

# Student Financial Services at The New School

## Financial Aid Information

Many students in degree programs at The New School take advantage of financial aid. In order to make the process as easy as possible, we require that students fill out just one initial application. This application will put you in consideration for all federal and most institutional aid and, when applicable, start the processing of state aid.

### For U.S. Citizens and Eligible Non-Citizens

If you are a U.S. citizen or eligible non-citizen, you should complete the Free Application for Federal Student Aid (FAFSA). Although you can file your FAFSA anytime after January 1 for the academic year, The New School has a **priority deadline of March 1 for the fall semester and November 1 for the spring semester**. We recommend completing the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), but you may also request a paper application by calling 800.433.3243. Be sure to include The New School's federal school code 002780.

### For Undergraduate International Students

Jazz and Mannes students are automatically considered for scholarships as part of the admission process and are not required to complete an application. Information for students in other undergraduate programs including detailed instructions on how to apply for scholarships will be available on our website by mid-February 2009 at [www.newschool.edu/student-services/financialaid](http://www.newschool.edu/student-services/financialaid). Most international graduate students are automatically considered for scholarship awards as part of the admission process.

If you have already completed your financial aid application, you should expect award notification from Student Financial Services two to three weeks after acceptance to the university. A completed application includes receipt of all necessary signatures and confirmations by Student Financial Services or Federal Central Processing System. Federal aid-eligible students should review the Student Aid Report (SAR) carefully to ensure that no additional information is needed for processing.

If you have more questions or need more specific information, visit our website at [www.newschool.edu](http://www.newschool.edu), email us at [sfs@newschool.edu](mailto:sfs@newschool.edu), or call us at 212.229.8930. We are also open for walk-in counseling (72 Fifth Avenue, lower level) from 10:00 a.m. to 4:45 p.m., Monday through Friday. We look forward to working with you and your family to help you fund your education at The New School.

## Tuition Deposit Information

New students wishing to confirm their acceptance with a tuition deposit should refer to the specific confirmation and payment instructions included with their acceptance letter.

## Housing Deposit Information

Students who have confirmed their acceptance with a tuition deposit and who plan to enroll full time in a degree program may apply for housing by completing the online Housing Application and submitting the Housing Deposit Form with a non-refundable \$250 deposit. See [www.newschool.edu/student-services/housing](http://www.newschool.edu/student-services/housing) for application and payment instructions.

## Billing Information

Students who register before the start of the term will be sent an invoice for tuition and fees on the following schedule:

Term	Billing Date	Payment Due Date
Fall	Early July	August 10th
Spring	Early December	January 10th

For students who register when they arrive at the university, payment for tuition and fees is due upon registration. You will be hearing from your school regarding registration information.

First-year students expecting a refund for living expenses should arrive with spending money for the first month of the semester to cover costs for books, supplies, entertainment and food.

(continued)

For all questions concerning available financing options (including scholarships, grants, loans, and on-campus employment), application procedures, payment, payment options, billing, or refunds, contact Student Financial Services at 212.229.8930 or by email at [sfs@newschool.edu](mailto:sfs@newschool.edu).

Financial Aid office hours:  
Monday–Thursday, 10:00 a.m.–5:00 p.m.

Cashiering office hours:  
Monday–Thursday, 10:00 a.m.–5:45 p.m.,  
Friday, 10:00 a.m.–4:45 p.m.

# Student Financial Services at The New School *continued*

## Billing Payment Options

The following forms and methods of payment are accepted at The New School.

### Electronic Bank Payments (ACH):

We accept ACH payments online from your checking or savings account.

### Cash:

In U.S. currency, and made in person only at the Cashiering Office.

### Checks:

In U.S. currency, drawn on a U.S. bank, including personal check, money order, bank check. All checks need to be made payable to The New School.

### Debit Cards:

In person only at the Cashiering Office.

### Credit Cards:

Cards accepted are Visa, MasterCard, and American Express.

### Pay online:

Pay for tuition and fees online through my.newschoo.edu. (Note: my.newschoo.edu cannot be used for tuition deposits and housing deposits. See Deposit Information above.)

### Pay by mail:

Follow the instructions provided with your invoice.

### Pay in person:

At the Cashiering Office, 72 Fifth Avenue, lower lobby

### Pay by fax:

Students may fax a credit card authorization to the Cashiering Office at 212.989.9361. Include the following information:

- Student's name and New School ID (begins with "N")
- Credit card type (MC, Visa, or American Express), credit card number, and expiration date
- Cardholder's name
- Amount to be charged to credit card
- Cardholder's signature
- Cardholder's daytime telephone number

### Monthly Payment Plan:

The university offers a monthly payment plan. The option allows you to make monthly payment installments to spread costs over eight or ten months for the year's charges, or four or five months for a single semester. Matriculated students taking six or more credits per semester and The New School for Social Research students maintaining matriculation are eligible. Additional information on the monthly payment plan is available on our website and on my.newschoo.edu.

## Employer Reimbursement and Sponsored Deferments:

Students may defer tuition based on anticipated employer reimbursement and sponsored deferments. In order to do so and complete registration, all authorization letters/vouchers must be submitted, all deferment contracts must be completed, and enrollment fees and non-deferrable balances must be paid. Contact Student Accounts for contracts and instructions at 212.229.8930 or sfs@newschoo.edu.

## Financial Aid Sources:

For students who are eligible for university aid, federal and state grants and loans, or private education loans, aid will be credited against the university charges on the student account provided you have completed all paperwork necessary to apply for or to accept your financial aid awards.

## Wire Transfer:

(Note: Wire transfers cannot be used for tuition deposits and housing deposits. See deposit information on front side.) For payments drawn on foreign banks, the university recommends a wire transfer as the most efficient method of payment. Specific information must be included in the wire transfer to credit a student account with payment. The student's name and New School nine-digit identification number or social security number and the term the payment is for should be indicated in the wire (for example, fall 2009). Failure to do so will delay posting to the proper account. Please keep in mind that there is a limited number of characters available in the detail field, so please only include information that is necessary.

**Student Name:** Name of the student, as it appears in New School records

**Student ID #:** nine-digit New School ID number or social security number

**Account Name:** New School Operating Account

**Account Number:** 9429382436

**ABA:** 026-009-593

### For international transfers:

**Swift code:** BOFAUS3N

**Chips code:** 0032

### Address:

Bank of America  
100 Federal Street  
Boston, MA 02110

It is also suggested that students fax a bank confirmation of the wire transfer to the Cashiering Office at 212.989.9361 with the student's name and New School ID number or social security number. Then we can better identify the wire when it arrives.