largely from endowments created by university donors, these loans are available to undergraduate, graduate or professional students in accordance with donor stipulations. These funds complement resources available under federal programs.
- **Private Loans** – supplement federal programs for students at all levels. These programs are offered nationally by banks, state agencies and other non-profit organizations.

Duke University adheres to the following principles in counseling students and in working with lenders:

- Duke University acts always with the best interests of our students in mind.
- Duke University conforms to all federal regulations and other legal requirements in serving the needs of our students.
- Neither Duke University nor members of its staff receive financial benefits from lenders. All employees involved in financial aid and student lending at Duke are subject to a rigorous conflict of interest policy that requires annual disclosures and management review of any business relationship of employees or their immediate families.
- All financial aid and student lending functions at Duke University are staffed or managed entirely by Duke employees. Neither Duke nor its employees accepts unpaid goods or services of material value from lenders. Duke administrators may serve as unpaid members on lender advisory boards, with the purpose of improving terms and service for student borrowers. In such cases, the university pays all expenses for travel, lodging and food and prohibits employees from participating in unpaid excursions, golf outings, sports events, performances or similar forms of entertainment.
- Duke University protects the confidentiality of lending information and does not cooperate with any lenders in marketing financial products to students or parents.
- Duke University may provide listings of recommended private lenders to their students to facilitate their search for an appropriate lender. When such lists are provided, they will meet the following criteria:

They will be publicly available via the Duke website.

They will include at least five lenders with comparative information on terms, service, etc.

They will include a statement of the student’s right to choose any approved lender.

They will include a statement that neither the university, the school, nor its staff has any financial interest in the students’ choice of lenders.

The list of recommended private lenders is reviewed annually by a rotating University committee and submitted to the Executive Vice President for final approval. The goal of the Aid Office is to recommend lenders who offer the highest value to students in terms of both cost and service.

Recommendations are based on an annual analysis of lender performance in several categories: customer service to the borrower and university, processing efficiency, borrower benefits, and financial stability in the marketplace. We also consider supplementary materials such as debt management literature, website content and ease of use, and other information available to benefit the student borrower.

FINANCIAL AID PROGRAMS

***Federal financial aid programs are listed below (except of VA GI Bill/Yellow Ribbon)**

Perkins Loan	Federal Direct Unsubsidized Loan	Federal Direct Graduate Plus Loan	Federal Work Study
--------------	----------------------------------	-----------------------------------	--------------------

Based on federal need and availability of funds	YES	NO	NO	YES
Limits/Year	<p>\$8,000</p> <p>(Depending on financial need, the amount of other aid received, and availability of funds at Duke Divinity School.)</p> <p>Average awards are \$4,000/year</p>	<p>\$20,500</p>	<p>After the maximum amount per year of the unsubsidized loan is deducted from the cost of attendance budget.</p>	<p>Average award is \$3,000</p> <p>NOTE: Wages paid partially from federal funds, matched with university funds; targeted toward students with the greatest need; an EFC of 4,000 or less.</p>
Interest	<p>5%</p> <p>Interest does NOT accrue will student is enrolled at least half-time in a degree seeking program.</p>	<p>5.84%</p> <p>Interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan)</p>	<p>6.84%</p> <p>Interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan)</p>	<p>N/A</p>
Origination Fee	<p>0%</p>	<p>3.6%</p>	<p>4.6%</p>	<p>N/A</p>
Aggregate Loan Limit		<p>\$57,500- (of which no more than \$23,000 can be Subsidized Loans)</p>	<p>\$138,500 * Including Undergraduate Loans</p>	
Grace Period	<p>9 months after graduation or if enrollment is less than half-time.</p>	<p>6 months after graduation or if enrollment is less than half-time</p>	<p>6 months after graduation or if enrollment is less than half-time</p>	<p>N/A</p>

Federal Work Study:

The Federal Work-Study Program is an employment program for U.S. citizens and permanent residents funded through a combination of federal and institutional aid. FWS is a need-based award and is not available to all students. Since FWS jobs are in great demand, interested students should complete the FAFSA application by the May 1st deadline to be considered for Federal Work Study.

Some financial aid recipients will have an academic-year work study offer in their aid package. If a student chooses to work, he/she is responsible for securing a job and earning the funds, which are paid bi-weekly. The Aid Office can assist by providing job listings for on campus employment opportunities through DukeList. Work study recipients are able to work up to 19.9 hours per week or less. Most students work in university departments or offices on campus, although students can also choose to seek off-campus or non-university jobs.

Student employees are paid through the Federal Work Study (FWS) Program. There are a number of FWS community-service jobs with non-profit agencies. These opportunities include America Reads, America Counts, and other public-service jobs. The widest selection of job listings is available at the beginning of each semester online through DukeList at <http://dukelist.duke.edu/>, although openings occur and are listed throughout the year.

Veterans Benefits

We are excited that you have chosen Duke Divinity School to pursue your academic endeavors. The Duke Divinity School offers 8 spaces to veterans who qualify for the VA's Yellow Ribbon Program for Master's degree seeking students. Please refer to the Duke University Registrar website to review the necessary information to apply for, and continue to receive, veteran's educational benefits while enrolled at Duke Divinity School: [Duke University Registrar](#).

Non Federal Financial Aid Programs:

External Scholarships

The Duke Divinity School maintains an External Scholarship website which lists scholarship opportunities from a variety of external organizations: <http://divinity.duke.edu/admissions/financial-aid/external-scholarships>. External awards, which are prestigious and a valuable acknowledgement of a student's intellectual project and promise, typically replace student loans.

Endowed Scholarships

Certain special funds have been established as endowments, the income from which is used to provide financial aid through merit scholarships, need based grants and field education grants for students, support for professorships, library resources, and enhancement of the Divinity School program. Individuals do not apply for any of these funds. All awards are made through appropriate committee action according to university guidelines. Students are asked to write a thank you note to the person who made the scholarship possible.

Merit Scholarships

Students applying for admission to the M.DIV., M.T.S., and Th.D. degree programs are automatically considered for scholarships. Students accepted into the M.A.C.P. and D.MIN. degree programs receive an automatic 25% scholarship

Field Education Grants

Amounts ranging from \$7,600 to a maximum of \$9,000 are made available through the Divinity School and The Duke Endowment to students who are approved to participate in the field education program. Persons participating in the field education program, either summer or winter, may not engage in other forms of employment.

Pre-Enrollment Ministry Discernment Placements

A 10-week rural church placement in North Carolina is available to entering United Methodist Master of Divinity students during the summer prior to their enrollment in the fall semester. The Duke Endowment provides up to \$9,000. The church will provide room, board, and travel expenses.

The Duke Endowment Student Pastor Grants

United Methodist students serving under appointment as student pastors in the state of North Carolina may qualify for tuition assistance up to \$6,500 through The Duke Endowment Student Pastor Grant.

Pre-Enrollment Ministry Discernment Placements

A 10-week rural church placement in North Carolina is available to entering United Methodist Master of Divinity students during the summer prior to their enrollment in the fall semester. The Duke Endowment provides up to \$9,000. The church will provide room, board, and travel expenses.

The Duke Endowment Student Pastor Grants

United Methodist students serving under appointment as student pastors in the state of North Carolina may qualify for tuition assistance up to \$6,500 through The Duke Endowment Student Pastor Grant.

Students in eligible degree seeking programs who submit a completed FAFSA application by the May 1st deadline will be considered for institutional grants, loans, and Federal Work Study programs.

Required Forms	How to Apply/Where to Send	Due Dates
Free Application for Federal Student Aid (FAFSA)	Apply online after January 1 at www.fafsa.ed.gov . Duke Divinity School's federal code number is 0002920. Be sure to sign the FAFSA either electronically with a PIN number provided by the Department of Education or by printing out and mailing a FAFSA signature sheet to the processor. More information on PIN numbers can be found at www.pin.ed.gov .	May 1
Additional Information	Letters explaining any special circumstances, unusual expenses or other details which will present a clearer picture of a family's financial situation may be mailed to the Office of Financial Aid. Submit letters of explanation to the Duke Divinity School Office of Financial	May 1

Registration & Enrollment

Requirements

As a recipient of financial aid at Duke, students are required to enroll in classes each semester, meeting the deadlines and procedures established by the Divinity School's Registrar's Office. Duke expects students to enroll for and complete a minimum of three courses per term to maintain financial aid eligibility for Divinity grant funds and a minimum of four courses per term for merit scholarship funds. Eligibility for some types of federal aid, including Perkins loans, Work-Study, and Federal Direct Stafford loans (unsubsidized), requires enrollment for a minimum of two courses. Special student and students auditing classes are not eligible to receive financial aid funds.

Changes in Status

If a student files for a leave of absence before the first day of classes, charges and financial aid will be canceled for the semester. Financial aid resources must be returned to their sources; e.g., Stafford loans will be returned to the lender, scholarships to the university, etc. If a student takes a leave of absence after the first day of classes, a calculation must be completed to determine whether the student is entitled to a refund. Check the Divinity School Bulletin for current refund policies, which are consistent with those recommended by the federal government.

If a student leaves the Divinity school, she/he must contact the Divinity School's Registrar's Office to initiate a leave of absence. If the University determines a student is entitled to a refund, the Aid Office will first recalculate the student's costs and then disburse the refund in the following order: Unsubsidized Stafford Loan, Perkins Loan, Graduate (PLUS), and other resources of federal, state, private or institutional sources of aid, and finally to the student.

Title IV Refund:

When students are unable to complete the semester, and therefore must withdraw in the middle of a term, financial aid administrators are required to calculate the amount of aid for which a student qualifies. The financial aid funds are handled differently depending on whether they are federal (Title IV) funds or institutional (Duke) funds. The Divinity Registrar's office will notify the Financial Aid Office that a student has withdrawn or is taking a leave of absence. If the student is receiving financial aid, the following steps are taken:

If the student withdraws after classes have begun, the administrator will determine how much of the semester has been completed. This will be used to figure the amount of aid the student has earned, and therefore how much aid may be kept. For institutional aid, the amount of aid earned is based on the week in which the student withdraws as follows:

Before classes 0%
1st-2nd week 20%
3rd-5th week 40%
6th week 80%
After 6th week 100%

A Title IV refund calculation using the federally defined formula will also be completed for any federal funds received.

Paying the Bill

Monthly Payment Plan

Duke University offers a payment plan through Tuition Management Systems (TMS) which allows students to make monthly payments over the course of the year. For more information, visit Tuition Management Systems website at www.afford.com/duke.

Duke Divinity School Office of Financial Aid

Director: Cassandra R. Pettigrew e-mail: cassandra.pettigrew@duke.edu

Financial Aid Specialist: Lenore Budget e-mail: lbudget@div.duke.edu

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Mailing Address:

Duke Divinity School
Office of Financial Aid
102 Westbrook Building,
P.O. Box 90969
Durham, NC 27708-0969

Phone: (919) 660-3441

Fax: (919) 660-3535

Email: financialaid@div.duke.edu

Website: <http://www.divinity.duke.edu>