

PLANNING WORKSHEET

Let's figure this out.

Your estimated total cost of attendance for one academic year was provided on your [FINANCIAL AID OFFER LETTER](#) and can also be viewed on your applicant portal. **Log in at [duq.edu/applicant-portal](#) and then press the banner directing to your financial planning portal.** However, you may want to do your own calculations if you have more personalized expenses or have other sources of funding you want to consider. This worksheet provides you some space to do that.

TUITION AND FEES

While we are about to review costs, please keep in mind that estimated tuition and fees per semester are based on many factors, so please keep this guide to see how much you can save. Tuition supports high-impact learning experiences, career planning services, and gives you access to our top-rated teacher-scholar professors. It also provides critical staff support as you move forward in your academic journey towards your bigger goals.

Student activity fees cover activities like concerts, guest speakers, events and other organizations, such as student health services, student associations and the school newspaper.

HOUSING

The residential campus experience is a vital part of life for generations of Duquesne students and alumni. Our inclusive environment welcomes you, and we focus on providing a place that we can learn and grow together. It's more than just having a place to sleep and study. We offer housing that puts you right in the heart of a vibrant and sophisticated downtown where each living-learning community and residence hall has its own personality. [duq.edu/residence-life](#)

Housing costs are not covered by tuition and fees and are estimated based on a double room (a room shared with another student). Duquesne students are required to live on campus for the first two years unless living locally with family.

MEAL PLANS

Award-winning dining services are provided on campus and both residential and commuter meal plans are available. Find the estimated costs at [duq.edu/housingandfoodrates](#)

DIRECT COST OF ATTENDANCE

To determine your estimated out of pocket direct costs (an estimate of the costs that will appear on your University bill), you must first determine the direct cost of attendance in Table 1 below. Begin by entering these amounts from your award letter or Duquesne websites (listed below) in the spaces provided.

	FALL SEMESTER	SPRING SEMESTER	YEARLY
A: TUITION & FEES*			
B: HOUSING**			
C: FOOD**			
D: TOTAL DIRECT COST OF ATTENDANCE (College costs you will be required to pay)			

* Visit [duq.edu/tuition](#) for current rates and additional information.

Tuition varies by program and the standard tuition rate applies to Liberal Arts, Education, Business, Science and Engineering, as well as majors in: BS/BA Public Health, BS Health Administration, BS Health Sciences and the Spiritan Program. Actual costs can vary based upon individual circumstances and annual increases in the cost of a Duquesne education are anticipated.

**Visit [duq.edu/housingandfoodrates](#) for housing and food (meal plan) rates and additional information.

FINANCIAL AID RESOURCES

There are three different types of financial aid: Gift Aid, Loans and Student Employment. You may have some or all listed in your Duquesne University financial aid offer letter. Submit a FAFSA at [studentaid.gov/FAFSA](#) for eligibility for federal, state and other need-based funds.

- GIFT AID (scholarships and grants from Duquesne, State, Federal and private sources – money that you don't have to pay back).
- LOANS (money you will have to repay, usually after you graduate).
- STUDENT EMPLOYMENT/WORK STUDY (money you earn by working at an on-campus job).

This aid comes from many sources, including federal and state governments, community organizations, businesses, and the Duquesne University community of dedicated donors and alumni support. Each of these sources of financial aid has different rules, regulations, and limits.

TABLE 2 TOTAL FINANCIAL AID AVAILABLE

FINANCIAL AID RESOURCES BY TYPE OF FINANCIAL AID	AWARD AMOUNT
E: GIFT AID (from all sources: Duquesne, State, Federal, etc.)	
F: STUDENT LOANS	
G: OTHER LOANS (PLUS, Private)	
H: STUDENT EMPLOYMENT*	

*Student employment earnings are paid out via payroll bi-weekly for the hours worked and therefore not listed as credits on the bill.

The amounts above indicate how much funding you will have for the entire academic year from different types of aid. You will receive one half of the aid for the Fall semester and the other half for the Spring semester. Summer semester at Duquesne University offers unique and accelerated programs to support your academic journey. Summer programming and tuition and housing incentives are available at duq.edu/summer

Using the information from Table 2 and your official offer letter, fill in the appropriate spaces below to complete Table 3. Remember to exclude student employment since that is earned based on hours worked.

TABLE 3 TOTAL FINANCIAL AID APPLIED TO DIRECT (BILLED) COSTS

	FALL SEMESTER	SPRING SEMESTER	YEARLY
I: TOTAL GIFT AID (E)			
J: TOTAL LOANS (F + G)			
K: TOTAL FINANCIAL AID (I+J)			

Using Table 4, you will now calculate your remaining balance or direct “net price” to you.

Table 4, line N will calculate what you have to pay (out-of-pocket) for one year of education.

To derive that amount, enter the total from line D in Table 1, on line L. Then enter the total from line K, table 3 on line M.

Now subtract the amounts in line M from line L.

In most cases, if there is a balance, it can be financed by current earnings, savings, a payment plan, Federal PLUS Loan or alternative loans.

If there is a balance due in Table 4, line N, please refer to the additional resources in the “Reducing Out-of-Pocket Costs” section below. Enter the applicable resources in Table 4, line O. Line O generally includes all other resources available. These may include savings, monthly payment plans, anticipated earnings, 529 plans, PLUS and alternative loans. Please contact your admissions counselor or financial staff for additional information and suggestions IF there is a remaining balance in line P.

TABLE 4 BILLED COSTS (TABLE 1, LINE D) – FINANCIAL AID (TABLE 3, LINE K) = (ESTIMATED) BALANCE DUE/OUT-OF-POCKET COST (TABLE 4, LINE N)

	FALL SEMESTER	SPRING SEMESTER	YEARLY
L: GRAND TOTAL (Table 1 Line D)			
M: TOTAL FINANCIAL AID (Table 3 Line K)			
N: (L minus M) OUT-OF-POCKET COSTS (Net Direct Costs or “Net Price” to you)			
O: FAMILY CONTRIBUTION (OTHER RESOURCES such as tuition plans, student employment, etc.)			

INDIRECT COSTS AND OTHER EXPENSES TO CONSIDER IN THE TOTAL COST OF ATTENDANCE

In addition to the direct cost of attending school such as tuition and fees and housing and food, there are also indirect costs such as books and transportation. Indirect costs are estimated expenses associated with attending college (such as books, travel and personal expenses), but will not appear on your university bill.

Indirect costs can vary greatly by individual student preferences, locations with higher costs of living and family lifestyle choices. Not all of these expenses will necessarily be applicable to you, but you should consider your selected program of study and other external costs when developing a budget for the school year.

The Financial Aid Office has estimated the cost of books for first year students to average about \$1,440. Transportation costs will vary based on the frequency of the student's travel needs and is estimated at \$1,018. Personal expenses for items such as entertainment, clothing and other personal items are estimated at \$3,030. Students who are commuting should estimate \$7,888 for food, \$6,060 for personal expenses and \$2,202 for housing per year. Actual expenses will vary by student; these are for estimation purposes.

To help you further budget for estimated expenses for total cost of attendance calculations, these amounts are presented in Table 5 below. Oftentimes families will divide these costs into a 9-, 10- or 12-month budget.

TABLE 5 TOTAL FINANCIAL AID AVAILABLE

INDIRECT COSTS/EXPENSE	ESTIMATED AMOUNT	Your Personal Budget Estimates
Q. Personal*	\$3,030	
R. Transportation*	\$1,018	
S. Books*	\$1,440	
T. Total Indirect Costs (Q+R+S)	\$5,488	
U. Family Resources Available		
V. Remaining Out-of-Pocket Costs (T - U)		

REDUCING OUT-OF-POCKET COSTS

According to the latest research, (salliemae.com), college costs are most often financed in the following ways:

- 40% Parent income and savings
- 29% Scholarships and grants
- 19% Borrowed money
- 8% Student income and savings
- 10% Relatives and friends

Strategic planning can help you save thousands of dollars in tuition. Our financial aid counselors will help show you how to maximize the benefit of your tuition dollars during the fall and spring semesters. In addition, your financial aid team and academic advisors can help plan to reduce costs and accelerating degree completion through applying advanced credits such as AP Exam Scores and taking advantage of reduced tuition and housing rates available during the summer sessions.

While tuition and housing and food rates are usually published as annual figures, each semester's charges are paid at the beginning of that semester and most financial aid is credited at that time. Families have numerous ways to pay their remaining net cost of education. Some students and families have already saved funds to meet these expenses. If you do not have savings, the next sections describe several opportunities to assist families with paying the remaining net educational costs. The list is not all-inclusive but may assist with providing suggestions for you in your search for additional resources.

Following are other payment options to consider in covering out of pocket costs entered in Tables 4 and 5 above.

DUQUESNE MONTHLY PAYMENT PLAN

The University offers a monthly payment plan for each fall and spring term, and a three month plan for the summer term through CASHNet, a third-party vendor, administered through the Duquesne Student Accounts Office.

- Payment plans will automatically be budgeted for the full term balance
- There is an enrollment fee of \$35 for each term
- Payment plans do not automatically renew, You must enroll each term
- To learn more and enroll, visit duq.edu/student-accounts

FEDERAL WORK-STUDY AND STUDENT EMPLOYMENT

The Federal Work-Study program provides excellent part-time employment opportunities to eligible students. Students are assisted with job placement by the Student Employment Office of Human Resources. Federal Work-Study is considered financial aid and is therefore a part of the student's financial aid package. Students are paid biweekly. Their pay is determined by the rate of pay and the number of hours worked. Students receive a paycheck (or direct deposit into a checking account). Federal Work-Study is not directly credited to the Student Account.

Non-work study funded student employment gives you money in the same way as a regular job would. That is, you have a job on or off campus and get a paycheck bi-weekly. Since you do not receive wages ahead of time, you do not count it as an amount you can deduct from your total cost before the start of school. Your earnings can be combined with a monthly payment plan to help cover the cost of tuition and other direct and indirect expenses.

529 PLANS

A 529 plan is a tax-advantaged savings plan designed to encourage saving for future education costs. 529 plans, legally known as “qualified tuition plans,” are sponsored by states, state agencies, or educational institutions and are authorized by Section 529 of the Internal Revenue Code.

All fifty states offer these programs and can be applied to Duquesne University costs of attendance and expenses. Please check your state’s plan administrator for more details and regulations.

There are two types of plans:

- **529 Prepaid Tuition Plans:** Prepaid tuition plans let you purchase units or credits at participating colleges and universities (usually public and in-state) for future tuition and mandatory fees at current prices.
- **529 Education Savings Plans:** Education savings plans let a saver open an investment account to save for the beneficiary’s future qualified higher education expenses—tuition, mandatory fees, and room and board. Withdrawals from education savings plan accounts can generally be used at any college or university

Pennsylvania offers both types of plans that are eligible to apply to Duquesne University expenses. For more information visit pa529.com

SUBSIDIZED AND UNSUBSIDIZED STUDENT LOANS

SUBSIDIZED FEDERAL DIRECT LOAN

A need-based loan through the federal government that requires the student borrower to repay it with interest following enrollment. A “subsidized” loan refers to the interest subsidy paid by the federal government to the lender while the student is enrolled. Currently, loans have a fixed rate of 5.5 percent, and the loan fee is 1.057 percent. The principal of the loan is deferred as long as the student is enrolled at least half-time in a degree-seeking program. Current annual borrowing limits: \$3,500 freshmen; \$4,500 sophomores; and \$5,500 for juniors and seniors. Maximum aggregate borrowing limit is \$31,000 for an undergraduate dependent student.

UNSUBSIDIZED FEDERAL DIRECT LOAN

All students are eligible for additional Unsubsidized Direct Loans of \$2,000 per academic year. The terms and conditions of the Unsubsidized Direct Loan are the same as those of the Subsidized Federal Direct Loan, but with several exceptions. Interest on this loan is not subsidized by the federal government, and, therefore, it is the responsibility of the student borrower.

Students may defer interest payments while in school and later capitalize interest (add it to the principal) at the time repayment begins.

Independent undergraduates can access additional Unsubsidized Loan funds. These are also available to dependent students whose parents have been denied a Federal PLUS Loan. These additional amounts are \$4,000 per academic year for freshmen and sophomores, \$5,000 per academic year for juniors and seniors. Some students may qualify for a combination of Subsidized and Unsubsidized Direct Loans. The total academic year amount of the loans cannot exceed the limits by academic class levels as previously listed.

FEDERAL PLUS LOAN (PARENT LOAN)

The PLUS Loan provides a borrowing option for parents of dependent undergraduate students. Parents may borrow any amount up to the cost of attendance minus the amount of any financial aid received. Approval of the loan is based upon a parent’s credit worthiness. Currently, the interest rate is fixed at 8.05 percent. Loans include a 4.228 percent origination fee.

NURSING LOAN

A need-based loan made by the University to full-time, dependent freshman nursing students. There is zero interest while the student is enrolled at least half-time in a degree-seeking program and during a nine-month grace period before repayment begins. Interest rate during repayment is 5 percent, and the repayment period is 10 years. The maximum is \$2,000. You will automatically be considered for the loan program if you apply for need-based financial aid.

HEALTH PROFESSIONS LOAN

A need-based loan made by the University to full-time dependent Doctor of Pharmacy students (3rd – 5th year). There is zero interest while the student is enrolled at least half-time in a degree-seeking program and during a nine-month grace period before repayment begins. Interest rate during repayment is 5 percent, and the repayment period is 10 years. The maximum amount is \$2,000. You will automatically be considered for the loan program if you apply for need-based financial aid.

ALTERNATIVE LOANS

Alternative or supplemental loans are private, credit-based loans designed to bridge the gap between tuition costs and financial aid packages. They are borrowed in the student’s name and the student will often need to provide a credit-worthy cosigner.

Duquesne University strongly urges students to apply for direct loans and parents of students to apply for PLUS Loans before resorting to alternative loans. However, alternative loans may be an effective method of financing unmet costs of education for some students. The University recommends that students apply with co-signers to secure the best possible interest rates. The Office of Financial Aid can provide information about various alternative loan options if needed.

A historical list of lenders our students have used may be found at duq.edu/elm-loans.

PA residents or a student from an approved state (DE, MD, NJ, NY, OH, VA, and WV) may qualify for PA Forward loans with preferred rates and no originations fees. Visit pheaa.org/student-loans/pa-forward/ for more details.

ADVANCED CREDIT BY EXAM

Students can use Advanced Placement and International Baccalaureate credits to reduce tuition costs through earning credits for a limited number of required courses. duq.edu/cchs

ACCELERATED SUMMER PROGRAMS AND REDUCED RATES

Costs may be reduced by accelerated course options offered during summer semesters and reduced tuition and housing rates. In some cases, additional federal and state aid may be available for summer studies.

Please refer to duq.edu/summer

FOR INFORMATION ON OUTSIDE SCHOLARSHIPS:

[Outside Scholarships section - duq.edu/scholarships](https://duq.edu/scholarships)

[The Smart Student Guide to Financial Aid - finaid.org](https://finaid.org)

[College Board - bigfuture.collegeboard.org](https://bigfuture.collegeboard.org)

[FastWeb - fastweb.com](https://fastweb.com)

[The Pittsburgh Foundation - pittsburghfoundation.org/scholarshipsearch](https://pittsburghfoundation.org/scholarshipsearch)

[Apply - apply.com/scholarships](https://apply.com/scholarships)

Loan rates as of January, 2024.

QUESTIONS?

412-396-6607 | faoffice@duq.edu | duq.edu/financial-aid

YOU'RE ONE STEP CLOSER

Here's what comes next!

1 Confirm your enrollment through the Duquesne Applicant Portal (duq.edu/applicant-portal) and follow the instructions on the screen.

2 Access/review your financial aid package via your applicant portal. Log in at duq.edu/applicant-portal and then press the banner directing to your financial planning portal.

- If you wish to decline or decrease any awards, please email faoffice@duq.edu. Be sure to include your Duquesne ID.

3 Estimate your bill and determine what additional aid is needed with the enclosed planning worksheet.

4 If you are a Pennsylvania resident and you received a PA State Grant estimate, or plan to seek federal loans, you must submit a FAFSA at studentaid.gov/FAFSA. A FAFSA is required to confirm eligibility for federal, state and other need-based funds.

- Duquesne University has an additional match of up to \$10,000 over four years (\$2,500 per year) for any first-year student eligible for a PA State Grant.

5 If you plan to take out Federal Direct Loans, please visit studentaid.gov to:

- Complete the Direct Loan Master Promissory Note
- Complete the Direct Loan Entrance Counseling

6 Explore other options:

- Apply for additional scholarships.
 - Visit Pittsburgh Foundation (pittsburghfoundation.org/scholarshipsearch) or fastweb.com to search for scholarships for which you may be eligible.
- Remember to report all outside scholarships to the Financial Aid Office.
- Eligible Pittsburgh Public Schools students can apply their Pittsburgh Promise scholarship (up to \$5,000) select 'Duquesne University' on your student portal at pittsburghpromise.org.
- Apply for additional loans as needed:
 - Direct PLUS Loan (parents of dependent students) at studentloans.gov – Available June 15
 - Complete Direct PLUS loan application
 - Complete a Parent PLUS Master Promissory Note
 - Parents can use an endorser if the loans are not approved.
 - Private loans amounts may be chosen during the application process. Compare student loan lenders at duq.edu/fa-elm-loans.
- Access any Qualified Tuition Plans (such as 529 Saving Plans and PA 529), as well as any other savings or investments.
 - Account holder should reach out to the administrator to direct funds to their student's account.

7 Sign up for a payment plan.

Duquesne provides semester-based payment plans that allow students and parents to pay the balance in monthly installments. Utilizing this plan will reduce the amount you may need to borrow in loan funding. Learn more at duq.edu/payment-plan.

We're here to partner with you to make your educational investment work.

You can schedule a Financial Planning Conversation by visiting duq.edu/fpc or meet with us during a campus visit (duq.edu/visit). Finally, if you have any additional questions, please contact Financial Aid at faoffice@duq.edu or **412-396-6607**.

Parent and Family Information:

Join our Parents and Families Portal at duq.edu/parents for the latest University news, events and access to other important information.

- Parents and guardians can request access to a DU student's educational records through Duquesne University's Parent Portal. Through the portal, you can submit an access request to your student. The request to access educational records is sent electronically to your student, and it is a student's right under FERPA to accept or decline the access request. You will receive a response to the request.

Designate an Authorized Payer

- Students must follow these steps to add an Authorized Payer (parents, guardians, spouse or other third parties):
 - Log into the DU Mobile App at duq.edu/portal

Select

- Student Account & Billing
- Tuition Payment Portal
- My Account
- Send a Payer Invitation then follow the prompts

Time Sensitive: An email notification is automatically sent and immediate action is needed by the Authorized Payer to complete their access.

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