



BROWN
Alpert Medical School

FINANCIAL AID GUIDE

2025-2026

**The Warren Alpert Medical School
Brown University**

**Office of Financial Aid
222 Richmond Street, Box G-M123
Providence, RI 02912-9706**

**Telephone: (401) 863-1142
Fax: (401) 863-5113**

**Email: md_finaid@brown.edu
Website: finaid.med.brown.edu**

March 2025

Financial Aid Information Guide, 2025-2026

Table of Contents

A. <u>Financial Aid Policies</u>	1-6
Staff Members and Contact Information	X
General Policy Statement	1
Eligibility for Financial Aid	1
Assessing Parental Resources	2
Assessing Student (and Spouse) Resources.....	2
How the Student Cost of Attendance (COA) is Determined.....	2-3
Adjustments to Student Cost of Attendance.....	3
Financial Aid Packages for Students Receiving Medical School Funding.....	3-4
Financial Aid Packages for Students Receiving Federal Funding.....	4
Financial Aid for MD/PhD Students	4
Financial Aid for International Students	4-5
Aid Policies during Periods of Academic Scholarship and Leave of Absence	4-5
Outside Aid/Awards.....	5
Withdrawals and the Return of Title IV Funds	6
Appeal of Financial Aid Decisions.....	6
B. <u>Application Instructions and Requirements</u>	7-9
Instructions: Applying for <i>Federal</i> Aid Only.....	7-8
Important FAFSA Information.....	7-8
Instructions: Applying for Medical School Need-Based Aid.....	8
Submission of Application Documents.....	8
Notes on Required Tax Returns	9
Notes on the Non-Tax Filer Form for Parents and for Students.....	9
Notes on the Medical School Financial Aid Application	9
Notes on the Alien Registration Card	9
C. <u>Financial Aid Notification</u>	10-12
Aid Notification Letter.....	10
Determining Financial Need and Family Contribution.....	10
Adjustments to Aid.....	11
Making Loan Decisions/Processing Loans	11-12
Financial Aid Orientation/Loan Counseling.....	12
D. <u>Billing Process</u>	12-13
Monthly Payment Plan	13
E. <u>Creditworthiness</u>	13

Contact Information for the Medical School Office of Financial Aid

Staff: Stephanie Hunt, Director of Medical School Financial Aid
Josephine Okunola, Associate Director of Medical School Financial Aid
Peter Bulan, Medical School Financial Aid Counselor

Mailing Address: Warren Alpert Medical School at Brown University
Office of Financial Aid
222 Richmond Street, Box G-M123
Providence, RI 02912-9706

Email Addresses: MD_FinAid@brown.edu
Stephanie_Hunt@brown.edu
Josephine_Okunola@brown.edu
Peter_Bulan@brown.edu

Website: finaid.med.brown.edu

Telephone: (401) 863-1142
Fax: (401) 863-5113

Campus Location: Warren Alpert Medical School Building
222 Richmond Street, Administrative Suite
Financial Aid Office, Room 123

Office Hours: January 1, 2025 to May 23, 2025..... 8:30 a.m. to 5:00 p.m.
May 26, 2025 to August 9, 2025 8:00 a.m. to 4:00 p.m.
August 11, 2025 to December 31, 2025 8:30 a.m. to 5:00 p.m.

A. Financial Aid Policies

General Policy Statement

While the primary responsibility for paying medical education must rest with each student and their family, the Medical School makes every effort to assist students with documented financial need. When the amount that a student and their family can contribute is deemed insufficient to meet all of the costs of attending medical school, financial aid is available from several sources. Actual aid offered depends on the Medical School resources and funding levels, as determined annually in the bio-medical budget approved by the University Corporation. Although graduate and professional school students are considered independent for most types of federal aid, the Medical School does not recognize the status of the independent student when offering Medical School funds, regardless of the student's age, marital status, or number of years which they have been self-supporting. This policy ensures that Medical School funds are allocated to students who have demonstrated limited family resources.

The basis for Medical School aid is financial need; academic performance and class rank, however measured, are not factors in the amount or type of financial aid, provided that the student meets satisfactory academic progress for continuation in the Medical School. Exceptions to this policy are certain scholarships or prizes based on academic excellence by the expressed intent of the donor, and tuition scholarships for MD/PhD students. In accordance with federal laws and applicable regulations, Brown University does not discriminate on the basis of sex, race, religion, age, handicap, status as a veteran, sexual orientation, or national or ethnic origin when offering financial assistance.

Eligibility for Financial Aid

To be eligible for financial aid in the Medical School, a student must be enrolled at least half-time in a degree-granting program and must be making satisfactory progress toward a degree, as defined in the *Student Affairs Policies Handbook* (Section V, Policies and Protocols on Academic Standing and Promotion). The [Handbook](#) is available on the school website.

Students who have been formally authorized to devote more than four years to complete the MD degree are eligible for financial aid under the same conditions as other medical students; however, there is **a limit of ten semesters for which a student can receive scholarship assistance**. In addition, students who enroll in the Academic Scholarship Program (ASP) with the Medical School are not eligible for Medical School scholarship and Medical School loans, but may apply for federal direct loan funding during the ASP period. Medical School scholarship and loans are generally *not* available for expenses related to enrollment in courses taken by away clerkships, even though transfer of academic credit may be authorized.

Also, eligibility for *federal loans* may carry additional requirements. As a result of completing the Free Application for Federal Student Aid (FAFSA), students may be asked to verify their citizenship status or could be selected for a process called Verification. The federal government flags a certain percentage of FAFSA applicants for Verification and requires the school to verify specific sets of data. In these instances, the Medical School OFA may contact the student to request additional requirements to continue federal aid eligibility.

The Medical School uses the FAFSA (Free Application for Federal Student Aid) and the CSS Profile to apply a federally approved methodology in assessing student and family resources to determine eligibility for both federal loans and Medical School funding. These analyzed applications are reviewed along with supporting documents before determining financial need.

Students are expected to contribute from their own assets and income toward their medical education. In addition, first and second year students are expected to contribute summer earnings. Students entering the third and fourth years are not expected to contribute from summer earnings since they will be full-time students year-round.

Assessing Parental Resources

Graduate and professional school students may wish to declare independence from their parents. Some have been self-supporting for years. While we are sensitive to the desire of these students to become independent of their families, The Medical School is not in a position to transfer financial dependence from one's parents to Medical School. Therefore, **parental information is required for all students applying for Medical School funding (i.e. Medical School loans and scholarships) as well as some types of federal funding, regardless of the student's age, marital status, or number of years for which the student has been self-supporting.**

Parental information may be waived in exceptional circumstances. Students who have unusual family circumstances are advised to discuss their situation with the Director or Associate Director and to complete the *Parent Waiver form*. Note that waiver of parent data on the CSS Profile must be approved by the Director.

Assessing Student (and Spouse) Resources

Students are expected to pay for a portion of their educational expenses. That contribution depends on several factors, the weightiest of which is parent and student income as described below. The size of parent and student households is also a factor in determining the family's ability to contribute to educational expenses. In addition, it is our policy to consider the student's siblings who are also attending college as a factor for determining need.

Prior-Prior Year Income: In determining student and spouse contributions, the Federal Methodology now uses prior, prior year income data. What this means is that you will be reporting 2023 income and tax data on the 2025-2026 FAFSA and CSS Profile and your parents on the latter as well. This is to simplify the application process for students and families who in the past may have found it difficult to use tax documents in the completion of the FAFSA by prescribed deadline dates. First and second year students should take special care to report large decreases in income from year 2023 to year 2024 or estimated year 2025.

Note that while you are providing prior, prior year income and tax data on the 2025-2026 FAFSA and CSS Profile, the information you provide about assets, marital status, household size and number in college should be current as of the date you are submitting the applications.

If your income or your family's income in 2024 will be substantially different from your 2023 income, please explain this change by completing the *Special Circumstances Form*, available on our website. The form prompts you to include pertinent information that will help our office to better assess how changes have affected your family's ability to assist with your educational expenses. You will also be prompted to provide the appropriate documentation needed as well. Please submit this form along with your aid application.

Summer Earnings Expectation: First and second year students generally are expected to contribute \$1,650 from summer earnings toward their educational expenses. The summer earnings contribution is not waived for students who elect to take courses that are not required for admission to the Medical School. Since third and fourth year students are enrolled year round, a summer earnings contribution is not expected.

Spouse's Income: If the student's spouse is a U.S. citizen or holds a permanent resident visa, and is not a full-time student or caring for pre-school age children, federal methodology assumes that they will work outside the home to help cover other household expenses not covered within the standard student budget.

Student's (and Spouse's) Assets: A contribution is expected from assets which the student and/or spouse own including, but not limited to, savings, certain types of property, and investments. Please be aware that federal regulations require assets which are held in the student's social security number or their spouse's social security number to be considered a resource for the student's education.

How the Student Cost of Attendance (COA) is Determined

The student budget or *Cost of Attendance (COA)* is calculated based on a combination of survey feedback from enrolled students regarding their living expenses, market analysis of the cost of living in the Providence area, and University charges approved by the Brown Corporation. The student COA reflects expenses only for periods of enrollment. It will

include fees charged by the University, such as tuition, fees and health insurance as well as *discretionary* expenses such as housing and food expenses, transportation and other living expenses. The COA also includes estimates for books and required supplies, licensing exam fees and study preparation materials. Living expenses may vary depending on whether the student is living in an apartment or at home with their parents. Federal regulations specifically prohibit certain expenses from being included in student budgets, including car payments and other expenses, such as wedding expenses.

Periods of enrollment vary from year to year; for example, first year students have an enrollment period of 10 months, and third year students have a 12 month period. The COA reflects the months of enrollment for each class in the discretionary components (housing, living, local transportation). Students generally plan their expenses for the entire year, so for example, first year students should plan for rental payments for June and July of the following year, even though the COA only covers rental expenses for 10 months, from early-August until the end of May.

The standard COA for each class year can be viewed on our website and is updated for each academic year in April. The overall COAs typically increase by 3-5% each year.

An allowance for travel home will be included in your cost of attendance for one round trip ticket home each year. The allowance varies depending upon destination and is determined by the state in which the student's parent(s) resides.

Adjustments to Student Cost of Attendance

Adjustments may be made to student budgets for the expenses listed below. Students must provide appropriate documentation (e.g. cancelled checks, airline tickets) for COA increases. Note that the cost of purchasing or monthly lease of an automobile or consumer debt cannot be added to the COA to increase loan borrowing. Students should complete the *Cost of Attendance Adjustment Form*, available on our website, when submitting additional expenditures. The form provides guidance about acceptable documentation. Generally, COA adjustments are covered *only* with the Federal Direct Unsubsidized Loan or with the Federal Graduate PLUS Loan. The maximum increase allowed for any item is generally \$5,000 in a given aid year.

- **Medical and Dental expenses:** adjustments may be made for *unreimbursed* medical and dental expenses that are not covered by an insurance plan. Your COA cannot be increased beyond \$5,000 to assist with medical expenses. The COA cannot be increased to cover expenses for elective surgery, but only urgently needed services necessary to continue medical studies as deemed by the Office of Student Affairs.
- **Health insurance premiums:** are considered for students with dependents.
- **Childcare:** these expenses are considered for single parents or when a spouse is working outside the home or attending college or graduate school on at least a half-time basis.
- **Away Electives:** students may request increases in their COA to cover transportation to electives out of state as well as other reasonable expenses which would not have been incurred if they were in the Providence area and are not already covered in the standard COA.
- **Unusual transportation expenses associated with clerkship rotations:** students experiencing unusually high expenses for travel to clerkships outside of the Providence area may request an increase.
- **Residency application and interviewing:** OFA includes \$3,200 for these residency related expenses in the fourth year COA. Students whose application and interviewing expenses exceed \$3,200 can submit receipts for residency applications and for their travel expenses to residency interviews. Documented expenses that exceed \$3,200 can also be added to the COA in year 4.

Financial Aid Packages for Students Receiving Institutional Funding

Once financial need has been determined, the Office of Financial Aid constructs a “package” or combination of financial aid resources to meet need. The sources of aid are based upon program eligibility criteria, availability of funds and the level of financial need. Aid may consist of scholarship funds, subsidized or unsubsidized loans.

The financial need of students who qualify for institutional funding is covered first with a fixed amount in institutional and federal loans, which is called the base loan. The amount and composition of the base loan is determined annually based upon anticipated institutional resources and the projected aggregate need of financial aid applicants. The first portion of

the base loan is the Federal Direct Unsubsidized Loan. This loan has a fixed interest rate that is set each year and tied to the 10-year Treasury note. The interest rate set for 2024-25 was 8.03%. Interest begins to accrue on this loan from the date that the funds are disbursed to the student's school account. The amount packaged in the Federal Direct Unsubsidized Loan varies by class year because eligibility is based on the number of months of enrollment. The federal government charges an origination fee of 1.057 percent on the Federal Direct Unsubsidized loans. The Direct Loan fee is deducted upon disbursement from the amounts that you borrow. Remaining need, after the base loan, is met with institutional scholarship.

The remaining portions of the base loan are met in one or more of the seven institutional loan programs. The interest rates for these loans is currently 5%. These loans are subsidized or interest-free during the in-school period, as long as the student is enrolled in at least a half-time basis. They also offer the benefit of residency deferment for up to three years. The amount packaged in institutional loans also varies by class year and need.

The Medical School relies heavily on the generosity of individual and foundation donors to provide scholarship assistance. As a way of saying thank you, we are committed to providing these donors with annual updates about you, your work, and your projects. We call the projects a biography. Projects include the completion of survey questions generated by the Advancement Office and could also include writing a brief narrative about your medical school experiences. You will be invited to attend a program hosted by the University Advancement team where the projects and your responsibilities are explained in detail. Students receiving institutional scholarship funding are asked to complete the biography or survey each year in the fall, after attending the program. Second semester scholarship funding is held and will not be disbursed until these requirements are completed and submitted to the OFA.

Financial Aid Packages for Students Receiving Federal Funding

Students who do not qualify for institutional funding may borrow from two federal loan programs. The most common program is the Federal Direct Unsubsidized Loan, and, if necessary, alternative loans such as the Federal Graduate PLUS Loan. Together, these loans provide sufficient funds to cover the full COA each year. Students who prefer to borrow from other alternative private loan programs should be aware that creditworthiness is a factor in determining eligibility for these loans. Students should also carefully compare repayment options with these loans to those the federal loans offer.

With the exception of the Federal Direct Unsubsidized Loan and the Federal Graduate PLUS Loan, most other alternative loans are potentially unmanageable options in terms of loan repayment. They also tend to have variable interest rates that can fluctuate as the market rates change. Applicants are encouraged to explore this and other financing options with their families and the financial aid staff before borrowing alternative/private student loans.

Financial Aid for MD/PhD Students

During the medical years of study, from I to IV, MD/PhD students are eligible for tuition scholarships that cover the University tuition charges. While enrolled in the PhD program, students receive fellowship or assistantship support including full tuition and fees and a stipend for twelve months per year for up to five years.

Financial Aid for International Students

Students who are neither U.S. citizens nor permanent U.S. residents are not considered for need-based Medical School funding. The admission process first screens international applicants to determine their ability to pay for educational expenses prior to admission acceptance. **International students who are enrolled in the *Program in Liberal Medical***

Education (PLME), should be aware that financial aid will not be available during their medical school years, regardless of the aid offered as they were admitted to the College.

Aid Policies during Periods of Academic Scholarship Program (ASP) and Leaves of Absence

Students are not funded with either institutional scholarship or institutional loans during periods of academic scholarship or leaves of absence. While enrolled in the Academic Scholarship Program (ASP), students may receive federal loan funding with reduced eligibility since tuition charges during this time are significantly less.

Students start the process with the approval of their plans with their academic adviser. Students are asked to have the form signed by the Director of Financial Aid as part of the approval process. This is to ensure that students understand the impact that their changes in enrollment could have on their financial aid packages and their loan deferment status. Students will be required to report, at least quarterly, on their academic scholarship activities to the Medical School Records and Registration Department. Program details can be found in Section XII of the [Student Handbook](#).

If the ASP status is approved for an entire aid year, the student need only complete the FAFSA for federal aid eligibility for that year. They would provide only their own and their spouse's income and asset information. If, however the student plans to pursue ASP for only one semester during the year and remain in full time MD studies for the other semester, then the student should complete the full financial aid application if they wish to be considered for Medical School scholarship for the semester of full time enrollment. This includes completing the CSS Profile and providing parent information as well. In this case, the student's COA, expected family contributions and aid package will be prorated to reflect the student's tuition charges for the academic year. Note that students who are enrolled for 12 weeks or less in a semester *and* are not pursuing ASP status in that same semester, but on a leave, are considered to be enrolled less than half-time and will not be considered for financial aid during that half-quarter.

During periods of leave, students are separated from the Medical School and are not eligible for financial aid while on leave. It is not uncommon for a Medical School student to take a leave of absence for a year to pursue an additional degree, for example a Master's in Public Health. In this scenario, the student would separate from the Medical School and would be enrolled at the school offering the Master's program. The student would then apply for aid from the school offering the program and would not be eligible for aid from the Warren Alpert Medical School.

Outside Aid/Awards

Students are strongly encouraged to seek scholarships and loans from private sources, including county medical societies, foundations, unions, fraternal or professional organizations. Please refer to the [financial aid website](#) for a list of private scholarships for which Medical School students can research and apply. The OFA will attempt to assist students in their search by helping to match them with eligible scholarship opportunities for which they might be eligible. Another resource posted on our website is sponsored by the [University Library Resources](#). It provides a function to broaden the search for outside resources. Please visit our website for additional information.

Recipients of private loans and/or scholarships are obligated to provide the Office of Financial Aid with written confirmation of the annual award from the outside agency. OFA will need to know how many times the outside funding will be disbursed and when, in addition to the amounts. Outside awards first reduce the student's higher cost loans (e.g., Federal Graduate PLUS or Federal Unsubsidized Direct loans). Awards that exceed the amount borrowed through these loans then reduce institutional loans and scholarship.

Withdrawals and the Return of Title IV Funds

Students must notify the Medical School Office of Records and Registration in writing to formally withdraw from the Medical School. If the student received financial aid in the form of federal loans, such as the Federal Direct Unsubsidized and PLUS Loans, then the student must also notify the Medical School Office of Financial Aid as well. The student may be required to complete an exit interview and satisfy other requirements as a borrower of federal and institutional loans.

When a medical student withdraws from the Warren Alpert Medical School or takes a leave of absence, the Office of Records and Registration must determine the date of withdrawal, based on the date of the student's last day of attendance. The Office of Records and Registration will work with the University Offices of the Registrar and Bursar to adjust tuition and other charges following the institutional withdrawal policy for the Medical School. Students who leave the University during or at the end of Semester I are not charged for Semester II.

Please note that the semester start dates differ for first and second year students, and for third and fourth year students. Fall semester for Years 1 and 2 starts in early August and starts in late April/early May for Years 3 and 4. Spring semester for Years 1 and 2 starts in January and starts in late October for Years 3 and 4.

Students who leave the University (except under conditions noted below) or change their enrollment status during a semester are eligible for tuition payment refunds during the first five weeks of the semester according to the following schedule:

<u>Week of Withdrawal</u>	<u>Refund Percentage</u>
First two weeks	80%
Third week	60%
Fourth week	40%
Fifth week	20%

When a student withdraws or goes on a leave, the mandatory fees are non-refundable and are not prorated. Mandatory fees would include the health service fee, student activity fee, student record fee, recreation fee and health insurance fee. If the student withdraws or goes on leave before the start of the semester the fees would be refunded.

If a partial refund is made, no portion of the tuition paid and not refunded is credited toward the total tuition required for the degree. When no refund is made, the four tuition units paid are credited toward the total tuition required for the degree, and the number of terms to which the student is entitled for full-time enrollment is appropriately reduced.

Students who are suspended or dismissed or withdraw when under investigation for misconduct are not eligible for a tuition refund for the term in which the suspension, dismissal or withdrawal occurs.

Students who receive federal (Title IV) loan funding, such as the Federal Direct Unsubsidized and PLUS loans, will be subject to the Title IV Refund Policy which does not necessarily follow the University's tuition refund policy. Instead, the Medical School must determine the earned and unearned portions of the eligible Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Up through the 60% point in each semester, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the semester, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Appeal of Financial Aid Decisions

A medical student who believes that his/her application for financial aid has not been given full consideration should first discuss the matter with the Director of Financial Aid. If, after discussing the matter with the financial aid staff, the student does not feel the aid is appropriate under the University guidelines, the student may appeal to the Sr. Associate Dean for Medical Education that has been designated by the Dean of Medicine and Biological Sciences for supervision of the Office of Financial Aid. All matters pertaining to financial aid are confidential, and all decisions made by the Sr. Associate Dean for Medical Education are final.

B. Application Instructions and Requirements

Instructions: Applying for Federal Aid Only

Students who are applying for only federal loan funding, only need to complete the [FAFSA® Application | Federal Student Aid](#). If married, the student's spouse's income and asset information must also be provided on the FAFSA. If the couple filed separately, the spouse as a Contributor must have a FSA ID and agree to the consents and agreements described above.

Important FAFSA Information

- The FAFSA form has been greatly simplified, with most of the income data now coming directly from the Internal Revenue Service, (IRS).
- Graduate students who have long been considered independent for purposes of federal aid are no longer able to provide parent data on the FAFSA.
- The FAFSA uses terminology to identify those who should complete the form. The student and spouse, if applicable, are now called *Contributors*. The **Contributors** completing the FAFSA are required to provide consent and approval for the following:
 - Have your federal tax information transferred into the FAFSA form via direct data exchange with the IRS
 - Allow the U.S. Department of Education (DOE) to use your federal tax information to determine aid eligibility
 - Allow the DOE to share your federal tax information with schools listed on your FAFSA to determine aid eligibility
 - Allow the DOE to reuse your federal tax information on other FAFSA forms that you are invited to and participate on

Note that the consents and approvals listed above are not optional, but are required. If the Contributor/Student do not provide the consents and approvals, the student will not be eligible for federal student aid, including the Federal Direct Unsubsidized loan.

As a result of your FAFSA completion and submission, the Medical School will receive an output document called the ISIR (Institutional Student Information Record).

The FAFSA application is available at <https://studentaid.gov>. Be sure to indicate the Warren Alpert Medical School's federal school code (E00059) when asked about the schools that should receive a copy. All students applying for financial aid should complete and submit the FAFSA by February 15, 2025, so that OFA receives the output by March 1st, the deadline date.

In order to complete the FAFSA electronically, you will need a FSA user ID and password (federal student aid identification number). If you do not have a FSA ID or do not remember it, go to [Account Username and Password \(FSA ID\)](#) for assistance. This site provides information you'll need to establish your FSA ID. The FSA ID also provides access to your personal financial records (including your federal loan borrowing history), so please keep it in a secure location.

Please note that if you completed the FAFSA for another institution or attended Brown University as an undergraduate during the prior year, your renewal FAFSA will automatically list that institution's federal school code in Section 5. **Please change the code to E00059.** Without that change, your analyzed FAFSA will not be transmitted to *our* office.

Instructions: Applying for Institutional Need-Based Aid

The process for applying for need-based institutional financial aid is a bit different for first time aid applicants than for continuing medical students. Please read the instruction sections for each cohort below carefully.

The FAFSA only requires the student and spouse, if applicable, to provide income and asset data. Please see the section above about important changes to the completion of the FAFSA. To be considered for Medical School scholarship and Medical School loan funds, students must provide parent data in their applications as described below.

First-year students are required to complete the income and asset sections for both ***student and parent(s)*** on the CSS Profile. The Alpert Medical School CSS school code is 3307. Information on your biological or adoptive parents is entered on the CSS Profile depending on their marital status. The income data provided by the student and parents should be based on the 2023 tax return.

The CSS Profile is available to complete on the [College Board website](#). As OFA must receive all application materials by March 1, you will have to complete both the FAFSA and CSS Profile *two weeks* in advance of the deadlines in order to ensure that OFA receives the processed applications by March 1.

Continuing students who have submitted a CSS Profile in the 2024-2025 year ***do not*** need to submit the CSS Profile again for the 25-26 year. The Office of Financial Aid will use the information that you provided last year along with the other required documents, such as tax forms and the Medical School Financial Aid Application to assess student eligibility. If, however, you did not submit a CSS Profile in the 24-25 year, you will be required to complete the CSS Profile for the 25-26 year. Please reach out to the Medical School Office of Financial Aid for assistance with the process.

In addition, we ask students to complete the Medical School *Financial Aid Application*. Both biological/adoptive parents' information needs to be documented on our Medical School Financial Aid Application.

In addition to completing the CSS Profile, FAFSA and the Medical School *Financial Aid Application*, we ask students to submit a copy of their *2023 federal income tax return*. If the student is not required to file a 2023 tax return, they should complete the *Student Non-Filer form*. We ask that the students' parents also submit their *2023 tax returns* as well. If parents did not file a 2023 tax return, the parent should complete the *Parent Non-Filer Form*. These forms are available to complete on our [website](#).

To be considered for financial aid, students must apply each year. All students whose applications are complete by March 1st will receive aid notifications at least by May 1st. Applicants who do not meet the deadline will be notified once their applications are complete after all on-time aid applicants have been aided. ***Late filing may jeopardize receipt of institutional funding, including scholarship funds.***

Submission of Application Documents

In order to apply for financial aid, students upload their documents directly via the document upload portal which can be accessed by logging into Self-Service Banner. This paperless submission process helps to increase the security of electronically transmitted confidential financial aid application documents and our office's efficiency.

Some applicants may choose to use a mobile device or tablet to convert hard copies of a document. Remember, picture images are not compatible with the Self Service Banner system. Please refer to the best application on your Android or iPhone device to convert JPG images to PDF. Using the link, [Navigating Self Service Banner \(SSB\)](#), students need to ensure that their documents are in PDF format and saved on a personal computer with a file name that does not include extra periods: myFile.pdf for example. Each file cannot be larger than 2000kb. Scan in black and white at a low resolution (200-300dpi). It is important to note that the upload portal will not accept documents that do not comply with these parameters. Finally, please ensure submitted PDFs have no securities.

Notes on Required Tax Returns

Signed copies of the federal income tax returns for the 2023 tax year, including the W-2 Form(s) and worksheets that relate to business, trust, real estate activity, are required from you, your spouse, if applicable, and your parents if you are applying for institutional funding at the Medical School. The tax forms must be signed, either by the individual filing the form or must include the tax preparer's ID.

Note that if parents submit a tax document other than a U.S. or Puerto Rican tax return; please also provide a certified translation of the tax document.

Notes on the Non-Tax Filer Forms for Parents and for Students

If your parents are not required to file a federal income tax form, please ask them to complete the *Parent Non-Filer Form* available on the OFA website.

Notes on the Institutional Financial Aid Application

The Medical School *Financial Aid Application* is available on our website. The PDF document can be completed and saved for your records. This year, you can use the electronic signature and upload the document.

Notes on the Alien Registration Card

If you are not a U.S. citizen but you have a permanent resident status with the Immigration and Naturalization Service, please provide a copy of both sides of your current alien registration card (either the I-151 "green card" or the I-551 card). Federal and Medical School funds cannot be disbursed until this document has been received.

C. Financial Aid Notification

The OFA prepares an aid notification for you each year and makes it available generally in late April through Self Service Banner (SSB). Please review this section to ensure that you understand the aid offered to you and how it is processed. This will ensure that your financial aid will be processed in a timely way.

View your Aid Notification in SSB and print out a copy for your records. Link to [Navigating Self Service Banner \(SSB\)](#) then select *Medical School Students*, *Financial Aid* and *Current Aid Information*.

Aid Notification Letter

Your aid notification letter displays your financial aid eligibility for each academic year and includes the following sections:

1. Your cost of attendance for the current year, listing tuition and fees as well as the living components;
2. Your family contribution and your resulting financial need;
3. Breakdown of the funds that you are being offered to meet your need.

Determining Financial Need and Family Contribution

The determination of your need is actually a simple calculation. We start with your cost of attendance, and then subtract your family's expected contribution. A family's ability to contribute to a student's education is determined by a federally-approved needs analysis methodology. The purpose of this system is to assess family resources using a nationally recognized uniform formula. The analysis takes into account family income, assets, number of household family members, number of family members in college, and other relevant information. The result is your assessed need. So, the formula looks like this:

$$\text{Cost of Attendance} - \text{Family Contribution} = \text{Assessed Need}$$

If you apply only for external aid (e.g., Federal Direct loans) we calculate a contribution from you (and your spouse, if applicable) based upon your income and asset information before determining your financial need. No parental information is considered.

However, if you apply for institutional aid, a contribution from both you (and your spouse, if applicable) and your parent(s) is displayed on your aid notification letter. The threshold to qualify for Medical School aid is determined both by your cost of attendance and by the assessed family contribution figure. **Regardless of whether you applied for federal aid only or for institutional aid, your aid notification displays the maximum amounts for which you are eligible in federal student loans** (e.g., Federal Direct Unsubsidized Loan).

Adjustments to your Aid

If you indicate on our institutional aid application that you will take the University health insurance plan, then this fee will be included in your cost of attendance and met with need-based scholarship if eligible. If you waive the University's health insurance plan, then it will not be included in your cost of attendance and therefore scholarship to cover this fee will not be offered. It is important to note that the OFA will review your student account to monitor the health insurance waivers and scholarship will be reduced if you indicated initially that you would take the plan, but end up waiving it. In addition, if you indicate that you will not take the University plan, but decide later to use the Health Insurance plan, OFA may not be able to offer need-based scholarship for this fee if you are a scholarship recipient based on the timing of your request.

If the 2023 tax information you and/or your parent(s) provided on both the FAFSA and CSS Profile has significantly changed in 2024, please use the *Special Circumstances Form*, available on our website and submit the form along with your aid application materials.

In addition, your aid may be adjusted for the following reasons:

- You receive additional assistance from non-University sources;
- The institutional loan programs have insufficient repayment income;
- The Medical School does not receive sufficient endowment and gift income to meet its scholarship offers;
- Your financial circumstances or enrollment status for yourself or family members' changes. For example, if you listed on the FAFSA form that a sibling or parent would be enrolled in college or graduate school in 2025-2026, your need and possibly your aid will be reduced if they do not enroll as planned.

Making Loan Decisions

The aid notification displays the type of aid for which you are eligible and your maximum eligibility for each fund. *The loans offered on your aid package have not been processed for you at this point.* In order to initiate the processing, you must determine which loans you will borrow and the amounts that you will need to borrow to meet your expenses for the length of your academic year. It is important that you understand the differences in the various Medical School loan programs in order to make informed decisions about your borrowing needs. Please refer to our website for a complete description of the interest rates, repayment terms and other information.

Once you have made your borrowing decisions, you must accept or decline loan amounts online through the [Self Service Banner](#) site. This site enables you to view your financial aid information and accept all or part of each loan offered to you; or decline one or all of your loans. You will be able to go online and accept the loans in your package in early May.

To make borrowing decisions online, link to [Navigating Self Service Banner \(SSB\)](#) then choose *Medical School Students, Financial Aid* and *Accept Award Offers*.

Please remember that the loan amount(s) listed reflect in most cases the *maximum amounts* that you *may* borrow and *not necessarily what you should borrow*. The Federal Direct Unsubsidized Loan and the Federal Graduate PLUS loans are the only loans that are not based upon financial need, hence these loans may be used to replace an unrealized family contribution and thus allow you to meet your full cost of attendance with financial aid.

Processing Loans

Once you have made your borrowing decisions, the University Loan Office will prepare any necessary promissory notes and make them available to you. A promissory note is a binding contract made between you, the borrower, and the lender that you will repay. For Federal Unsubsidized Direct Loans, your lender is the U.S. Department of Education through the

William D. Ford Direct Loan Program. If you are borrowing from the Federal Direct Loan program for the first time at Brown, you will complete a *master promissory note, but only once in your first year of borrowing*. If you have already borrowed through these federal programs at Brown and completed the master promissory note in a prior year, you may not need to do so again.

For all Medical School loans and campus-based federal loans (e.g., Medical, Ellwood, Casperson, Plitt, etc.), you will need to complete a promissory note each year that you borrow since Master Promissory Notes are not available for these loans. Promissory notes will be made available to you by the Office of Student Financial Services prior to the start of your classes, after you electronically accept the loan amounts offered to you in your aid package. Please make your borrowing decisions as soon as possible to ensure timely processing of all of your loans.

After you have accepted your loans electronically, one-half of all loans accepted, less applicable fees, will be posted to your student account as *anticipated credits* toward your billed charges for the semester. Your billing statement will reflect these anticipated credits. You are responsible for paying the remaining balance by the due date posted on the bill each semester. *Please note that if you complete your financial aid application after the deadline, delay your loan acceptance decision, or do not complete your promissory notes in a timely way, the actual disbursement date for your loans may be too late to meet billing deadlines.*

Your actual loan credit(s) will be applied to your account according to the disbursement schedule listed on our website. The Loan Disbursement Schedule is updated yearly in April.

Financial Aid Orientation/Loan Counseling

Regulations governing the disbursement of federally guaranteed loans require that every new borrower receive loan counseling before their loans may be disbursed. The purpose of this counseling is to familiarize you with the process of financing your medical school education, including your rights as a borrower, your obligations, benefits (e.g., deferment options), and personal budgeting issues. The Office of Student Financial Services offers an online loan counseling option to satisfy the federal government requirement. Additional instruction regarding this option is included with your promissory notes.

Please note that you are considered a new borrower if you are receiving loans for the first time at this medical school. Therefore, first-year students, advanced standing students and any other first-time borrowers are required to satisfy the loan counseling requirement.

D. Billing Process

The Office of Student Financial Services divides payments for tuition and fees for an academic year into two billing cycles. The first bill for the fall semester is available in late June with payment due on or before August 1. Spring semester bills are available in early December and payment is due in the Office of Student Financial Services by January 1. Please note that although the third and fourth years of medical school are academically divided into quarters, charges are billed and financial aid is disbursed on a campus-wide semester basis. Hence, the loans that you accept, and Brown scholarship funds will be credited in two equal portions toward each semester's bill. The dates on which your financial aid will be disbursed to your student account each semester will depend upon the start date of your fall and spring semester in each academic year. Refer to the *Loan Disbursement Schedule* listed on our website for the approximate dates that funding will be credited to your student account. Note that federal loans cannot be disbursed in the fall semester prior to July 1, each year. Payment of your remaining billed charges minus anticipated aid should be mailed to the Cashier's

Office (Box 1911, 69 Brown Street, 2nd floor), or paid electronically at payment.brown.edu. ***Significant financial penalties are assessed if payments are not received by the due dates.***

Monthly Payment Plan

The Office of Student Financial Services offers a payment plan option to help families distribute the semester's billed charges over either a five or six-month period beginning in July. The Office of Student Financial Services includes information regarding the Brown University Installment Payment Plan Agreement with the electronic mailing of the first billing statement in June. Please refer to the Office of Student Financial Services website for details.

Once financial aid funding has been disbursed to your student account and all charges have been paid for the semester, your account may reflect a credit balance. This occurs when your financial aid exceeds your billed charges, and is intended to cover part or all of your living expenses for a given semester.

In order to receive your student loan refund, you must request it from the Office of Student Financial Services each semester, at each disbursement, by completing the Office of Student Financial Services [Student Refund Request Form](#). Please view the disbursement dates listed on the *Loan Disbursement Schedule* on our website.

Students may also choose to receive their refunds electronically. To do so, they must have a valid US checking or savings account, and must set up their account information at payment.brown.edu. Electronic refunds will be deposited to your account within 3-5 days of the date of disbursement, (or 3-5 days of the date of your request, if you complete the refund request form after disbursement). If you request a paper check, it will be mailed to your address within 10 business days of the date of the disbursement (or the date that you complete your request). For more information please view the Policies page of the Office of Student Financial Services website.

E. Creditworthiness

Lenders use creditworthiness to determine eligibility for certain loans, including privately-insured loans. Applicants with poor credit ratings must rectify their credit status before they apply for these loans. The Medical School is not responsible for funding students who are denied access to loans because of a negative credit status. Financial aid applicants are encouraged to contact the three major credit bureaus listed below to request copies of their credit reports. Consumers can order a free credit report annually from each of the credit bureaus that are listed below. In addition, copies of all three credit reports may be obtained for free through: <http://www.AnnualCreditReport.com>. The following site: www.myfico.com charges a fee for services, but can be used to obtain your credit score, which can't be obtained for free from annualcreditreport.com.

- Experian (tel. 888-397-3742, website: <http://experian.com>)
- Equifax Credit Information Services (tel. 800-997-2493, website: <http://equifax.com>)
- Trans Union Corporation (tel. 800-888-4213, website: <http://www.tuc.com>)