

Princeton



Photo by James E. Elbrecht

*Information Regarding
Payment of Fees and Expenses
for Undergraduate Students*

2008-09

Information Regarding Payment of Fees and Expenses for 2008–09

Treasurer/Office of University Loans and Receivables

Student Accounts Department

Princeton University

Phone (609) 258-6378

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E-mail studacct@princeton.edu

www.princeton.edu/sites/treasurersoffice/landr/studentaccounts/

June, 2008

Dear Students and Parents:

It is our pleasure to welcome the Princeton Class of 2012 and to welcome back all returning students. It is a special pleasure to salute the graduating Class of 2009. The Student Accounts department provides this payment information booklet to the families of all Princeton undergraduate students in June of each year. The role of our office is to issue the University bill, administer the University's payment programs, and assist you in ensuring that the University's payment requirements are met.

This material describes the University's payment options and how they will be administered. Please review this booklet carefully and refer to it during the academic year as questions arise. A thorough understanding of this information will help you meet your financial obligations to Princeton consistent with University requirements.

In this booklet, you will find:

1. Information about **The Billing System and Payment Regulations**;
2. Information about **The Princeton Parent Loan Program**;
3. A **Scholarship Information Sheet** for Non-Aid students to claim credit for scholarships from a source other than Princeton (separate forms are needed for students who receive Princeton financial aid and for those who do not which will be sent by the Undergraduate Financial Aid Office);
4. An application for the **Monthly Payment Plan**;
5. Substitute IRS Form W-9; and
6. A **quick reference telephone directory**.

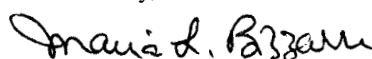
We are sending you this material well in advance of the first payment due date to assist in your planning. If you are paying on a semester basis, there are two weeks between the billing date of August 1 and the payment due date of August 18. *Please recognize that students are allowed to register only when their bills are paid.* We cannot make exceptions to this requirement.

The comprehensive fee for the academic year is \$34,290, the standard room charge is \$6,205, the standard meal contract is \$5,200, and the residential college fee is \$620. The class dues and Undergraduate Student Government fee will be determined by the Dean of Students prior to the August bill. All Freshman are charged a one-time document fee of \$75.00. This fee will cover all requests for academic transcripts and enrollment certifications.

If there are forms included here that you need to return, please complete them as quickly as possible and return them to reach us no later than July 17. If you will be away from home or if you will have a different billing address during August, we would appreciate it if you would write to us with your temporary mailing address, if you have not already done so. If you need additional information or if you have questions, please contact us at Post Office Box 35, Princeton, New Jersey 08543, email us at studacct@princeton.edu, fax (609) 258-2873, or call us at (609) 258-6378. You are also invited to visit our office website at www.princeton.edu/sites/treasurersoffice/landr/studentaccounts/.

We wish you a most successful and enjoyable year.

Sincerely,



Maria L. Bizzarri
Bursar

Information Regarding Payment of Fees and Expenses for 2008–09

Princeton University

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Forms
To Complete and Return by July 17
If Applicable

Booklet Center

*SCHOLARSHIP INFORMATION SHEET FOR NON-AID STUDENTS

*APPLICATION TO PARTICIPATE IN THE MONTHLY PAYMENT PLAN

* SUBSTITUTE IRS FORM W-9

I. THE BILLING SYSTEM AND PAYMENT REGULATIONS

Princeton University

The University bill is a total of the seven basic University fees (comprehensive fee, room, board, residential college fee, class dues, the USG fee, and the optional Student Health Plan) less financial aid provided by Princeton, or outside scholarships credited to the student account. Princeton provides two options for paying the University bill: The Semester Payment Plan and the Monthly Payment Plan. The University does not participate in any prepayment tuition programs. The University also offers a long-term loan program (Princeton Parent Loan) for qualified borrowers who wish to extend payment of educational expenses beyond the academic year. All accounts are on the Semester Plan unless families apply for an extended payment plan and have signed the appropriate loan contract.

Unless otherwise instructed in writing, Princeton will mail billing statements and hold accountable for payment the designated parent(s) or guardian(s) identified on the Parental Address Information Form circulated in the freshman Matriculation Booklet.

A. THE SEMESTER PAYMENT PLAN

Paying Student Account Fees in Two Parts

Payment of the seven basic University fees (comprehensive fee, room, board, residential college fee, class dues, USG fee and the optional Student Health Plan, less financial aid provided by Princeton, outside scholarships listed on the Scholarship Information Sheet, or any Princeton Parent Loans contracted for) is due in full in two parts: one-half on August 18 and one-half on January 21. Itemized statements will be issued on approximately August 1 and January 1.

Adjustments to a student's bill due to additional scholarships, financial aid changes, room or board cancellations, and so forth will be made only upon receipt of actual charges or credits from the appropriate University office. Outside student or parent loans (PLUS, etc.) and outside scholarships that are not yet credited to the bill should not be considered when paying expenses. Delays in payment of scheduled installments due to delays in receipt of these loans or scholarship proceeds are not permitted.

Checks for student account bills should be made payable to Princeton University. All payments must be in the form of a check, drawn on a U.S. bank in U.S. dollars; but, if this is not possible, check payments must be made sufficiently in advance to assure collection of these funds by a U.S. bank by the scheduled due date. **If you would like to wire your payment, please contact our office at (609) 258-6378. We do not accept credit card payments or post-dated checks.**

Scheduled payments due on August 18 and January 21 that are not paid will incur a late payment charge. This will be assessed even if one later decides to participate in the Monthly Payment Plan or Princeton Parent Loan. If payment is withheld pending review of a financial aid application, the account will be subject to late payment charges. Also, delaying payment until the registration date will result in late payment charges. Readmitted students who were required to make student loan payments during their period of nonenrollment or have other outstanding obligations must be current with those obligations before they can register.

To expedite the payment process, please be sure to include the remittance portion of your bill with your check using the envelope provided. Payment of any amount less than the amount billed will result in the account being considered past due and will incur a late payment charge of 9.00 percent per annum. Students will not be registered for each term until all financial requirements are met; they may also be withdrawn whenever payments are not made on scheduled dates. Please note a \$25.00 fee will be assessed for any check that is not honored by the bank. Additionally, if the dishonored check was in a foreign currency, the adjustment to your account may reflect changes in foreign exchange rates.

Additional Monthly Bills

Bills for student accounts will be issued on the first of each month throughout the year if additional charges incurred exceed \$100. These bills are payable upon receipt. Refund of credit balances must be requested in writing by the student. The student may also request a refund from the Student Account website <www.princeton.edu/sites/treasurersoffice/landr/studentaccounts/>. If a Monthly Payment Plan or Princeton Parent Loan is past due, the student account credit balance will automatically be transferred to the past due account.

B. THE MONTHLY PAYMENT PLAN

Paying Eligible Student Account Fees over Twelve Months

The Monthly Payment Plan (MPP) allows parents to pay the seven basic fees (comprehensive fee, room, board, residential college fee, class dues, USG fee and the optional Student Health Plan) less financial aid provided by Princeton, outside scholarships listed on the Scholarship Information Sheet, and any Princeton Parent Loan contract, in twelve monthly payments from September 1 through August 1. Interest will be charged at an annual rate of 5.00 percent calculated on a daily basis on the outstanding balance. Interest will increase to an annual rate of 9.00 percent on any amounts past due. Upon receipt of a completed application, we will credit the amount of the basic charges due (or an amount specifically requested) on the student account, and establish a *separate* account for making Monthly Payment Plan payments. Parents or guardians (not students) must sign a loan contract for the total amount of the Monthly Payment Plan. Students are not eligible to participate directly. A contract will be sent to you for your endorsement, and coupons will be provided to facilitate payment. ***A new application is required each academic year.*** Participation in the Monthly Payment Plan is denied to those who defaulted or otherwise failed to meet the terms of this program in a prior year.

The credit for the Monthly Payment Plan is reported on the student account bill. However, since the Monthly Payment Plan account is a separate transaction, monthly payments made to that account (or owing to it) do *not* appear on the student account billing statement. Bills or statements are not issued for the Monthly Payment Plan. **Coupons are issued to facilitate payment and should accompany your check each month.**

Single Semester Plans

In the fall, all Monthly Plans will be established for the full academic year, divided equally between the fall and spring semesters. Interest is charged on the amount disbursed in the current semester, not on the total contract amount. Payment is due on the first of each month, September through August.

A second opportunity to participate is provided in the spring.

How to Apply

If you wish to participate in the Monthly Payment Plan, complete and return the enclosed application by July 17. Forms can also be printed from our website: www.princeton.edu/sites/treasurersoffice/landr/. We recommend that those who wish to participate simply check the block indicating their desire to borrow the *maximum amount available* for the full academic year. **Please note, eating clubs are not part of Princeton University and their fees cannot be covered by the Princeton Monthly Payment Plan.**

Bills for Charges Not Covered by the Monthly Payment Plan

The first tuition statement for those participating in the Monthly Payment Plan is issued August 1, 2008. If the Monthly Payment Plan application is received by the July 17 deadline, credit for the amount requested will be automatically calculated and will be reflected on this statement.

If you wish to pay a portion of the student account before the start of each semester, and cover the remaining amount on the Monthly Payment Plan, your partial semester payments will be billed in two parts, half in August and half in January.

There are certain charges that are not eligible for coverage under the Monthly Payment Plan, such as any balance due from the previous year, or miscellaneous charges such as telephone charges. These will be billed in August, with payment due by August 18. Bills will continue to be issued on the first of each month throughout the year for any additional charges incurred. These bills are payable upon receipt.

Signing the Monthly Payment Promissory Note

Those who have notified us that they wish to participate in the Monthly Payment Plan by July 17 will receive a contract for repayment in the form of a promissory note and payment coupons on approximately August 10. The promissory note must be signed and returned to complete the contract by September 1.

Participation in the Monthly Payment Plan is dependent upon the return of a signed contract. If contracts are not returned as scheduled, the application will be assumed to be withdrawn, the credit previously applied to the student account in anticipation of this contract will be canceled, and late payment charges will be assessed on the student

account as of the August 18 deadline established for all semester payments. Please note, a student may not be cleared for registration until the signed Promissory note and September 1, payment is received.

Student Account Credit Balances and the Monthly Payment Plan

Surplus funds on the student account, if available, can be transferred to the Monthly Payment Plan account. Requests to transfer available credits must be made in writing. Full monthly payments continue to be due on the first of each month until you are notified that the available credit has been transferred and your scheduled payments have been adjusted. In a case where there is a credit balance on the student account and the Monthly Payment Plan is past due, the credit balance will automatically be transferred to the Monthly Payment Plan.

Consequences of Non-Payment

Failure to make monthly payments as they are due will result in the cancellation of the unused portion of the contract effective back to the date of the semester billing due date. Since this will normally place the student account in a past due status, suspension of the student, consistent with established University policy, may be appropriate.

Monthly Payment Plan—Estimated Payment Schedule

Sample Amount Borrowed	Monthly Payments*
\$ 1,000.00	\$ 84.22
\$ 5,000.00	\$ 421.08
\$ 8,000.00	\$ 673.73
\$10,000.00	\$ 842.16
\$12,000.00	\$1,010.59
\$14,000.00	\$1,179.02
\$16,000.00	\$1,347.46
\$18,000.00	\$1,515.89
\$20,000.00	\$1,684.32
\$22,000.00	\$1,852.75
\$24,000.00	\$2,021.18
\$25,000.00	\$2,105.40
\$26,000.00	\$2,189.61
\$28,000.00	\$2,358.04
\$30,000.00	\$2,526.47
\$32,000.00	\$2,694.91
\$34,000.00	\$2,863.34
\$36,000.00	\$3,031.77
\$38,000.00	\$3,200.20
\$40,000.00	\$3,368.63
\$42,000.00	\$3,537.06
\$44,000.00	\$3,705.50

*Schedule assumes 12-month loan with a start date of September 1, 2008. Payments are estimated; exact payments will appear on payment coupons.

C. PAW POINTS

The University’s TigerCard Office offers parents an option to purchase Paw Points by charging them directly to the Student Account. Paw Points are a declining balance account stored on the University’s ID card, the TigerCard, which allows it to work like a prepaid debit card.

Parents, or the individuals responsible for paying student bills, may choose to charge \$250 worth of Paw Points directly to the Student Account each semester. The deadline to participate for the full academic year is November 1, 2008. Requests received after November 1 will be charged only the spring semester portion of \$250. To participate, please complete the online form which is available through the TigerCard website at www.princeton.edu/tigercard.

Participation in this program is optional, and Paw Points may still be purchased with cash, credit card, or personal check. For further information, please visit the TigerCard website or email tigercard@princeton.edu.

D. STAFFORD STUDENT LOANS

Effective August 23, 1981, the United States Department of Education authorized a loan origination fee, which is 3.0 percent on all Stafford Student Loans made after July 1, 1994. This fee is in addition to the other charges disclosed in the promissory note.

For Students Who Receive Princeton Financial Aid

Credit for Stafford Student Loans, obtained from a bank or other lending institution by students who receive financial aid from Princeton University, is authorized on the student's account in advance of the billing statement. While our Financial Aid Office authorizes a student loan for a specific amount, the student will not receive the full amount authorized. The 3.0 percent origination fee is deducted from the face amount of the loan (and returned to the federal government) and an insurance/processing fee is also charged. The insurance/processing fees vary by state and guarantee agency, so it is not possible to know in advance what the net proceeds of each loan will be.

We, therefore, follow a policy of crediting the student's account for the full loan amount authorized. This is advantageous for the student because it reduces the amount initially due on the student account. Loan proceeds are given to the student in two disbursements, one for each semester. When the proceeds of the loan are received, we then charge the account for the difference between the amount authorized and the amount received. This charge will appear on the student account billing statement as the ***Outside Loan Insurance/Origination Fee***. If the loan results in a credit balance on the student account, the credit will not be released until the loan proceeds, and resulting bank fees, are received. All refund requests must be made in writing.

For Non-Aid Students

Credit for Stafford Student Loans obtained from a bank or other lending institution by students who do not receive financial aid from Princeton University is not authorized on the student's account in advance of any billing statement. These loans are a matter between the student and the lender. **Delay in payment of amounts due Princeton University due to delay in receipt of these loan proceeds is not permitted. Payment of any amount less than the amount billed will result in the account being considered past-due and subject to late interest.**

If the student receives the student loan proceeds after payment in full has been made to the University, the student may request a refund after the loan proceeds are applied to the student's account.

E. OUTSIDE SCHOLARSHIPS FOR NON-AID STUDENTS

Students who do **not** receive financial aid through Princeton's Undergraduate Financial Aid Office can receive advance credit for outside scholarships by identifying these awards on the inserted Scholarship Information Sheet. This must be completed by the student and returned immediately. Submission by July 17 will enable us to credit the scholarships on the bill. All scholarships claimed in this manner will be divided equally between the first and second semesters, and not to a particular payment. The University will then bill the appropriate scholarship source(s). If payment of a reported scholarship is not made, the student or parent is responsible for paying the amount claimed. ***Credit for all outside scholarships must be renewed by the student each academic year by completing a new Scholarship Information Sheet.***

If scholarships are not claimed this way, the student or parent will be responsible for collecting from the donor. A delay in receipt of the scholarship from the donor is not a reason to delay payments due the University as scheduled. Late payment charges of 9.00 percent per annum will be assessed on all unpaid balances.

NOTE: Outside scholarship sources include Reserve Officer Training Corps (R.O.T.C.) scholarships and all faculty tuition grants from colleges and universities (including Princeton faculty tuition grants). These must be claimed each year.

F. WITHDRAWING STUDENTS

Students withdrawing from the University within the first two weeks of either term, whether voluntarily or by dismissal (with special consideration for medical cases), will be charged 10 percent of the tuition for the term; during the third week, 20 percent; during the fourth week, 30 percent; during the fifth week, 40 percent; and during the sixth and seventh week, 50 percent. If a student withdraws after the seventh week, 80 percent of the tuition for that term will be charged; after the end of week nine, the full amount for the term will be charged.

Financial assistance provided by the University and the federal government will be available to the withdrawing student in the same proportion that the comprehensive fee is charged. If not already disbursed, remaining scholarships

(Continued on page 7)

Princeton University-Authorization Agreement for Monthly Payment Plan Payments (ACH Debits)

Company: Princeton University, Treasurer's Office	Company ID Number: 21-0634501
Company Address: PO Box 35	City, State, Zip: Princeton, New Jersey 08543-0035

I hereby authorize Princeton University or its agent to withdraw amounts owed by me for my Monthly Payment Plan(s) hereinafter by initiating debit entries to my account at the Financial Institution (herein after BANK) indicated below. Further, I authorize BANK to accept and to charge debit entries for my Monthly Payment Plan(s) initiated by Princeton University to my account. Each debit will be made monthly on my due date and in the amount equal to my monthly installment. In the event that Princeton University withdraws funds erroneously from my account, I authorize Princeton University to credit my account an amount not to exceed the original amount of the debit. I understand that Princeton University has the option to discontinue Direct Debit if there are repeated instances of non-sufficient funds. I acknowledge that ACH transactions to my account must comply with provisions of U.S. Law.

Please select one. Please attach a voided check for checking account or the correct routing and account numbers for saving accounts.

- Checking Account
 Money Market Checking
 Savings Account

Bank Name:	City, State, Zip:
Routing Number (9 digits on check or slip):	Account Number:

This authorization is to remain in full force and effect until all amounts payable are received, or until I revoke this authorization. Any revocation shall not be effective until Princeton University and/or BANK has received written notice of such revocation at least 30 days in advance of the next settlement date. Princeton will make two attempts to initiate entries returned for insufficient or uncollected funds. Princeton University shall have the right to terminate this Direct Debit method of payment and require you to pay by some other means consistent with the terms of your loan agreement.

Name (Please print):	Identification Number (Social Security Number):
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Signature:	Date:	<i>Office Use Only: Bank Number</i>
Email Address:	Daytime Telephone Number: ()	

Instructions: Complete and attach a voided check or the correct routing and account numbers for saving accounts. Return to: Princeton University, Loans and Receivables Department/MPP, PO Box 35, Princeton, New Jersey 08543-0035.

Please email your questions to studacct@princeton.edu, or call (609) 258-6378 between 8:30am and 4:30pm, EST

Scholarship Information Sheet For Non-Aid Students 2008–09

Princeton University

Return signed original to:
*Treasurer's Office/Student Accounts
Outside Scholarships Section
Box 35
Princeton University
Princeton, NJ 08543-0035*

Deadline: July 17

COPY

The University will permit students who do not receive financial aid through Princeton's Undergraduate Financial Aid Office to identify and claim credits for outside scholarships, including faculty tuition grants from Princeton or any other college or university, and R.O.T.C. scholarships. When scholarships are claimed, the net amount due to Princeton University will be reduced by the total of the scholarships. The installments due August 18 and January 21 will be proportionately reduced. The University will issue bills to the donors. **All outside scholarship checks should be sent directly to the above address for proper crediting and not sent with your semester payment.** Please be certain to complete the portion identified below to provide us with scholarship amounts, donors' names, and complete billing addresses. **No credits will be given if any of this information is missing or if the form is not submitted.** If a scholarship payment is not received, the student/parent will be responsible for payment. Claimed outside scholarships may not be used in any other manner. *Credit for all outside scholarships must be renewed by the student each academic year by completing a new Scholarship Information Sheet. The Limited Power of Attorney set forth below must be signed by the student to claim credit for outside scholarships.*

<u>Student's Name</u>	<u>Class Year</u>	<u>Social Security Number</u>
<u>Donor's Name</u>	<u>Scholarship Amount</u>	<u>Billing Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This confirms that I (student's name) _____ am **not** a recipient of financial aid from Princeton University, and wish to claim outside grants and scholarships as a credit to my student account. I understand that participation in this program means that the scholarships identified will be credited to my student account in two equal installments, ONE-HALF TO THE FALL SEMESTER'S BILL and ONE-HALF TO THE SPRING SEMESTER'S BILL. I also understand that if a scholarship payment(s) is not received by the University, I am responsible for payment.

LIMITED POWER OF ATTORNEY

I appoint the Treasurer of the Trustees of Princeton University my legal attorney for the sole purpose of endorsing any checks from a scholarship donor made payable to me which represent proceeds of grants or scholarships for my educational expenses at Princeton University and to deposit same as credit to my account for my education at Princeton University. By signing below I acknowledge I have received a copy of this Scholarship Information Sheet and I understand its terms including those of the Limited Power of Attorney.

Student's Signature (only)

Retain this copy for your records.

Scholarship Information Sheet For Non-Aid Students 2008–09

Princeton University

Return signed original to:
Treasurer's Office/Student Accounts
Outside Scholarships Section
Box 35
Princeton University
Princeton, NJ 08543-0035

Deadline: July 17

ORIGINAL

The University will permit students who do not receive financial aid through Princeton's Undergraduate Financial Aid Office to identify and claim credits for outside scholarships, including faculty tuition grants from Princeton or any other college or university, and R.O.T.C. scholarships. When scholarships are claimed, the net amount due to Princeton University will be reduced by the total of the scholarships. The installments due August 18 and January 21 will be proportionately reduced. The University will issue bills to the donors. **All outside scholarship checks should be sent directly to the above address for proper crediting and not sent with your semester payment.** Please be certain to complete the portion identified below to provide us with scholarship amounts, donors' names, and complete billing addresses. **No credits will be given if any of this information is missing or if the form is not submitted.** If a scholarship payment is not received, the student/parent will be responsible for payment. Claimed outside scholarships may not be used in any other manner. *Credit for all outside scholarships must be renewed by the student each academic year by completing a new Scholarship Information Sheet. The Limited Power of Attorney set forth below must be signed by the student to claim credit for outside scholarships.*

Student's Name	Class Year	Social Security Number
<u>Donor's Name</u>	<u>Scholarship Amount</u>	<u>Billing Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This confirms that I (student's name) _____ am **not** a recipient of financial aid from Princeton University, and wish to claim outside grants and scholarships as a credit to my student account. I understand that participation in this program means that the scholarships identified will be credited to my student account in two equal installments, ONE-HALF TO THE FALL SEMESTER'S BILL and ONE-HALF TO THE SPRING SEMESTER'S BILL. I also understand that if a scholarship payment(s) is not received by the University, I am responsible for payment.

LIMITED POWER OF ATTORNEY

I appoint the Treasurer of the Trustees of Princeton University my legal attorney for the sole purpose of endorsing any checks from a scholarship donor made payable to me which represent proceeds of grants or scholarships for my educational expenses at Princeton University and to deposit same as credit to my account for my education at Princeton University. By signing below I acknowledge I have received a copy of this Scholarship Information Sheet and I understand its terms including those of the Limited Power of Attorney.

Student's Signature (only)

**Application to Participate
in the Monthly Payment Plan 2008-09**

Princeton University

A new application is required each year.
If you wish to participate, complete all
information and return signed original to:

*Treasurer's Office/Student Accounts
Box 35
Princeton University
Princeton, NJ 08543-0035
609/258-6378*

Deadline: July 17

ORIGINAL

Student's Name _____ Date _____

Class _____

Social Security Number _____

Parent(s) Name(s) _____

Social Security Number(s) _____
(must have for tax reporting)

Telephone Number(s) Home: _____

Work: _____

Email: _____

Billing Address _____

Check box
if this is a new
address. _____

This application is submitted to confirm that I (we) wish to participate in the Monthly Payment Plan for the 2008-09 academic year. Submission of this application authorizes Princeton University to prepare a contract for my (our) signature(s). Upon receipt of a completed application, credit for the amount of the basic charges due (or an amount specifically requested) will be established on the student account, with a separate account established for making **twelve** monthly loan payments beginning September 1, 2008. Interest under terms of the monthly program will be assessed at an annual rate of 5.00%, calculated on a daily basis on the outstanding balance. Interest will increase to an annual rate of 9.00% on any amounts past due. Coupons will be provided to facilitate payment. I (we) recognize that a monthly plan will not be in effect until the actual contract is signed, received, and accepted by Princeton University. Applications or contracts signed by students will not be accepted. **A new application is required each academic year.**

Signature of parent or legal guardian

Signature of parent or legal guardian

CONTRACT AMOUNT

This block should be checked if you wish to borrow the **maximum amount** available. This translates to the cost of tuition, room, board, college fee, class dues, undergraduate activities fee, and Student Health Plan, less scholarships and loans credited to the student account by Princeton. It is not necessary to identify a specific amount in this application (since financial aid for upperclassmen has not yet been announced for 2008-09, this would be an unrealistic expectation). The amount will be automatically calculated when all charges and credits are applied to the student account. **NOTE:** The maximum amount covers *only* the seven basic University fees. Incidental charges and any balances carried forward from the previous year cannot be covered by this loan and must be paid on the student account in August.

Fixed Amount Requested \$ _____. This block is to be checked if you wish to borrow a fixed amount **less than** the maximum available. **NOTE:** This amount *may not exceed* the maximum amount available, namely, the cost of tuition, room, board, college fee, class dues, undergraduate activities fee, and Student Health Plan, less financial aid and loans credited to the student account by Princeton. Balances not covered by the amount requested will be billed separately on the student account for payment in August.

**Application to Participate
in the Monthly Payment Plan 2008–09**

Princeton University

A new application is required each year.
If you wish to participate, complete all
information and return signed original to:

*Treasurer's Office/Student Accounts
Box 35
Princeton University
Princeton, NJ 08543-0035
609/258-6378*

Deadline: July 17

COPY

Student's Name _____ Date _____

Class _____

Social Security Number _____

Parent(s) Name(s) _____

Social Security Number(s) _____
(must have for tax reporting)

Telephone Number(s) Home: _____

Work: _____

Email: _____

Billing Address _____

Check box
if this is a new
address. _____

This application is submitted to confirm that I (we) wish to participate in the Monthly Payment Plan for the 2008–09 academic year. Submission of this application authorizes Princeton University to prepare a contract for my (our) signature(s). Upon receipt of a completed application, credit for the amount of the basic charges due (or an amount specifically requested) will be established on the student account, with a separate account established for making **twelve** monthly loan payments beginning September 1, 2008. Interest under terms of the monthly program will be assessed at an annual rate of 5.00%, calculated on a daily basis on the outstanding balance. Interest will increase to an annual rate of 9.00% on any amounts past due. Coupons will be provided to facilitate payment. I (we) recognize that a monthly plan will not be in effect until the actual contract is signed, received, and accepted by Princeton University. Applications or contracts signed by students will not be accepted. **A new application is required each academic year.**

Signature of parent or legal guardian

Signature of parent or legal guardian

CONTRACT AMOUNT

This block should be checked if you wish to borrow the **maximum amount** available. This translates to the cost of tuition, room, board, college fee, class dues, undergraduate activities fee, and Student Health Plan, less scholarships and loans credited to the student account by Princeton. It is not necessary to identify a specific amount in this application (since financial aid for upperclassmen has not yet been announced for 2008-09, this would be an unrealistic expectation). The amount will be automatically calculated when all charges and credits are applied to the student account. **NOTE:** The maximum amount covers *only* the seven basic University fees. Incidental charges and any balances carried forward from the previous year cannot be covered by this loan and must be paid on the student account in August.

Fixed Amount Requested \$_____. This block is to be checked if you wish to borrow a fixed amount **less than** the maximum available. **NOTE:** This amount *may not exceed* the maximum amount available, namely, the cost of tuition, room, board, college fee, class dues, undergraduate activities fee, and Student Health Plan, less financial aid and loans credited to the student account by Princeton. Balances not covered by the amount requested will be billed separately on the student account for payment in August.

Retain this copy for your records.

Princeton University/Treasurer's Office
Substitute IRS Form W-9
Request for Taxpayer Identification Number

Princeton University
Treasurer's Office/Student Accounts
Box 35
Princeton, NJ 08543-0035
Fax: 609/258-2873
Email: Studacct@Princeton.edu

This form is used in lieu of IRS Federal Form W-9, for the collection of Taxpayer Identification Number (TIN), which for individuals is your social Security Number (SSN). This information will be used to comply with the reporting requirements of The Taxpayer Relief Act of 1997, which added section 25A to the Internal Revenue Code to provide the Hope Scholarship Credit and the Lifetime Learning Credit. These allow taxpayers to claim a nonrefundable credit against their federal income taxes for certain post secondary educational expenses. To determine your personal eligibility, please contact your tax advisor. The University can not assist in this regard.

Please identify the student and provide the Social Security of the party or parties that will be responsible for making tuition payments. For married households, please provide the information for both parents.

Please print or type.

Student Name: _____ Class Year _____ Social Security Number: _____
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Name: _____
Social Security Number of Payer 1: _____
Relationship to Student: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other: _____
Signature: _____ Date: _____

Name: _____
Social Security Number of Payer 2: _____
Relationship to Student: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other: _____
Signature: _____ Date: _____

RETURN COMPLETED FORM BY JULY 17 ONLY IF THE INFORMATION HAS CHANGED FROM THE 2007-08 ACADEMIC YEAR OR , IF YOU ARE AN ENTERING FRESHMAN. THIS FORM MAY BE MAILED OR FAXED TO THE ADDRESS ABOVE. YOU MAY INCLUDE THIS FORM WITH OTHER DOCUMENTS FROM THIS BOOKLET THAT YOU ARE MAILING TO OUR OFFICE. IF MORE CONVENIENT, YOU MAY EMAIL THE INFORMATION TO STUDACCT@PRINCETON.EDU

(Continued from page 6)

and loans will be returned to the University or federal program from which they were originally allocated in accordance with individual program regulations.

Students withdrawing after the beginning of a term also incur room and board charges in accordance with the terms of their contracts; ordinarily, board will be adjusted on a pro rata basis, while the full amount of the room for that term will be charged. The fees set by student organizations, residential colleges, and other dining or living units are established on a semester-by-semester basis and will not be refunded to students who withdraw after the beginning of a term.

Upon withdrawal, the net balance of the student's account will be determined by first applying all payments and available credits to the account against all outstanding amounts due. If a Monthly Payment contract is in effect, the loan may be used only to the extent needed to pay charges actually due Princeton. Any unused portion of the loan will be cancelled.

Student bills must be paid before the withdraw can be approved. Students who withdraw without meeting all financial obligations to the University will have their transcripts withheld and will not be eligible for readmission to Princeton. If balances remain due following withdrawal, the University may secure legal assistance to obtain payment. All legal fees and collection expenses will be added to the obligation due Princeton.

G. GRADUATING STUDENTS

In order for students to graduate, all student account charges outstanding prior to graduation must be paid in full and all contracted loan payments must be current through the June 1 installment. Graduation and access to transcripts are withheld if these requirements are not met. A final statement of outstanding student charges will be issued on July 1 with a due date of July 15. Monthly Plan payments continue through August 1.

Students who have borrowed educational loan funds through the federal programs administered by the University are required by federal loan regulations to complete an online exit interview session before graduation regarding loan repayment. The student will be notified well in advance of graduation to complete the online exit interview. Failure to complete the online exit interview will make it necessary to withhold the student's diploma and to deny access to transcripts. Every attempt should be made to resolve unsatisfied obligations and to work out acceptable payment terms. However, if the billing parties (defined as the parents/guardians) fail to do this, Princeton may elect to retain the services of an attorney or collections agency. In such cases, the billing parties will become responsible for any associated collection fees.

H. STUDENT HEALTH PLAN

All full-time enrolled students are required to be covered by the Princeton University Student Health Plan (SHP) for **off-campus** medical care and hospitalization unless they can demonstrate alternative coverage that meets the University criteria. The cost for the Student Health Plan for the period September 1, 2008, through August 31, 2009, is \$1,150. Students are given the option to waive this charge if covered by private insurance. **A new Waiver/Enrollment form is required for all students each year. Readmitted students are required to complete a new form.**

The **on-campus** health service located at the McCosh Health Center is included in the University's comprehensive fee. All students, regardless of their medical plan, can use these services. Questions regarding the Student Health Plan should be directed to the Health Services Department at (609) 258-3138.

Billing Statement

If you elect to waive this charge by the established deadline, the \$1,150 charge will not appear on your billing statement. If you elect to participate, the full \$1,150 charge will appear on your bill. As with the other basic fees, billing for the \$1,150 charge will be split between the two semesters: \$575 charged on the August 1 Fall bill, and \$575 on the January 1 Spring bill.

Enrollment/Cancellation

The Fall enrollment period extends from June 1 to June 30. Students are not permitted to enroll after this period unless proof is provided to the SHP office that coverage has been involuntarily terminated under an alternative insurance plan. In this case, the charge is prorated.

Students may cancel enrollment during the Fall semester for the Spring portion of the coverage; however, there is no refunding for the current semester. Students who terminate enrollment at Princeton University also terminate enrollment in the SHP on the same date. The University will, in this case only, refund the SHP using the same formula used for tuition reimbursement.

II. THE PRINCETON PARENT LOAN PROGRAM

The Princeton Parent Loan Program (PPL) is a private program, administered entirely by Princeton University, which enables families to borrow money from Princeton to pay their share of the student's budget. The University uses its financial strength to obtain funds at rates that have been favorable in the past and then lends these funds to families at the same rates. The program provides funds to qualified borrowers to permit the payment of educational expenses over an extended period. Parents who want to reduce their monthly college payments to a more manageable level should consider the PPL as a financing option. (Note that the August 1 tuition bill may be delayed while PPL applications are under review.)

Loans are normally available to those having an income level of less than \$500,000. Exceptions will be considered on a case-by-case basis, if, for example, there is more than one child in college, exceptional medical expenses have been incurred, or the reporting year for identifying income is exceptional and not a true indicator of the current income levels. The application asks families to provide information needed to evaluate credit history and ability to meet repayment terms. A credit check is made, and approval is contingent upon meeting established credit requirements and University policy.

The loan limit for each family is set at the amount of the student budget remaining after other resources (such as tuition grants, scholarships, and loans) earmarked for educational expenses have been considered. Princeton's student budget for 2008-09 is \$50,170 for Junior and Senior, \$49,190 for Freshman and Sophomore. Repayment begins in the first month of borrowing and continues for ten years after graduation. Terms for repayment would be as follows: 1) Freshman—168 mos.; 2) Sophomore—156 mos.; 3) Junior—144 mos.; and 4) Senior—132 mos.

Application forms for the 2008-09 academic year will be available in mid May. There are no application fees associated with PPL. Parents need only fill out one application for all undergraduate borrowing provided the amounts to be borrowed do not change significantly from one academic year to the next. Parents may also apply for a PPL during any application period throughout the student's enrollment. However, loans cannot be approved retroactively.

Application forms and a copy of the family's tax return for parents of the incoming freshman class must be submitted by **June 27** for the full year. Applications for upper classman must be submitted by **July 31** for the full year. The application deadline for the Spring semester is **January 2**. Adherence to the deadlines is assential to ensure that all applications are processed before the start of the academic year. The application review process normally takes four weeks.

There are two interest rate options from which to choose: variable rate or fixed rate. Under the **variable rate**, interest on the amount borrowed will be adjusted every six months (in September and February) for the life of the loan. The variable interest rate is based on the London Interbank Offered Rate (LIBOR). For the 2007 spring semester, the variable rate was 4.66 percent.

Under the **fixed rate**, interest on the amount borrowed will be fixed for the life of the loan at the rate established for that year. Rates will be set yearly in August and will be based on the U.S. Treasury Note rate. If a fixed PPL is borrowed in each of four academic years, each year will carry its own fixed interest rate. For the 2007 spring semester, the fixed rate was 5.76 percent.

For additional information or to request an application, please write to Mr. Donald J. Heyer, Princeton Parent Loans, Post Office Box 35, Princeton, New Jersey 08543, or call (609) 258-6401. Application forms can also be printed from our website: www.princeton.edu/parentloans.

III. SCHEDULE OF IMPORTANT DATES

The following checklist will help you anticipate the steps needed to complete payment of the University bill prior to fall registration.

Deadline: June 15

- Deadline for Freshmen Student Health Plan Waiver/Enrollment.

Deadline: June 30

- Freshman deadline for submitting an application for the Princeton Parent Loan Plan.
- Deadline for returning students Student Health Plan Waiver/Enrollment.

Deadline: July 17

- Deadline for submitting the outside Scholarship Information Sheet for Non-Aid Students. (a separate form is needed for students who receive Princeton financial aid, which has been sent under separate cover).
- Deadline for submitting an application for the Monthly Payment Plan.
- Deadline for submitting the W-9.

Deadline: July 31

- Upperclass deadline for submitting an application for the Princeton Parent Loan Plan.

Deadline: August 1

- Fall semester bills are issued for the Semester Payment Plan.

Deadline: August 11

- Loan contracts are issued to all Monthly Payment Plan applicants (parents or guardians) for signing and returning.

Deadline: August 18

- Semester Plan payments are due.

Deadline: September 1

- Signed loan contract and the first installment are due for the Monthly Payment Plan.

IV. UNIVERSITY QUICK REFERENCE DIRECTORY

Student Account Representatives are available to explain your billing statement and University payment procedures. However, your statement may include incidental charges from various departments within the University. Should you need specific information regarding a charge or question the validity of the charge, please call the responsible department directly. The following directory of commonly referred to University Telephone Numbers is provided for your assistance.

	<u><i>Phone (609) 258-</i></u>
Academic Matters–Dean of the College.....	5520
Athletics.....	3533
Confiscated Appliance.....	3995
Dean of Student Affairs (Class Dues).....	5750
Food Purchases (Non-contract).....	3440
Field/Foreign Study.....	5524
Financial Aid.....	3330
Fire Safety Code Violations.....	3995
Health Services (McCosh).....	3138
Housing (Contracts).....	3460
ID Office.....	5436
Library Fines.....	3244
Lockout Fines.....	3995
Maintenance (Fire Safety, Lockout Charges, Roof Violations)....	3712
Monthly Payment Plan.....	6378
Music.....	6078
OIT Computer Charges (Dormnet, Cable TV).....	6018
Outdoor Action.....	6230
Parent Loan Program.....	6401
Parking Fines and Fees (Public Safety).....	3157
Physical Education Fees (Dillon Gym).....	3533
Registrar (Course Change, Late Reg. Fine).....	3363
Room Damages.....	3995
Student Accounts.....	6378
Student Health Plan (Waiver/Enrollment).....	3138
Student Loans.....	3069
Telephone.....	2440
Transcripts.....	3365
Tutoring.....	5519
University Operator.....	3000

