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FINANCIAL AID CHECKLIST

- If your financial aid award letter indicates that your award is tentative, please read Confirmation of Eligibility and Award on page 7 for an explanation of how to get a confirmed award.

- Verify the Eligibility Factors on page 2 of your award letter. If any of these factors change during the year or are currently incorrect, please notify your financial aid counselor. Review Factors That May Affect Eligibility on page 6.

- Review the Outside Scholarships/Resources amount listed on page 2 of your award letter. If this number is not correct, please notify your financial aid counselor. Read Outside Scholarships and Benefits on page 7 for more information.

- If you wish to decline or reduce any of the awards on your award letter, please notify your financial aid counselor.

YOUR FINANCIAL AID AWARD

We have prepared this guide to help you understand your financial aid award, policies for receiving aid and maintaining financial aid eligibility, and options for paying your expected contribution. Please read this information carefully and keep it for future reference. If you have any questions regarding your award or these policies, your financial aid counselor is available to help you. Your counselor’s contact information can be found on MyBentley or at bentley.edu/financial-assistance.
## COSTS FOR 2017-2018

### Resident Students
**On-campus/off-campus apartment**

<table>
<thead>
<tr>
<th>Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$46,370</td>
</tr>
<tr>
<td>Room and Board*</td>
<td>$15,720</td>
</tr>
<tr>
<td>Books and Supplies (estimate)</td>
<td>$1,260</td>
</tr>
<tr>
<td>Personal Expenses (estimate)</td>
<td>$1,200</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$1,260</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>$370</td>
</tr>
<tr>
<td>Enrollment Fee**</td>
<td>$250</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$66,430</td>
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</tbody>
</table>

* Room and board costs may vary based on actual accommodations and board plan selected.

** The Enrollment Fee is a one-time fee assessed to all new students.

### Commuter Students
**Living with parents or relatives**

<table>
<thead>
<tr>
<th>Cost</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$46,370</td>
</tr>
<tr>
<td>Meals Away</td>
<td>$2,370</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,080</td>
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<tr>
<td>Books and Supplies (estimate)</td>
<td>$1,260</td>
</tr>
<tr>
<td>Personal Expenses (estimate)</td>
<td>$1,200</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$1,260</td>
</tr>
<tr>
<td>Activity Fee</td>
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<tr>
<td>Enrollment Fee**</td>
<td>$250</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$55,160</td>
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</tbody>
</table>

* Room and board costs may vary based on actual accommodations and board plan selected.

** The Enrollment Fee is a one-time fee assessed to all new students.

### Cost of Attendance
The Cost of Attendance contains both direct (billed) and indirect costs for the academic year. Direct costs include tuition, fees, and room and board (for resident students). Indirect expenses are books, supplies and personal expenses. The figures listed above are reasonable estimates of what you might expect to spend for one academic year at Bentley. An allowance is added to supplement travel costs if you live beyond the New England/New York/New Jersey area.

The amount included in the standard resident budget for room and board is based on the cost of a basic double dormitory room and the standard meal plan required for first-year students. If you choose more expensive accommodations, the additional cost incurred is not covered by need-based financial aid. Conversely, if you choose less expensive accommodations, your financial aid is not reduced. For purposes of determining your eligibility for need-based institutional grant funds, the technology fee and the student activity fee are excluded from the cost of attendance. Descriptions of these fees are as follows:

#### TECHNOLOGY FEE
You will be charged a technology fee that provides you with a notebook computer, software, use of electronic resources, and IT support services through the Bentley Mobile Computing Program. This program is designed to provide you with a state-of-the-art computer. After two years (provided you will be at Bentley for four years), you will exchange your computer for a new model. When you graduate (provided you have paid eight semesters of the technology fee), ownership of the notebook is transferred to you. The cost of this mandatory program is $630 per semester and will be billed to your student account. Although this expense is not part of the basic cost of attendance used to determine your eligibility for institutional grant funds, it is considered a component of your total cost of attendance. Therefore, you may be eligible to borrow either a parent or alternative student loan to cover the cost. If you decide to attend Bentley, additional information regarding the Mobile Computing Program will be provided by Bentley IT Client Services.

#### STUDENT ACTIVITY FEE
This mandatory fee provides operational funds for numerous student organizations and activities, which complement the academic experience through cultural, educational, social, and recreational programs.

#### BOOKS AND PERSONAL EXPENSES
The figures provided for books and supplies and personal expenses are reasonable estimates based on the expenditures of a typical Bentley student. These estimates are evaluated and updated each year, and actual costs may vary. Students with expenses that exceed these estimates may contact the Office of Financial Assistance about borrowing additional loan funds to cover them.

Note: All students are also assessed a student health insurance fee of $1,830. The fee can be waived if you can demonstrate comparable coverage under your family plan. You will receive more information on the waiver process with your fall term bill.

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**NOTE:**
You will receive more information on the waiver process with your fall term bill.
Bentley Grants and Scholarships

Grants and scholarships do not need to be repaid. Scholarships are usually based on criteria such as academic strength, athletic ability, leadership or community service. These awards are not based on financial need and are awarded during the admission process. Notification is typically included with the admission acceptance letter. Academic scholarships have a required GPA for renewal in subsequent years, and eligibility will be verified at the end of each academic year. Your scholarship letter will indicate the terms for renewal. It is your responsibility to know the criteria for the renewal of your scholarship. If you applied for need-based aid and demonstrate financial need, your scholarship is incorporated into your need-based financial aid package.

More than 90 percent of students with academic scholarships meet the renewal GPA requirement at the end of their first year. If you have concerns about being able to maintain the required GPA at any time during your four years at Bentley, talk to your financial aid counselor.

DEAN’S AWARDS

These awards are for students who applied for financial aid and have demonstrated relatively low financial need. A Dean’s Award is renewable for up to a total of eight semesters providing you are enrolled full time and are making satisfactory academic progress. In future years, you do not need to apply for financial aid unless you want to be considered for federal loans or other Bentley-based financial aid.

BENTLEY UNIVERSITY GRANTS

The Office of Financial Assistance determines the total amount of your need-based grant funding according to federal and institutional formulas. Bentley scholarships, along with federal and state grants, are counted toward this total first (see State Grants and Scholarships on page 4). If these awards do not meet your total grant eligibility, Bentley Grant funds are awarded to meet your remaining eligibility. Changes in your eligibility for state and federal grants will affect the amount of grant funding you receive from Bentley. Ineligibility for Bentley need-based grant funds in one academic year does not preclude you from receiving it in other years if your financial need increases. Funds from a Bentley Grant are generally available for a maximum of eight semesters and only during semesters in which you are enrolled full time.

ENDOWED SCHOLARSHIPS/GRANTS

If you were awarded a Bentley need-based grant or academic scholarship as part of your aid package, you may be notified during the academic year that your award was sponsored by one of the many Bentley endowed funds. Your total award amount will not change, but rather will be assigned to a named fund. These funds are made possible through the generosity of individuals and corporations who believe in providing opportunities for qualified students at Bentley. Our ability to assist all students increases substantially due to this generous support. You will be asked to write a letter of appreciation to the contact person for the endowed fund, and is a condition of the award being disbursed to your student account.

Federal and State Grants

FEDERAL PELL GRANT

The Federal Pell Grant is a grant from the federal government to students with extremely high financial need and does not have to be repaid. Award amounts are set each year by the federal government. Information from your FAFSA determines your eligibility.

NEED-BASED GRANTS must be reapplied for each year.

ACADEMIC SCHOLARSHIPS have a GPA requirement for renewal.
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)
Federal SEOG is funding provided to Bentley by the federal government. It is only awarded to students who receive the Federal Pell Grant and is considered when calculating your Bentley grant eligibility. The award range is $100 to $2,000.

STATE GRANTS AND SCHOLARSHIPS
State grants and scholarships may be awarded to you by the state in which you have established permanent residency. Each state that has a scholarship and/or grant program has its own application procedure and deadlines. However, not all states have portable programs, and you may not be able to use it at an out-of-state school. For Massachusetts residents, we have estimated your eligibility for MassGrant and have awarded this fund if we anticipate that you are eligible. We are not able to estimate state grant or scholarship amounts for other states. Upon verification of your eligibility for MassGrant or any need-based state award, Bentley grant funding will be adjusted to incorporate a state grant as part of your total aid package.

Please note that although the Massachusetts Office of Student Financial Assistance (OSFA) notifies students who appear to be eligible for MassGrant, Bentley is responsible for final determination of your award based on our review and verification of your family income and assets.

If you are eligible for MassGrant and fail to meet the state application deadline, or if OSFA stipulates that you need to make changes to your application data in order to be eligible and you fail to meet the deadline for corrections, Bentley grant funding may not be available to replace the forfeited funds. Some state grant programs are based on academic merit rather than financial need. See Outside Scholarships and Benefits on page 7 for more information on how these awards affect your Bentley financial aid.

Self-Help Awards
The portion of your financial aid package that includes loan and work eligibility is called self-help and is generally awarded first to help meet your need. Remaining need is met with gift aid. The three types of aid that comprise self-help are outlined in the following descriptions.

Employment Opportunities
FEDERAL WORK-STUDY
Federal Work-Study (FWS) is a need-based financial aid program that provides funds to allow students to work on campus to help defray college expenses. The Student Employment Office (part of the Office of Financial Assistance) coordinates the university’s student employment program and will assist you throughout the process. You will apply for open positions through an online system. As a recipient of FWS, you will have access to the application process before other students who have not been awarded FWS. You are not obligated to use your FWS eligibility and because jobs on campus are limited, a job is not assigned or guaranteed. However, we are committed to helping you find a position if you wish to use your award.

On-campus wage rates start at $11 per hour and first-year students generally work eight to 10 hours a week. Earnings are not credited to your student account. You will receive a biweekly paycheck for hours worked with an option for direct deposit into your bank account.

If you are awarded FWS, you will receive more detailed information about the search and hiring process during the summer.

BENTLEY WORK PROGRAM
If you were not awarded FWS as part of your financial aid package, you will have an opportunity to search for on-campus employment once all FWS-eligible students have had adequate time to find employment. This typically happens after the mid-point of the fall term, but can vary from year to year. The pay scale is the same for all students, regardless of FWS eligibility.

OFF-CAMPUS POSITIONS
The Student Employment Office provides information on job opportunities offered by the local business community through a service called collegehelpers.com. In addition, Bentley food service and the bookstore are operated by third-party vendors, which are considered off-campus employers. There are no restrictions on applying for positions with these vendors.
Federal Loan Programs

The federal loan programs described here allow you to borrow funds to help pay education costs. Each requires you to sign a promissory note. Repayment of these loans can be deferred until you graduate or drop below half-time enrollment. The repayment term is typically 10 years.

FEDERAL DIRECT STAFFORD LOAN

The Federal Direct Stafford Loan program provides low-interest loan funds for students. There are limits on the amount you can borrow each academic year (listed in the chart at right). There are two types of Federal Direct Stafford Loans, subsidized and unsubsidized. Both versions accrue interest while you are enrolled. For subsidized loans, the interest is paid by the federal government until you are no longer enrolled at least half time. With the unsubsidized version, the interest accrues at disbursement and is your responsibility.

You have the option of either paying the interest while you are enrolled or deferring it. If you choose deferment, the interest is capitalized (added to the principal) when repayment begins. Repayment begins six months after you graduate or drop below half-time enrollment.

The interest rate is determined by the federal government each June for the upcoming academic year. The current rate and fees are published on our website (bentley.edu/financial-assistance) under “Types and Sources of Aid.” The origination fee is deducted from the loan prior to disbursement.

If you have sufficient financial need, we have offered you a subsidized Stafford Loan. If you do not have financial need, or your need is met by other sources, we have offered you an unsubsidized Stafford Loan only. All students, regardless of need and grade level, are eligible for an additional $2,000 unsubsidized Stafford Loan which is likely included on your award letter. Please think carefully before accepting the unsubsidized Stafford Loan, since the cost of borrowing this loan is more expensive overall due to the lack of a subsidy. Please note that students in a bachelor’s degree program have a maximum of six years of eligibility for subsidized Stafford loans.

Students with a Federal Work-Study Award have preference in the on-campus hiring process.

Instructions on completing your Federal Direct Stafford Loan requirements will be emailed to you during the summer.

Federal Direct Subsidized Stafford Loan Program

ANNUAL BORROWING LIMITS

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>$3,500</td>
</tr>
<tr>
<td>Sophomores</td>
<td>$4,500</td>
</tr>
<tr>
<td>Juniors and Seniors</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

Students at each grade level may borrow an additional $2,000 unsubsidized Federal Stafford Loan.
DETERMINING YOUR ELIGIBILITY FOR AID

This section contains information about how we determined your financial aid eligibility, factors that can affect your aid eligibility, and other important information about maintaining your award.

Financial Need
Eligibility for need-based financial aid is determined by an evaluation of your family’s ability to contribute to educational expenses. Bentley’s philosophy for awarding financial aid is based on the premise that you and your family have the primary responsibility for paying for your university education to the extent that you are able.

Two formulas are used to determine your estimated contribution from family resources (called the expected family contribution or EFC). Federal Methodology is used to determine your eligibility for federal aid and most state grant programs. We use the data you and your family provided on the Free Application for Federal Student Aid (FAFSA) to determine your Federal EFC.

Because the federal government excludes some financial information for consideration in its need analysis formula, Bentley uses a second formula based on data provided on College Scholarship Service (CSS) PROFILE Form, called Institutional Methodology, to determine your eligibility for Bentley-based funding. Institutional Methodology helps us target limited resources to students with the greatest need. Your Bentley family contribution includes a minimum student contribution, as we assume that you will be able to provide at least $3,000 from your 2017 summer earnings to use toward your educational costs during the 2017–2018 academic year.

The difference between the Cost of Attendance and your estimated family contribution (EFC) is your financial need. Financial aid may help meet your need through a combination of loans, on-campus employment, and possibly scholarships or grants from a variety of federal, state, and institutional programs. These programs are described in the previous pages. Please read the sections that correspond to the aid offered in your award letter.

Factors That May Affect Eligibility
Your financial need will change when your estimated costs and/or your family’s resources change. Following are some factors that may result in a revision to your financial aid award this year or in future years. If an adjustment becomes necessary, we will revise your award.

ENROLLMENT AND HOUSING STATUS
Any changes in enrollment status (if you register less than full-time) or housing status (if you switch from a resident to a commuter or vice versa) will have an impact on your costs and your aid eligibility. The costs for a resident student are estimated to be about the same as those for a student living in an off-campus apartment. Students commuting from home (either a parent’s or relative’s) are expected to have lower costs. We ask students living in off-campus apartments to document that they are not commuting from the home of a relative. This verification usually takes place after the start of the academic year.

Bentley grants and scholarships are only available for full-time enrollment during the fall and spring semesters (12 credits or more each term). If you reduce your course load to less than full time, you will lose your Bentley grants and scholarships for that semester. If you drop below half-time (fewer than six credits per semester), you will lose eligibility for almost all types of assistance. Unless you inform us that you plan to enroll as a part-time student, we assume that you will enroll full time. We will check your enrollment level at the end of the registration period and adjust your aid if necessary.

NUMBER IN COLLEGE
Families with more than one child enrolled in an undergraduate degree program often have increased expenses and therefore will see an increase in their eligibility for financial assistance. If the number of children in your family attending undergraduate college decreases from two to one, this can nearly double the expected parent contribution, thereby significantly reducing financial need. Because
enrollment plans sometimes change, we will ask for verification of your sibling’s enrollment in college if you included them as a family member in college on the CSS PROFILE Form. We do not count parents, siblings in military service academies, siblings taking college courses before graduating from high school, or graduate students in the number of family members enrolled in college for purposes of determining eligibility for Bentley-based funding. If you are unable to verify that your sibling is enrolled at least half-time in an undergraduate degree program, we may reduce your aid at any point during the academic year.

Because having a sibling in college often has a significant impact on your aid eligibility, we may make adjustments to your award if your sibling attends a very low-cost institution, such as a community college, or is receiving substantial gift aid. If your sibling takes longer than eight semesters to graduate from an undergraduate program, we may choose to discontinue the treatment of that student as a sibling in college when determining your financial aid eligibility.

OUTSIDE SCHOLARSHIPS AND BENEFITS

The federal government requires that you inform us directly of any grants, scholarships or other education benefits you will receive for the academic year from sources outside of Bentley. Sources might be your high school, civic organizations, vocational rehabilitation programs, and tuition reimbursement benefits (including Bentley tuition remission). An outside resource, in most cases, will not affect your financial aid award. However, we are required to ensure that the total of your financial aid and outside awards does not exceed your federal need, as determined by the Federal Methodology. In cases where we must adjust your financial aid to prevent an “overaward,” we will reduce your aid, starting with the self-help part of your package (Federal Work-Study and Federal Stafford Loan). We will reduce your Bentley grant funds only as a last resort.

Your financial aid award letter lists the total amount of outside resources that you reported to us through the financial aid application process. If this amount is incorrect, please notify us immediately of the correct total, including the sources and amounts of each outside resource.

Confirmation of Eligibility and Award

In order to confirm your financial aid award, we ask that you send us signed copies of all pages of the 2015 federal income tax returns submitted to the IRS by you and your parents. This includes your W-2 Wage and Tax Statements as well as all schedules. For enrolling students, these forms are due to Bentley by May 1, 2017. If your award consists only of an unsubsidized Federal Stafford Loan and/or an academic scholarship, tax returns are not required. If you or your parents are not required to file a federal tax return, please submit a non-filer statement (available at bentley.edu/offices/financial-assistance/supplemental-forms). Your MyBentley account (my.bentley.edu) will list any other items that are needed to confirm your award.

We strongly encourage you to file your FAFSA using the IRS Data Retrieval Tool. This tool allows you to transfer processed 2015 tax return data directly from the Internal Revenue Service (IRS). This service is available through the FAFSA website (fafsa.gov) and will save you time and increase the accuracy of your FAFSA information. If you do not or are unable to use the IRS data transfer when filing your FAFSA, we may need to collect additional documentation from you during our review of your application. Certain categories of tax filers may not qualify to use the IRS Data Retrieval Tool. For more information, read “Applying for Aid” at bentley.edu/financial-assistance.

If your FAFSA record was selected for a process called verification, you may also be required to complete a Verification Worksheet. We will compare the information you supplied on the FAFSA and CCS PROFILE form with your tax returns and other documentation. If you or your parents reduced their federally taxable income by reporting depreciation of business and/or real-estate income or assets, you may expect to see those figures added back into your income.

You can fax or mail any requested documents to our office. We recommend that you fax materials when possible to expedite the process. (Please do not fax and mail the same documents.) Adjustments to your aid package may be made if there are differences between your original application and the income tax returns and other documents. Once we review all information, we will send you a letter stating either that your original award is confirmed, or that your aid has been increased or decreased. Tentative awards will not appear as anticipated credits on your bill. To ensure that your aid is confirmed before fall semester billing in early July, please comply with all requests for documentation as soon as possible but no later than June 1, 2017. If you would like an award confirmed prior to the May 1 enrollment deposit deadline, please forward your tax returns and any other required documents as soon as possible. Please note that once your award is confirmed, it can still be adjusted if your eligibility changes during the academic year.
Distribution of Financial Aid

Your financial aid is separated into fall and spring semesters unless otherwise noted. Every semester, one half of each award will be credited to your student account as long as you are enrolled. Financial aid will appear on your bill only if you have submitted all required documents and/or signed the required promissory notes. You will receive your fall bill through electronic bill presentment (e-bill) in early July. Although the e-bill is automatically sent to your Bentley email account, you can also opt to have it sent to your parents. If a credit balance exists after all aid is applied, you may request a refund from Bentley Student Financial Services, the office that monitors and maintains your student account. Refunds are generally available after the drop period ends (after the first two weeks of classes). However, some refunds may not be available for several months, especially if the aid comes from outside the university.

Requests for Additional Aid

We realize that there may be unforeseen circumstances that can affect your family’s ability to pay for college. You may request a review of your financial aid award due to significant and unexpected changes or if you discover information that was not provided on your original application. Situations that typically result in a financial aid adjustment include:

- A significant reduction in income from 2015 (usually 20 percent or more)
- A loss or reduction of untaxed income or benefits such as Social Security
- Unusually high unreimbursed medical expenses
- Parental separation or divorce after application materials were completed

We are not able to make adjustments or allowances for expenses such as discretionary home improvements, credit card debt, weddings, the purchase of a car, costs for private elementary and secondary schools, and anticipated loss of overtime pay. To request a review of your financial aid award, we encourage you to call your financial aid counselor. We will require specific details and documentation in order to fully evaluate your appeal. We may need a letter of explanation, bank statements, recent pay stubs, full estimates of your 2016 taxable and untaxed income, property appraisals, copies of medical bills and proof of payment, or other documents to justify making adjustments to your application data. Tax returns may be required as part of any appeal. Please be aware that all elements of your application will be reviewed again if you appeal. It is possible (although rare) that your aid eligibility might decrease as a result of your appeal.

Comparing Aid Offers

If you applied for financial aid at more than one school, you may receive several offers of aid. Closely examine the offers and compare the net cost to you.

The Cost of Attendance

Make sure you know what items are included in the cost of attendance for all schools you are comparing. Financial aid covers more than just tuition. You should consider all living expenses that are associated with attending college, such as room and board, books and supplies, and other personal expenses. Include any fees that are charged separately from tuition. Bentley costs are itemized on page 2.

The Total Financial Aid Package

It is important that you consider the whole package you are offered. Remember that grants and scholarships are awards that do not have to be repaid. You should compare total gift aid (grants and scholarships) to the cost of attendance, as well as the self-help award (student loans and work eligibility). Subtract the financial aid offer from the cost of attendance to determine exactly how much your family will need to pay at each school. Do not include parent loans, such as the Federal PLUS Loan, in your calculations. Some schools may include this loan as part of the financial aid package, but your parents are generally eligible to apply for parent loans no matter which school you attend.

The contribution expected from your family is based on family income and assets — both yours and your parents’. Your financial aid award may include funds from federal, state and Bentley programs to supplement your ability to pay. At Bentley, both academic strength and financial need are used to determine the composition of your need-based financial aid package. Since financial aid awards are based on annual information, your award may vary each year to year, depending on your family’s financial circumstances. (See Aid in Future Years on the next page.) Your financial aid also can be affected by other factors, such as a change in your enrollment status, the number of children in your family attending college, or your housing status. Other factors that can affect your eligibility are covered in this booklet.
Satisfactory Academic Progress

In order to remain eligible for financial aid, you must meet standards of satisfactory academic progress (SAP) established according to federal regulations. We must evaluate your academic progress annually. This evaluation generally occurs in May after spring semester grades are posted as a part of our determination of eligibility for the next academic year.

There are two components to achieving SAP. You must have at least a 2.0 cumulative grade point average (GPA) in order to be awarded Bentley need-based grant funds and/or federal financial aid (including the Federal PLUS Loan). In addition to a 2.0 minimum cumulative GPA, you must demonstrate progress by successfully completing (finishing with a passing grade) at least 67 percent of all attempted courses. An attempted course is one in which you are enrolled after the second week of classes. Failure, withdrawal after the second week, or an incomplete (I) in a class constitutes an unsuccessful attempt. Although aid is sometimes not available for repeat course work, repeated courses will be counted in measuring this standard. In addition, aid recipients may not attempt more than 150 percent of the number of credits required for their degree. For example, if your degree requires 122 credit hours, you may not attempt more than 183 credit hours to achieve this degree. The complete policy, including information regarding the appeal process, is published in the Bentley Student Handbook, available at bentley.edu/campus-life/the-student-handbook.

If you fail to meet these standards in the fall but become eligible in the spring, Bentley funds may be awarded for the spring term if they are still available.

Aid in Future Years

Bentley financial aid decisions are made on an academic year basis. You must apply each spring and meet the application deadlines to receive aid for the following year. We attempt to offer you a consistent award. However, your financial aid package may be higher or lower if there are differences from year to year in your family’s circumstances. Significant variation in need-based financial aid eligibility can be due to changes in income, assets, family size, and the number of siblings enrolled in undergraduate degree programs. In addition, your financial need will be affected if your cost changes due to your enrollment or housing status. Federal aid can change based on funding levels determined by Congress. Late applications will be awarded based on the availability of remaining institutional funds.

Summer and Intensive Courses

Grant funding is not available for summer sessions. A Federal Direct Stafford Loan may be available if you have remaining eligibility from the current academic year and you will enroll in at least six credits over the summer. Please contact the Office of Financial Assistance for information on how to finance summer course work.

Grant funding is also not available for one-week intensive courses. If you reduce your course load during any semester due to enrollment in a one-week intensive course, grant funding previously awarded for the semester may be reduced. If you are planning to take a one-week course, you should seek the advice of the Office of Financial Assistance regarding potential aid adjustments.

Return of Funds Policy

Federal regulations specify how colleges and universities must determine the amount of federal financial aid (including Federal PLUS Loans) you have earned if you withdraw from the university before 60 percent of an enrollment period (usually defined as a semester) has elapsed. The amount of assistance that you have earned is determined by the percentage of the semester completed. If you have received more assistance than you earned, the excess funds must be returned. If the removal of returned funds from your account creates a balance due, you will be responsible for paying this balance.

A copy of the complete policy, with a sample calculation, is published in the Bentley Student Handbook (bentley.edu/campus-life/the-student-handbook). You may also obtain a copy of the policy from the Office of Financial Assistance.
PAYING FOR YOUR EDUCATION

The Bentley Financial Assistance staff has more than 120 years of combined financial aid experience. We are committed to helping you identify manageable ways to pay your costs at Bentley.

Bentley offers a variety of short- and long-term financing options to help you spread out payments and make this important investment more affordable. Tuition and room and board charges are billed each semester and the difference between the total charges and anticipated financial assistance is due in full several weeks before classes begin. The following sections explore alternatives to paying your bill in one up-front payment prior to the start of each semester.

Payment Plans

Bentley offers a payment plan to help you fit the payment of university costs into your monthly budget. Through the Bentley University Payment Plan, your parents can estimate the total cost for each semester and enter into a contract to spread their payments over five months. The payment plan is interest-free, but there is an enrollment fee of $35 each time. Please note that you must re-enroll in the plan each semester.

There are several options for making payments through the plan. You can pay by electronic check, auto-debit from a checking or savings account, or credit card (with a convenience fee). You will receive more detailed information about the Bentley University Payment Plan directly from the Student Financial Services Office shortly after the May 1 deposit deadline.

Parent Loans

If payments on an installment plan do not fit into your family’s budget, your parents may want to consider long-term financing options. With a loan, your parents may request funds for both direct and indirect costs.

FEDERAL DIRECT PLUS LOAN

The Federal Direct PLUS Loan enables a parent to borrow up to the total Cost of Attendance for the academic year, less any financial aid awarded. The parent borrower has between 10 to 25 years to repay the loan, depending on the amount borrowed. The current interest rate and fees are published on our website, bentley.edu/financial-assistance. The origination fee will be deducted from the loan proceeds before they are sent to Bentley. Rates and fees may change for future loans as determined by the federal government.

When parents are requesting a loan amount, it’s important to account for loan fees so they are not left with a balance. Our office can help you determine the correct amount to borrow. Loan proceeds are credited to your student account and are generally disbursed in two payments, half each at the start of fall and spring semesters. Your parents will begin repayment of principal and interest 60 days after loan funds are fully disbursed to Bentley. Your parents can request a deferment of the PLUS Loan while you are enrolled at least half-time, and for a six-month grace period afterward. If your parents are granted a PLUS Loan deferment, interest on the loan will continue to accrue, and your parents may be required to make interest payments during the period of the deferment.

Once your parents apply for a PLUS Loan, we will certify your eligibility for the loan. Adverse credit may cause a loan to be denied. If your parents are denied a PLUS Loan, you may borrow a limited amount of additional funds from the unsubsidized Federal Direct Stafford Loan program. Please note that you should complete the Free Application for Federal Student Aid (FAFSA) if you plan to apply for a PLUS Loan, even if you do not plan to apply for additional financial aid. Bentley requires completion of this form so that we can verify that students meet federal eligibility requirements for the loan. You can complete this form at fafsa.gov.

Your family should begin the PLUS Loan application process no later than July, so that the loan can be approved before the bill’s due date. For more information on the Federal PLUS Loan or to complete an application, visit studentloans.gov.

ALTERNATIVE LOANS FOR PARENTS

Alternative loans provide supplemental funding to parents to help pay direct and indirect educational expenses and the amount borrowed can be up to the Cost of Attendance, less other aid. Your parents apply for these loans with private lenders. Bentley is required to certify your loan eligibility and loans can be no higher than the Cost of Attendance. Bentley urges parents and students to exhaust federal eligibility first, as these loans may offer more favorable terms and conditions. Alternative loans are not based on financial need, but the borrower and/or
co-signer must meet credit and other eligibility requirements set by lenders. You may use any lender you choose, whether or not we have identified that lender in our print or web-based information. We encourage you to carefully compare rates and terms of alternative loans. More information on alternative loans is available under financing options at bentley.edu/financial-assistance.

**Combination Financing**

Utilizing the payment plan through our bursar’s office allows you to spread out the payment over five months each semester without interest charges. Some families find that they can pay some of the balance due but not all of it. Putting some of your bill on a monthly payment plan is a smart way to reduce overall borrowing. Here’s an example:

**Balance due for the year: $20,000**

- All on a payment plan: $2,000 a month for 10 months, with no interest charges.
- Borrow the full amount (see note) on a PLUS Loan: $236 per month for ten years; total amount repaid will be $28,341.

Shown another way:

**Ways to Finance $20,000**

<table>
<thead>
<tr>
<th>BORROW</th>
<th>PAY</th>
<th>BORROW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal PLUS Loan</td>
<td>$20,000</td>
<td>PAY Bentley Payment Plan</td>
</tr>
<tr>
<td><strong>$236</strong> per month (120 payments)</td>
<td><strong>Average $500</strong> per month (10 payments to Bentley and 120 loan payments)</td>
<td><strong>$28,341</strong> SAVINGS <strong>$4,959</strong></td>
</tr>
</tbody>
</table>

*borrow $17,237 to net $16,500

A combination plan: If the family has the ability to pay approximately $500 a month toward college expenses:

- Pay $3,500 on payment plan ($350 a month for ten months).
- Borrow an additional $17,237 (to net $16,500) with a PLUS loan: monthly payments are $195 for ten years; total amount repaid will be $23,382.

Using the combination method will save about $40/month in future loan payments and almost $5,000 in interest over the life of the loan.

Payment plans are offered through the Student Financial Services office. Your financial aid counselor can help you customize a combination plan to fit your budget.

**NOTE: PLUS loans have a 4.276% origination fee taken at the time of disbursement. Please factor in the fee when calculating borrowing needs.**

This example is based on the 2016-17 interest rate of 6.41%.

**Other Sources of Funding**

One potential resource that is often overlooked is the income a student can earn and save during the summer months. In our evaluation of financial need, we assume students will be working and saving to contribute to the total cost. Students who fail to work and save money may realize too late that they will be short of funds when bills are due. If you have work eligibility as part of your financial aid package, we assume that you will earn your total eligibility during the academic year to help you manage your costs.

Private scholarships are offered by many high schools, clubs, and civic organizations. Search for local scholarships at your high school or local library. To conduct a national search, take advantage of free scholarship search services on the Internet. A good place to start is fastweb.com.

**Alternative Loans for Students**

Some students take advantage of private education loan programs that enable them to borrow money for education costs in addition to loan funds offered in the financial aid package. Most require you to obtain a creditworthy co-applicant with stable income. Interest rates may be higher than federal student loans and many have significant fees. For these reasons and out of concern for student debt levels upon graduation, we encourage you to consider these loans only as a last resort. More information on alternative loans is available under “Financing Options” at bentley.edu/financial-assistance.
HOW TO REACH US

ON CAMPUS
THE OFFICE OF FINANCIAL ASSISTANCE
Rauch 104

MAILING ADDRESS
BENTLEY UNIVERSITY
OFFICE OF FINANCIAL ASSISTANCE
175 Forest Street
Waltham, MA 02452 USA
EMAIL: finaid@bentley.edu
TELEPHONE: +1 781.891.3441
TOLL-FREE TELEPHONE: +1 877.362.2216
FAX: +1 781.891.2448

HOURS
DURING THE SCHOOL YEAR
Monday through Friday: 8:30 a.m. to 4:30 p.m.

MID-MAY THROUGH MID-AUGUST
Monday through Thursday: 8:00 a.m. to 5:30 p.m.
Friday: 9:00 a.m. to 4:00 p.m.

COUNSELING STAFF
To determine your counselor’s contact information,
visit bentley.edu/financial-assistance
or call us at +1 781.891.3441.