



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

US FEDERAL LOANS GUIDE



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Introduction

The London School of Economics and Political Science is eligible to participate in the William D. Ford Federal Direct Loan Program, commonly referred to as “Title IV”, “Financial Aid” or Federal Aid.

The LSE’s School code or OPEID is **00669300**, we are registered with the US Department of Education (“USDE”) as The **University of London – London School of Economics and Political Science**.

You can access the Schools Federal Aid webpage by visiting info.lse.ac.uk/federalaid

The Fees, Income and Credit Control Office oversee all administration for Federal Aid at the School.

Only Fees, Income and Credit Control (hereinafter FICC) staff are authorised to provide a definitive statement on Federal Aid at the School.

Purpose

This guide outlines the requirements and responsibilities of the London School of Economics and Political Science (“LSE”) and the student (“student” or “borrower”) in receipt of Federal Aid.

All decisions with respect to Federal Aid are made using USDE regulations.

Loans in Scope:

- Federal Direct Subsidised Loan
- Federal Direct Unsubsidised Loan
- Federal Direct PLUS (Parent/Graduate) Loans.

Note: A useful appendix with abbreviations and acronyms can be found on [page 19](#).



Privacy notice

We will process your financial information to:

- Determine eligibility
- Package and originate your loans
- Ensure the School are complying with all regulations set by the USDE, including but not limited to:
 - Pre and post disbursement eligibility checks
 - Audit requirements
 - Enrolment reporting
 - Reconciliation of Federal loan funds
- Receive and process your loan funds with Convera.

Contacting us

For information on how to contact us please refer to Section 2 of our **Customer Charter** or visit **info.lse.ac.uk/ficcccontactus**





Section 1: Eligibility

The LSE is required to make sure that all students receiving Federal aid are registered on an eligible programme of study.¹

Eligibility by Programme type

Programme Type	Eligible for Federal Aid at the LSE	Information	Student type
Diploma	Not Eligible	Can apply for Private Loans	Postgraduate
Degrees	Eligible	There are some programmes which may not be eligible based on delivery mode.	Undergraduate Graduate Professional
General Course	Not eligible	One year Study abroad programme from the United States. Loans are handled through the students "Home" School.	Undergraduate
Joint/Double degree programmes with US Schools.	Not eligible	Loans can be handled by the US School; however, a consortium agreement must be in place.	Undergraduate Graduate Professional
Summer School or Executive Summer School with no progression to LSE Degree	Not eligible	Can apply for Private Loans.	N/A
Summer School or Executive Summer School with progression to LSE Degree in the same academic year	Eligible	The Summer School costs can be added to your Cost of Attendance for your degree but cannot be disbursed in advance.	Undergraduate Graduate Professional

¹ Regulatory requirements of 34 C.F.R. § 600.54(e), and if applicable, 34 C.F.R. § 600.54(f)



Programme Type	Eligible for Federal Aid at the LSE	Information	Student type
Joint programmes with China	Eligible	Eligibility for time spent in the UK only. Only private loans are available for time spent in China.	Graduate
MPA	Not eligible	Loans are handled via the Home School, Columbia.	N/A
MSc Global Media and Communications (LSE and USC)	Not Eligible	Loans are handled via the Home School, University of Southern California.	N/A

*For further information or if you have questions about Programme eligibility, please email fees@lse.ac.uk

Additionally, the following types of programmes are ineligible when offered by a foreign School²:

- A programme offered in whole or in part through telecommunications (otherwise known as distance education), correspondence, or direct assessment (34 C.F.R. §§ 600.51(d) and 668.10(d))
- A programme for which any portion of the program is provided by an entity that is not eligible to participate in the Title IV Programs (34 C.F.R. § 600.54(c))
- With limited exception, a programme offered in whole or in part in the United States (34 C.F.R. § 600.52).

² Foreign Schools Audit Guide





Section 2: Cost of attendance (COA)

The COA is the amount it will cost a student to go to school, if you are attending School at least half time, the COA is the estimate of tuition and fees, cost of room and board (living expenses), cost of books, supplies, transportation, loan fees and miscellaneous expenses.

The COA is set by the school but may be adjusted downwards by the student to reflect your specific needs.

You may borrow up to the COA set by the School.

The LSE recognizes that a student's total expenses for the academic year may exceed the LSE cost of attendance. In such instances a student can submit an appeal form. Appeal forms will be reviewed by FICC to examine selected education-related expenses and evaluate your option for additional loan funding.

If you need to borrow more than the allowable cost of attendance you should submit a Cost of Attendance Budget Appeal Form 2022/23 (**Form COABA**).

Please refer to our Federal Aid webpage for further information info.lse.ac.uk/federalaid





Section 3: Allowable Loan Limits per year

Loan Limits for:	All Students	Dependent Students ³	Independent Students ⁴
	Subsidised Loan	Unsubsidised Loan	Unsubsidised Loan
Undergraduate year 1	\$3,500	\$2,000	\$6,000
Undergraduate year 2	\$4,500	\$2,000	\$6,000
Undergraduate year 3	\$5,500	\$2,000	\$7,000
Graduates/Professional			\$20,500
Direct PLUS Loan	Balance up to Cost of Attendance		

Please Note:

- You can borrow less than the maximum COA
- You can request more funds later in the year up to the maximum COA
- You should only borrow what you need.

Please refer to the **[StudentAid.gov](#)** for further information.

³ For Dependency status definition see **studentaid.gov/help-center/answers/article/what-is-dependency-status**

⁴ See **studentaid.gov/apply-for-aid/fafsa/filling-out/dependency**





Section 4: How to Apply

The loan application process normally opens in June each year, the exact date will be advertised on our webpage.

Please refer to our Federal Aid webpage for further information info.lse.ac.uk/federalaid

Applicants may borrow up to the Cost of Attendance (COA) which is set by the school, the maximum loans you can receive cannot exceed the yearly cost of attendance less any financial aid you may be receiving.

See section 2 for further information on the COA.

The stages for applying for Federal Aid:

- 1 You must first complete a Free Application for Federal Student Aid (FAFSA® form) Please visit studentaid.gov/h/apply-for-aid/fafsa
- 2 Complete Entrance Counselling (**see section 10**).
- 3 Sign a Master Promissory Note (MPN) agreeing to the terms of the Loan. Please visit studentaid.gov/mpn
- 4 Complete the LSE COA Spreadsheet.
- 5 Complete a Federal Direct Student Loan Request Form (form SLRF).
- 6 Parent Plus borrowers will be required to complete a Parent Plus loan authorisation form (Form reference PPLA) in order for the loan to be accepted the Parent borrower must sign, date and return this form to the School.
- 7 Submit your application to FICC. We can only start reviewing your application when you have submitted the documents outlined in a-c.

- a Federal Student Loan request form *and*
- b Fully completed Cost of Attendance spreadsheet *and*
- c Parent Plus Loan authorisation form (where applicable).

All applications for Federal Aid must be submitted via our secure platform. If you have an offer to study at the LSE, you can access our secure application form using your public account prior to enrollment and your network account(@lse.ac.uk) after enrollment.

You can access the secure application form via the following page: [Application link](#)

The US Federal Loan Application asks a series of questions, which you are required to confirm before you can progress. If you cannot answer yes to the Questions 1-5 below, you will be unable to submit your application.

1. I confirm that I have completed my FAFSA application for Federal Student Aid and that the LSE is listed as a School.
2. I confirm that I have completed my entrance counselling.
3. I confirm that I have signed a Master Promissory Note for Stafford Loans (MPN) agreeing to the terms of the loan.
4. I confirm that I have filled in the LSE's Cost of Attendance spreadsheet.
5. I confirm that I have completed the Federal Direct Student Loan Request Form.

If you are borrowing a Graduate Plus Loan you will also be required to confirm that you have signed a Master Promissory Note agreeing to the terms of the loan.



If you are borrowing a Parent Plus Loan you will be required to confirm that you have completed a Parent Plus Loan authorisation Form.

In order to prepare your application for submission you will need to store the following documents so you can upload them into the secure application:

1. Federal Student Loan request form (PDF)
2. Cost of attendance spreadsheet (Excel)
3. Parent Plus Loan authorisation form (PDF) where applicable

There is also an option to upload supporting documentation.

Once you have successfully submitted your application you will receive 2 emails.

The first automatic email will confirm that your application has been successfully submitted.

The second automatic email will provide you with a Case number for your application.

Your application will be allocated to a member of the Customer Support team, they will review your submission and contact you if there are any issues with your submission.

Loan packaging and origination normally takes **10-14 working days**. If you need to contact us please respond to the second automatic email that contains your case number. Please do not contact us within the **10-14 day period** unless absolutely necessary. We will contact you with a decision.

For loan processing times please refer to the **FICC Customer Charter**.

Eligibility checks

The LSE are required to undertake regulatory checks as part of the loan packaging and origination process. If we are unable to confirm compliance, we will contact you.

As part of the eligibility checks and origination process the LSE will:

- Create a secure loan file for each borrower.
- Create a loan processing sheet which will be used to complete eligibility checks.
- Access COD (Common Origination and Disbursement) to download the borrowers:
 - Master Promissory Note Stafford
 - Master Promissory Note PLUS (where applicable)
 - Entrance Counselling
 - Credit Check confirmation.

If the School are unable to access the required documentation, we will contact you.

Further information on the checks the School are required to undertake when reviewing your application are as follows:

Selective Service

Formerly students who had not registered for Selective Service and are aged 25 or over were required to demonstrate that they did not knowingly and intentionally fail to register. The *FAFSA Simplification Act 2020*⁵ removed the requirement that male students register with Selective Service before the age of 26 to be eligible for Federal Aid.

⁵ DCL ID: GEN-21-04 **Early Implementation of the FAFSA Simplification Act's Removal of Selective Service and Drug Conviction Requirements for Title IV Eligibility.**



Failing to register will no longer impact a student's Title IV eligibility. **Note:** Questions related to Selective Service will be removed from the FAFSA application completely by 2023/24 award year.

Entrance Counselling

Federal Regulations require you to complete Entrance Counselling, [see section 6](#) for further information.

Students returning to the LSE for a second year of study who have completed counselling in their first year are not required to complete it again.

Proof of citizenship

Students are required to provide proof of citizenship or eligible non-citizenship; the LSE will review your Student Aid Report and contact you should there be any queries.

"C" Flags on Student Aid Reports (SAR)

Any "C" flag comments on SARs will be reviewed by the School, we will be unable to progress the loan application through to origination and disbursement until the flag issue is resolved. We will contact student borrowers where required. We are required to document the successful resolution on your loan file.

Subsequent changes to your Student Aid Report (SAR)

If a change is made to your SAR an ISIR (Institutional Student Information Record) will be issued to the School. The School are required to review each ISIR, ensuring your loan eligibility is not impacted. If the review does impact your eligibility, we will contact you. The checks are required prior to packaging aid, originating a loan and at each disbursement.

Other checks

We are also required to undertake the following checks against your Student Aid Report

- Any Loan outstanding – Any outstanding loan payments will be highlighted in the SAR and this may impact your right to borrow Federal Aid.
- Aggregate loan limits: Borrower should not have exceeded aggregate loan limits.
- Dependency Status: Your SAR should match the details provided in your COA submission.
- EFC – Expected Family Contribution: The EFC should match the value entered on your COA.



Drug Conviction

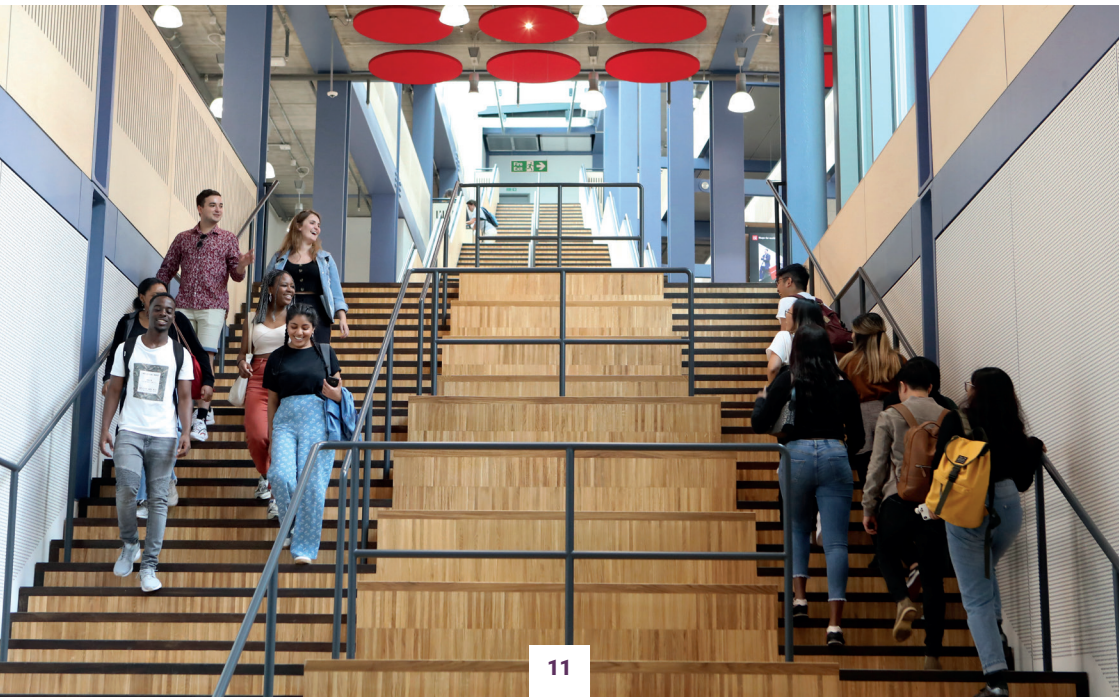
The *FAFSA Simplification Act 2020* removed the drug conviction requirement from Title IV aid eligibility. Having a drug conviction while receiving federal Title IV aid will no longer impact a student's Title IV aid eligibility.

FAFSA Simplification Act 2020⁶

Failure to register with Selective Service or having a drug conviction while receiving Federal Aid will no longer impact a student's aid eligibility.

FAFSA will continue to list comment codes for both Selective Service and drug convictions, with messaging that resolution is required to regain eligibility. Institutions have been advised that for ISIRS received on or after the implementation date of this requirement, must ignore the comments codes and no resolution is required.

⁶ DCL ID: GEN-21-04 Early Implementation of the *FAFSA Simplification Act's* Removal of Selective Service and Drug Conviction Requirements for Title IV Eligibility See federalregister.gov/d/2021-12762/p-22





Section 5: Satisfactory Academic Progress (SAP)

The LSE is required to make sure that all students receiving Federal Student Aid are registered on an eligible programme of study and maintaining a minimum level of academic progress.

US Federal regulations (34CFR 668.16, 668.32, 668.34, 446.42) require that all students, who are in receipt of US Federal Student Aid, must maintain Satisfactory

Academic Progress (SAP). Failure to do so can result in the loss of eligibility to receive further funding.

It is highly recommended that you read the LSE's Satisfactory Academic Progress Policy for Federal Aid Recipients, the Policy can be accessed via the following webpage info.lse.ac.uk/SAP

Section 6: Disbursements⁷

Federal loans originated by the LSE will be disbursed in the three equal instalments, normally this coincides with the first week of each term.

For each disbursement the LSE is required to make sure that:

- You are making Satisfactory Academic Progress (SAP)
- Are enrolled at least half time on an eligible programme
- Not studying in the United States
- Have not violated any Federal compliance regulations

- Parent Plus loan borrowers are contacted (where applicable) offering the option to cancel or reduce the funds (form LCF) The Parent borrower must also give permission for the loan funds to be disbursed directly the student. In such instances The School will issue a Parent Plus Loan Authorisation form (PPLA) to parent borrowers as part of the origination and application process, the parent "borrower" will have the option to authorise the School to credit the surplus loan to the students' bank account.

⁷34 C.F.R. § 668.165(a)



The actual GBP (Sterling) you receive will vary as it is dependent on the exchange rate from USD to GBP at the time of the disbursement. The rate applied will be a retail rate and not the interbank rate.

Disbursements will be posted to your **LSE Finance Hub Account**, you should navigate to My Finance > US Loans. You will see a full summary of Loans disbursed to date in USD and what the conversion values are in GBP.

The LSE will issue you with a **Notice Prior to disbursement** (for each disbursement), this notice will

- Advise how much loan you are *expected* to receive in USD \$
- An **estimate** GBP conversion (using a retail rate on the date the notice was issued)
- How and when the disbursements will be made
- Include advice and procedures on the borrower's right to cancel all or a portion of the loan, including the deadlines.

Once your loan has been fully disbursed the LSE will issue you with a **Notice of Disbursement** (for each disbursement). **Note:** We are required to deduct institutional charges from each of your loan disbursements, where your loan does not cover your termly instalment, you will be required to settle the balance via the **Student Payment Portal**.

We will in each disbursement stage:

- 1 Deduct a third of your Tuition fees (where fees are due)
- 2 Deduct a third of your Residential fees (If in an LSE Halls of Residence)
- 3 Arrange settlement into your UK bank account if there is a surplus credit.

Calculation: Loan **less** Tuition **less** Residential fees = Surplus value paid to you in GBP.⁸

The disbursement notice issued from the LSE will detail:⁹

- How much loan has been disbursed in USD \$
- The converted value in GBP £
- The exchange rate
- The total deducted for Institutional charges (Tuition Fees and Residential Fees, where applicable)
- The surplus payment (if applicable) which has been made to you for cost-of-living expenses
- The method used for the surplus payment, this will be EFT/Wire or Draft.

⁸ If you have an LSE Fee Scholarship award or have paid your fees directly to the School, we will include this in our calculations.

⁹ Our Partners WUBS will issue a standard notice of disbursement from their platform, the notice referred to in this guide is a more detailed notice – the notice will be issued from **fees@lse.ac.uk**



Section 7: Right to cancel or adjust your loans

As a student or parent borrower, you have the right to cancel the entire loan or any portion (a specific disbursement) of your loan. Requests to cancel a specific loan disbursement may be submitted prior to the date of crediting to your account or within **14 days** of the notice prior to disbursement notification.

If a disbursement has already credited your LSE account, then you may only request to cancel that disbursement if a surplus payment has not been generated. Please note that you can request to cancel future disbursements.

If a surplus payment has not been generated, you must request to cancel the disbursements within **14 days** of notification that the funds disbursed to your account.

If a surplus payment has been generated, you will be required to repay the funds to the Department of Education directly, please contact your loan servicer for further information.

We have created a loan calculator which should be used to assist you with requesting loan increases, decreases and cancellations. The calculator can be found on the Schools Federal Aid webpage info.lse.ac.uk/federalaid

- If you wish to cancel your loan you must complete a Loan Cancellation form (Form reference LCF) together with the loan change calculator.
- If you wish to increase or decrease your loan you must complete a Loan Increase/Decrease form (Form reference LIDF) together with the loan change calculator.





Section 8: Bank details for surplus loan payments

The School have partnered with Convera to process your loan surplus payments in a secure and compliant way. At the start of Michaelmas term (Term 1) You will be invited to submit your UK bank details via a secure platform so that we can settle your loan surplus payment by EFT/wire transfer.

If you do not have a UK bank account at the point of the first disbursement, a draft will be issued. Once you have successfully opened your UK bank account, you can deposit the draft.

You should only enter your own personal bank account details and not that of a third party or family member. We will audit the bank details submitted and may contact you to confirm that the bank details provided are correct.

Note:

- 1 We **cannot pay** Federal loans to an international bank account
- 2 All Federal loan surplus funds will be paid in **GBP**
- 3 If you are unable to collect a draft after it has been issued, we can at your request cancel the draft and settle the funds via EFT/wire transfer as soon as you have a UK bank account. Students wishing to cancel drafts must email fees@lse.ac.uk with Subject Reference Surplus Loans Draft cancellation request. You should include the draft value and date of issue.





Section 9: Change of circumstances: Interrupting and withdrawing

If you withdraw from your Programme, suspend status, drop below half-time enrolment, or otherwise become ineligible for Title IV Aid, you must email the Fees, Income and Credit Control team immediately. fees@lse.ac.uk

Provisions within (34 CFR 668.22- USDE regulations) require the School to return unearned funds to the US Department of Education.

The LSE will calculate the amount of Federal Aid that has been earned, using a formula provided by the US Department of Education, if you have received more aid than was earned, the excess funds must be returned to the US Department of Education by you and/or the School.

It is highly recommended that you read the LSE's *US Student Loans and Federal Aid Return of Title IV Funds Policy*, the Policy can be accessed via the following webpage info.lse.ac.uk/RT24

Section 10: Entrance and Exit Counselling

Federal Regulations require you to complete Entrance and Exit Counselling.

The school is required to ensure that you have completed Exit Counselling, this is audited, the findings are reviewed by the USDE as part of our annual compliance audit.

Note: Parent Plus loan borrowers **are not** required to complete Exit Counselling.

Entrance Counselling: All students wishing to borrow Federal Aid are required to undergo Entrance Counselling, this process will assist your understanding of the loan programme and underline your rights and responsibilities. See regulations 34 C.F.R. § 685.304(a)(6) and (7).

Undergraduate student: Entrance Counselling for undergraduate students is required if you have not previously received a Direct Subsidized Loan or a Direct Unsubsidized Loan.



Graduate or Professional student: Entrance Counselling for graduate or professional students is required if you have not previously received a Direct Unsubsidized Loan or Direct PLUS Loan.

You can complete Entrance Counselling via the **Student Aid website**, the session will normally take 30 minutes and must be completed in one sitting.

To complete your Entrance Counselling you will need.

- Verified StudentAid.gov account
- School name and School Code
- Financial Aid letter
- Breakdown of your tuition and fees.

You will need the pin you used to access FAFSA. Please be aware the LSE will not process your loans if you have not successfully completed Entrance Counselling.

Exit Counselling: All students are required to complete Exit Counselling if they withdraw, graduate, or drop below half-time attendance (even if you plan to transfer to another school). See regulations: 34 C.F.R. §§ 685.304(b)(1)(3)(6) and (7).

You can complete your Exit Counselling by visiting the **Student Aid website**. The session will normally take 30 minutes and must be completed in one sitting.

To complete your Entrance Counselling you will need:

- Verified StudentAid.gov account
- School name and School Code
- Updated contact information.

Any questions about the counselling should be submitted to **fees@lse.ac.uk**





Section 11: Repaying or deferring your loan

Repayment

All questions relating to repayment should be discussed with your loan servicer(s). You should contact your servicer(s) to ensure your loan repayment information is accurate and up to date.

The USDE Federal Aid website offers extensive guidance on repayment and default, they have published a helpful checklist which can be [accessed here](#).

Loan history

You can access your full loan history via [StudentAid.gov](#)

You will see:

- The current loan balance and interest rate for each loan
- The loan type
- The name of the servicer for each loan.

When will repayment start?

Loan type	Repayments	Repayment start dates
Direct Subsidized	No interest or payments required as long as you are enrolled on an eligible programme at least half-time.	Usually six months (known as the "grace period") after your course finishes or you become less than half-time.
Direct Unsubsidized	No payments required as long as you are enrolled on an eligible programme at least half-time. Interest accrues whilst you are studying.	Usually six months (known as the "grace period") after your programme finishes or you become less than half-time.
Graduate PLUS or Parent PLUS	No payments required as long as the student is enrolled on an eligible course at least half-time. Interest accrues whilst studying.	Repayment period begins on the date of the final disbursement. Unless you receive a deferment or forbearance, the first payment will be due within 60 days of the final disbursement date.



Section 12: Deferring your loan

Deferments for student borrowers

The LSE are required to confirm your attendance every 60 days with NSLDS, enrolment updates are submitted electronically, and the information will be available to your loan servicers immediately.

You do not need to contact us unless there is a discrepancy with your enrolment data in NSLDS. If there is a discrepancy, please email fees@lse.ac.uk

Deferments for Parent Plus Loan borrowers

If you request a deferment, you will not need to make payments while your child is enrolled at least half-time and for an additional six months after your child graduates, leaves school, or drops below half-time enrolment.

You will have the option of requesting a deferment as part of the loan request process. You can also contact your loan servicer to request a deferment.





Appendix 1: Abbreviations and acronyms

Acronym	Description
COA	Cost of Attendance
COD	Common Origination and Disbursement
Direct Loan, Title IV, Federal Aid	William D. Ford Federal Direct Loan
USDE	U. S. Department of Education
EFC	Expected Family Contribution
EFT	Electronic Funds Transfer
ISIR	Institutional Student Information Record
NSLDS	National Student Loan Data System
SAR	Student Aid Report
SSN	Social Security Number
FICC	Fees, Income and Credit Control (Office)
FAFSA	Free Application for Federal Student Aid

Appendix 2: Forms

Form reference	Description
LCF	Loan Cancellation form
PPLA	Parent Plus Loan Authorisation form
LIDF	Loan increase/decrease form
SLRF	Student Loan request form
COBAF	Cost of Attendance Budget Appeal Form



Appendix 3: Direct Federal loan indicative timeline 2022/23 award year

Stage/Action	Michaelmas Term	Lent Term	Summer Term
Beneficiary email – collecting bank details for surplus loan payments	12 September 2022	N/A	N/A
Notice Prior to Disburse – Right to cancel or adjust loans incl Parent Plus notification	12 September 2022	5 December 2022	10 April 2023
Deadline date for adjustments from students	23 September 2022 [^]	23 December 2022	24 April 2023
Deadline date for processing adjustments in COD	26 September 2022	6 January 2023	28 April 2023
Pre disbursement checks	27 September 2022	16 January 2023	1 May 2023
Disbursement date in COD	28 September 2022	17 January 2023	2 May 2023
g5 funds arrive/g5 draw ^{^^}	29 September 2022	18 January 2023	3 May 2023
Notice of disbursement	30 September 2022	19 January 2023	4 May 2023
Second Call for Beneficiary bank details	5 December 2022	Upon request from student	Upon request from student

[^] Midday

^{^^} Subject to timing



lse.ac.uk/ficc

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**This information can be made available
in alternative formats, on request.**

Please contact fees@lse.ac.uk

The London School of Economics and Political Science is a School of the University of London. It is a charity and is incorporated in England as a company limited by guarantee under the Companies Acts (Reg no 70527).

The School seeks to ensure that people are treated equitably, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation or personal circumstances.

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Please note: a number of photographs in this document were taken before UK social-distancing guidance was in place. LSE takes every step to ensure the safety of all students and staff.

March 2022