Trinity University provides students with a remarkable educational experience in a stimulating and collaborative environment. Thanks to extraordinary resources and the many opportunities available to undergraduates, Trinity is consistently rated as one of the nation’s best academic values, and we do realize an education of Trinity’s quality requires a significant investment. We are committed to working in partnership with students and families to identify financial options and strategies that will help make a degree from Trinity an attainable goal.

You will find important information about your financial aid award in this guide. It will serve as a resource as you plan and prepare for financing your education at Trinity. In addition to learning how we determined your eligibility for financial assistance, you will find the steps you must take to secure the aid you have been offered and how that aid will be disbursed. We encourage you to keep this guide for future reference.

Rest assured that the staff in the Office of Financial Aid is ready and willing to help you whether you are embarking on your Trinity experience, are in the middle of your journey, or nearing the completion of your degree.

OFFICE OF FINANCIAL AID
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San Antonio, TX 78212-7200
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FINANCIAL AID BASICS

DETERMINING ELIGIBILITY

We consider a number of factors in determining a student’s eligibility for financial aid. Financial aid can be categorized as merit based, need based, or non-need based. Need-based aid is available to students whose families do not have sufficient financial resources to pay for college as determined by an analysis of their Free Application for Federal Student Aid (FAFSA) and CSS PROFILE. Completion of the FAFSA and CSS PROFILE also provide students and parents access to non-need based aid in the form of low interest loans. Merit-based aid, such as academic scholarships, is awarded without regard to financial circumstances. The formula for determining financial need is simple:

\[
\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Demonstrated Financial Need}
\]

**Cost of Attendance**  The cost of attendance (COA) is an estimated budget of the direct and indirect expenses you can expect to incur during the academic year. Direct expenses are standard charges billed by Trinity that appear on your student account. These include tuition, various fees, as well as meal plan and housing expenses if you are living on campus. Indirect expenses are costs you should plan for that are not billed by Trinity. These costs include books and supplies, transportation and personal expenses, as well as living expenses if you reside off campus. The COA used to determine your eligibility for financial aid is listed at the bottom of your award letter. It is important to note that the COA is an estimate; your actual costs may vary.

**Expected Family Contribution**  The Expected Family Contribution (EFC) is calculated from the information you and your family provide on your FAFSA and CSS PROFILE. Only the information provided on the FAFSA is used to determine eligibility for federal and state aid while both the FAFSA and the CSS PROFILE are considered in determining eligibility for institutional aid programs. The EFC is intended to be a measure of your family’s ability to absorb the annual costs associated with college. You can also think of the EFC as an index used to determine how much and which types of financial aid you are eligible to receive. The formula by which your EFC is calculated considers such factors as income, assets, family size, and number of children in college, among others. Again, the EFC is primarily a tool to assess aid eligibility and is not necessarily the amount you will be required to pay for one year of college. Your actual out-of-pocket expenses may be higher or lower than your EFC depending on the aid you receive.

**Demonstrated Financial Need**  In working toward meeting your demonstrated financial need, we consider all financial aid for which you are eligible, including merit-based aid. Students who do not demonstrate financial need or who receive merit-based awards in excess of their demonstrated financial need are not eligible for funding from need-based programs. While Trinity strives to create financial aid packages that fully meet demonstrated financial need, limited funding or eligibility criteria prevent us from achieving this goal for every student.
VERIFICATION

Verification refers to the process used to validate information you report on your FAFSA and CSS PROFILE. Your application may be selected for verification by either the federal processor or the Trinity financial aid staff. It is essential that you respond promptly to any requests for documents necessary to verify the information provided on your aid application.

Entering students selected for verification will be issued an estimated financial aid award subject to completion of the process. Such students will see a red stamp on their financial aid award letter that reads “ESTIMATED AWARD Verification Required” and must submit additional documentation to confirm their eligibility for aid. Continuing students must complete verification prior to receiving a financial aid award.

Timely completion of verification is critical to securing the financial aid funds offered to you. If your aid application is selected for verification no further processing, up to and including disbursing aid to your student account, will take place until verification is complete.

Note: Verification must be completed no later than October 1st. Aid will be cancelled in full if verification is outstanding after this date.

REVISIONS

Your financial aid award may be revised if the information used to determine your eligibility changes. A revised award letter supersedes any previous award letter. Carefully review any revised award letter to determine if you must take any additional action to secure funding. Following are examples of situations that should be promptly reported to the Office of Financial Aid and may result in a revision:

- **Change in Enrollment Status** You must be enrolled full time (at least 12 credit hours) each semester to receive University funds. Federal and state funding is available to students who are enrolled at least half time. If you are enrolled less than full time at the end of the add/drop period, your eligibility for aid will be reviewed and funding will be adjusted as necessary.

- **Verification** Trinity is required to correct inaccurate information on the FAFSA discovered through the verification process, and we will use the revised information to determine your eligibility for federal and state financial aid. Significant corrections to your FAFSA data through the verification process may cause a change in eligibility and result in a revised award letter.

- **Receipt of External Resources** Aid received from sources other than Trinity University such as scholarships, loans, or educational benefits received through community groups, companies, or private agencies can impact your eligibility for other aid programs and prompt a revised award letter.

- **Family Financial Changes** If you update or correct information provided on the FAFSA and/or CSS PROFILE, it may be necessary to revise your financial aid award. Should your family experience a significant financial setback, such as an involuntary loss of employment, you may request a review of your financial aid award due to special circumstances.
EXTERNAL RESOURCES

External resources are funds awarded by an organization other than Trinity University. These include scholarships awarded by high schools, religious, civic or other organizations; state and federally-funded scholarship or loans not listed in this guide; or education benefits received from an employer of the student or parent. The receipt of such funding will have no impact on financial aid previously offered to many students but occasionally, the receipt of external resources may require the University to reduce the amount of federal and/or state need-based aid offered to a student so that the total aid does not exceed the demonstrated financial need of the student. If an adjustment is necessary, University policy is to adjust need-based federal and/or state aid in the following order: Federal Perkins Loan, Federal Direct Subsidized Loan, Federal Work-Study, Federal SEOG, and Texas TEG. The Federal Pell Grant is not affected by the receipt of external resources. University scholarships and grants will be reduced only if the total of external resources and University aid exceed the total cost of attendance used to determine eligibility for aid. Students must inform the Office of Financial Aid of any external funds they will receive in a given year, regardless of the amount, and inform donors to send payments directly to the Office of Financial Aid. It is University policy to divide scholarship funds equally between the fall and spring semesters although scholarship donors may request a different distribution of funding by providing written instructions with the scholarship payment.

AVAILABILITY OF FUNDING

Trinity reserves the right to adjust financial aid awards if federal or state funding for aid programs fall short of anticipated levels. Increases in federal or state funding may also affect financial aid awards, including Trinity University grants and scholarships.

STUDY ABROAD

Students participating in study abroad programs coordinated through the Study Abroad Office are eligible to receive assistance through federal and institutional aid programs. Unfortunately, assistance offered through the Texas Higher Education Coordinating Board is not available if you study away from the Trinity campus. Your cost of attendance is adjusted to reflect the costs associated with your study abroad program and can impact your eligibility for aid. If the costs are lower than costs associated with
studying on the Trinity campus, eligibility for aid will decrease. Higher costs associated with study abroad participation are typically addressed through additional education loan eligibility. Provided a copy of your billing invoice is on file with the Office of Financial Aid, your Aid funding for study abroad is paid directly to the program two weeks after the first day of class in the semester you are abroad. The Office of Financial Aid works closely with the Study Abroad Office and the Office of Student Accounts to ensure that the financial aspects of studying abroad are relatively smooth.

FINANCIAL AID RENEWAL

Financial aid is awarded on an annual basis. You must reapply for assistance each spring for the upcoming academic year. Complete the FAFSA and CSS PROFILE no later than May 1st for priority consideration of funding. Students whose family financial situation remains fairly constant from year to year can expect to remain eligible for similar need-based resources each year.

Students are required to remain in good academic standing with the University as well as meet Satisfactory Academic Progress requirements as defined in this guide. In addition, students receiving merit-based scholarships must continue to meet cumulative GPA and other renewal requirements specific to the scholarship. Institutional aid requires full time enrollment (at least 12 credit hours) and is extended for a maximum of eight semesters or until undergraduate degree requirements are met, whichever is earlier.

Note: Students who entered Trinity prior to the Fall 2014 are not required to submit the CSS PROFILE.

APPEALS

Due to the extraordinary demand for financial assistance, appeals are considered only when extenuating circumstances can be thoroughly documented. Appeals for additional assistance must be made in writing. Eligibility for financial aid is reviewed annually, allowing families to provide updated information regarding changes to financial circumstances during the standard aid application process.

Note: The Office of Financial Aid does not change or negotiate awards based on comparisons with financial aid awards received from other colleges.

SATISFACTORY ACADEMIC PROGRESS

Federal and state regulations as well as Trinity University policy require that students make adequate progress toward their intended degree in order to maintain eligibility for financial aid. Satisfactory Academic Progress (SAP) is monitored annually by the Office of Financial Aid at the end of the academic year. Adequate progress is defined as a minimum 2.0 cumulative GPA and completing at least 75 percent of the credit hours you attempt.* Students who fail to demonstrate progress are considered ineligible for future financial assistance; an appeal process exists for students who have extenuating circumstances that prevent satisfactory progress.

*Recipients of merit-based scholarships must meet the cumulative GPA standard specific to the scholarship as well as any other applicable renewal criteria. Recipients of state funding must earn 24 credit hours per year and have at least a minimum 2.5 cumulative GPA to remain eligible for such assistance.
WITHDRAWAL POLICY

Registered Students who completely withdraw from all classes after the start of a semester may be eligible for a refund of charges through the Office of Student Accounts in accordance with University policy. The Office of Financial Aid will determine how much financial aid a student is eligible to retain in light of the withdrawal. Eligibility for federal student aid is determined using a federally mandated calculation known as “Return to Title IV” or “R2T4”. This calculation determines the amount of federal student aid a student is eligible to retain using a pro-rata formula based on the number of days in the semester. The determination of eligibility for institutional and state aid is based on the refund of charges schedule. For example, a student who is charged 50% of tuition as a result of the date of withdrawal is eligible to retain 50% of disbursed institutional aid. Students considering withdrawal from the University are strongly encouraged to meet with a counselor in the Office of Financial Aid to discuss the financial aid implications of such a decision.

TAXABILITY OF SCHOLARSHIPS AND GRANTS

All scholarships and grants, regardless of source, received in a calendar year that exceed the cost of tuition, books and supplies for that calendar year are subject to federal income tax, even if they are used for housing and food costs. The University is not responsible for notifying students of the taxable amounts of grants and scholarships. The Office of Financial Aid cannot serve as a tax consultant or financial advisor. Detailed information concerning the taxability of scholarships and grants can be found in IRS Publication 970 Tax Benefits for Education on www.irs.gov or by consulting a tax advisor.
STUDENT ACCOUNT INFORMATION

The Office of Student Accounts produces itemized statements of account activity and collects payment. Fall semester statements are issued in July with payment due in August. Spring statements are issued in November with payment due in January. Trinity also offers the option of a monthly payment plan that allows the account balance to be paid in four interest-free installments over the course of each semester. Prior to the start of each semester, your student account should be paid in full by making appropriate payments and/or the application of financial aid funds that have been fully processed.

DISBURSING FINANCIAL AID

At the beginning of each semester financial aid will be applied directly to your student account to address charges such as tuition and fees. Such disbursements require all paperwork to be complete and all funds to be processed and received by the University. This means that you should complete paperwork for any loans you intend to borrow at least one month prior to the start of the semester.

Note: All aid for the fall semester must be disbursed to your student account no later than October 1st. All aid for the spring semester must be disbursed to your student account by February 1st. Any aid not disbursed by these dates will be cancelled in full.

ESTIMATING COSTS

To determine your financial responsibility, first decide which financial aid listed on your award letter you intend to use, then simply subtract the aid amount from the estimated direct costs that will be billed to your student account. Use the Costs Worksheet included with your initial letter to estimate the amount you will owe after all financial aid funds have been applied.

Note: Federal Work-Study (FWS) is paid directly to the student bi-weekly based on the number of hours worked each pay period. You should not consider FWS as anticipated financial aid when settling your student account.

CREDIT BALANCE REFUNDS

Aid applied to a student account that exceeds the balance owed will create a credit balance that may be refunded to the student. Refunds must be used to cover education-related expenses such as off-campus housing, transportation, or books and supplies. If you are anticipating a credit balance refund, be advised that refund processing begins after the add/drop period ends each semester and plan your finances accordingly.

Note: Federal law requires that when a credit balance on a student’s account is the result of a Federal Direct PLUS Loan disbursement, the balance must be sent to the parent borrower, not the student, unless the parent borrower has submitted written authorization allowing the balance to either be held on the student account or released to the student.
SCHOLARSHIPS AND GRANTS

Trinity Academic Scholarship
Dean’s, President’s, Trustees’, and Murchison

Trinity recognizes academic performance by offering these merit-based scholarships at the time of admission to first-year students who have distinguished scholastic records. Students are considered for these awards based on a variety of factors, including academic preparation and performance, class rank if provided, standardized test scores, and application essay. Scholarships are renewable for up to eight semesters, not including summers, provided the student maintains at least a 2.5 cumulative GPA.

Note: Recipients of the Dean’s Scholarship who entered Trinity University prior to Fall 2011 must maintain at least a 2.0 cumulative GPA for scholarship renewal.

Baker Duncan Scholarship
Art, Debate, Theatre, and Music

Merit-based Baker Duncan Scholarships recognize talent in designated areas and are awarded to first-year students through an application process established by the respective department or program. The scholarship is renewable for up to eight semesters of undergraduate study provided recipients maintain at least a 2.0 cumulative GPA and meet participation requirements for music and debate or academic major/minor requirements for art and theatre.

Trinity Music Scholarship

Awarded to first-year students by faculty in the Music Department, the Trinity Music Scholarship is merit based and is renewable provided recipients maintain at least a 2.0 cumulative GPA and participate in one or more music ensembles. Renewal is upon recommendation by faculty in the Music Department.

International Scholarship

The International Scholarship is awarded at admission to selected first-year students who are neither U.S. citizens nor U.S. permanent residents. It is renewable for up to eight semesters of undergraduate study provided the recipient makes satisfactory academic progress.

Transfer Scholarship

A merit-based scholarship, the Transfer Scholarship is awarded at admission to entering transfer students in recognition of exceptional scholastic achievement. The scholarship is renewable if the student maintains at least a 2.5 cumulative GPA.
National Merit Trinity Scholarship

This merit-based scholarship is awarded to first-year students who have been selected as National Merit Finalists and designate Trinity University as their first choice college with the National Merit Scholarship Corporation by May 1. The National Merit Trinity Scholarship is renewable provided the student makes satisfactory academic progress.

Semmes Distinguished Scholarship in Science

A full-tuition scholarship that includes a one-time $5,000 stipend to be used for research support, professional travel, materials and supplies, the Semmes Distinguished Scholarship in Science is merit based. It is renewable provided the student maintains at least a 3.0 cumulative GPA and majors in the sciences, engineering, or mathematics.

Trinity Tower Scholarship

A limited number of full-tuition scholarships are awarded to entering students invited to participate in a scholarship competition. Invitations are issued to highly qualified students in the top 15% of the applicant pool. Recipients are selected by faculty members and must maintain at least a 3.0 cumulative GPA for renewal.

Tuition Exchange Scholarship

A merit-based award, the Tuition Exchange Scholarship is available to students who are dependents of eligible employees at participating institutions. A limited number of awards are offered to entering students each year. Recipients must make satisfactory academic progress and continue to be deemed eligible by the participating institution to retain the scholarship.

Note: Students receiving full-tuition scholarships are not eligible to receive other institutional grants or scholarships.

Legacy Scholarship

Beginning in the Fall of 2014 this one-time scholarship of $1,000 is awarded to students who are children, stepchildren or direct lineage grandchildren of alumni who hold a degree from Trinity University.

Trinity Tower Award

A one-time award of $1,500 given to students who participate in the Trinity Tower Scholars Day. Students who are selected to receive a Trinity Tower Scholarship are not eligible for this award. The award is applied in full to the student account for the fall semester.

Endowed Departmental Scholarships

Numerous endowments have been established to recognize outstanding achievement within specific academic departments. Each spring faculty within the respective departments select recipients for the following academic year.
Trinity University Grant

A need-based grant from institutional resources, the Trinity University Grant is available to students to be considered for the grant. Renewal is contingent upon continued demonstrated financial need and satisfactory academic progress.

FASTER Grant

Funded in part through a grant from the National Science Foundation, Financial Aid for Science & Technology Students Enhanced with Research (FASTER) Grants are awarded to academically talented first year students with demonstrated financial need who plan to major in Biology, Biochemistry, Biochemistry and Molecular Biology, Chemistry, Computer science, Engineering Science, Geosciences, Mathematics, or Physics. These awards are intended to replace need-based student loans and are renewable for up to eight semesters of undergraduate studies provided recipients meet the criteria put forth in their initial notification letter. If additional funds are available, the FASTER faculty committee will make a call for applications from current Trinity students who have declared a major in an approved program.

Federal Pell Grant

The Federal Pell Grant is awarded to students demonstrating exceptional financial need who meet the program’s specific requirements. Award amounts are determined through a mandated federal formula that considers the EFC and enrollment status of the student. Funding for the Federal Pell Grant program is appropriated annually by Congress. Students must file the FAFSA each year to be considered for a Federal Pell Grant, and recipients must demonstrate satisfactory academic progress toward achieving a degree.

Federal SEOG

A need-based federal grant, the Federal Supplemental Educational Opportunity Grant (SEOG) is awarded to students with exceptional financial need with priority given to those who are also receiving a Federal Pell Grant. Students who have a valid FAFSA on file with the federal processor prior to May 1 each year are given priority consideration for this limited funding. Recipients must demonstrate satisfactory academic progress toward achieving a degree.

Texas TEG

The Texas Tuition Equalization Grant (TEG) is a need-based grant available to Texas residents attending a private college or university within the state. Funding is limited and priority is given to students who demonstrate significant financial need and submit the FAFSA. Recipients must maintain a cumulative GPA of 2.5, earn at least 24 credit hours each year, and continue to demonstrate significant financial need to remain eligible.
Approximately half of Trinity graduates take advantage of educational loans in combination with other aid resources and financing strategies to make a Trinity education possible. These loans are designed to provide students the option of borrowing against their future earning potential which research indicates improves with educational attainment. Students are encouraged to borrow responsibly. It is important to fully understand the terms of any loan that you choose to borrow as spelled out in the promissory note you will be required to sign prior to receiving loan funding. Loans must be repaid after graduation or withdrawal from school and some loans require interest payment while the student is in school. We encourage students to limit the amount of debt they accumulate while in college to the extent they are able to do so, but we also recognize student loans to be a viable financing option. Again, it is important to manage your loan debt by being an informed and thoughtful borrower.

Federal Direct Subsidized/Unsubsidized Loan

The Federal Direct Loan program is administered by the U.S. Department of Education with loan borrowing facilitated by the University. Federal Direct Loans are available to students regardless of demonstrated financial need, and information can be found online at studentloans.gov.

Federal Direct Subsidized Loans are awarded to meet demonstrated financial need. Students who do not demonstrate financial need or have their demonstrated financial need met through other sources are awarded Federal Direct Unsubsidized Loans. Students may be awarded Subsidized, Unsubsidized, or a combination of both types of loans. The financial aid award letter indicates the maximum amount of Federal Direct Loan a student may borrow for the academic year.

The Bipartisan Student Loan Certainty Act of 2013 ties Federal direct student loan interest rates to financial markets. Under this Act, interest rates will be determined each spring for loans being made for the upcoming award year, which runs from July 1 to the following June 30. Each loan will have a fixed interest rate for the life of the loan. The interest rate for Federal Direct Subsidized and Unsubsidized loans for undergraduate students disbursed between July 1, 2014 and June 30, 2015 is a fixed rate of 4.66%.

Loans borrowed for an academic year must be disbursed in equal installments—half at the beginning of fall semester, and half at the beginning of the spring semester. An origination fee of approximately 2 percent of the gross loan amount is withheld at disbursement. Students borrowing under the Federal Direct Loan Program for the first time are required to complete a Master Promissory Note and Loan Entrance Counseling online with the U.S. Department of Education in order to receive funding. All borrowers must notify the Office of Financial Aid of their intent to borrow under the Federal Direct Loan Program by submitting the Loan Form included with their award letter.

Below are the maximum annual amounts that may be borrowed:

- First-year students may borrow up to $5,500, of which a maximum of $3,500 may be subsidized.
- Sophomores may borrow up to $6,500, of which a maximum of $4,500 may be subsidized.
- Juniors and seniors may borrow up to $7,500, of which a maximum of $5,500 may be subsidized.
Federal Perkins Loan

Awarded to students with exceptional financial need, the Federal Perkins Loan has a fixed 5 percent interest rate and is interest free while students are enrolled at least half time. Students must complete an online promissory note with ECSI, a third party loan servicer used by the university to handle billing and other services related to administration of the Federal Perkins Loan program. Repayment begins nine months after a borrower graduates or drops below half-time enrollment. The loan amount is based on demonstrated financial need and availability of funding.

Absent Congressional action, the Federal Perkins Loan program is slated to end on September 30, 2015. Because of this it is imperative that all paperwork required to secure the funds be completed no later than September 1st in order to ensure that loan funds can be disbursed to the student account prior to the program closure.

Walton Perkins Loan

The Walton Perkins Loan is a need-based loan program funded by the University and awarded to students demonstrating significant financial need. Both the student borrower and a parent cosigner must complete the requisite promissory note online annually with ECSI, a third party loan servicer used by the university to handle billing and other services related to administration of the Walton Loan Program. The interest rate is fixed at 5 percent and begins to accrue at the time of repayment, six months after the student is no longer enrolled at least half time at Trinity. Students have up to 10 years to repay the Walton Perkins Loan and may defer (postpone) payments while enrolled in graduate or professional school.

Walton Family Loan

Funded by the University, the Walton Family Loan is offered to help meet educational costs for a limited number of students whose parents’ adjusted gross income is greater than $50,000 a year. Both the student and a parent cosigner must complete an online promissory note each year to secure the loan funding offered. The loan program is funded and administered by Trinity University. The interest rate for the Walton Family Loan is fixed at 5 percent, and payments on the principal are deferred while the student is enrolled at Trinity. Interest payments, however, must be made monthly. Repayment of the loan principal begins six months after the student leaves Trinity or falls below half-time enrollment. Payments are made over a 10-year period. Students may borrow up to $7,000 per year, not to exceed the COA minus other financial aid, and up to a maximum of $50,000 for an entire Trinity education. An annual credit approval may be required for continued receipt of the Walton Family Loan.

Walton Parent Loan

A limited number of Walton Parent Loans of up to $10,000 per year are available for parents of dependent students who do not qualify for need-based financial assistance after review of the
CSS PROFILE. The interest rate is fixed at 5 percent, and payments on the principal are deferred while the student is enrolled at Trinity. Interest payments, however, must be made monthly. Repayment of the principal begins within a month of the student’s graduation or withdrawal from Trinity. Payments are made over a 10-year period. The amount of the loan plus other aid extended to the student may not exceed the cost of attendance. An annual credit approval may be required for continued receipt of the Walton Parent Loan.

Federal Direct PLUS Loan for Parents

The Federal Direct PLUS Loan program allows credit-worthy parents or stepparents of undergraduate students to borrow the difference between COA and the financial assistance received by the student. The interest rate is fixed at 7.21 percent and origination fees up to 5 percent of the principal amount borrowed are withheld at the time of disbursement. Students must submit the FAFSA to the federal processor in order for parents to be considered for this loan program. More information, as well as the application for the Federal Direct PLUS Loan, can be found online at studentloans.gov.

Private Alternative Loans

Many private lenders, as well as the state of Texas, offer loan programs that can be used to cover education expenses not already covered by federal student loans or other sources of financial aid. Because these loans are typically more expensive than federal student loans, they should be used only when all other sources of funding have been exhausted. Private alternative loans are typically credit based and often require students to have a cosigner to qualify. Interest rates, grace periods, repayment options and fees may vary considerably. Students are encouraged to carefully evaluate the terms of each loan program to determine which loan will best suit their needs.
Student Employment

Many Trinity students find working part time while enrolled to be a beneficial and rewarding aspect of their college experience. Students typically use their earnings to cover personal expenses. The student employment process at Trinity is facilitated through the Human Resources Office located in Northrup Hall. Most jobs on campus require that students be eligible under the Federal Work-Study (FWS) program, although positions are available for students who do not qualify for FWS funding.

Note: The amount of FWS funds a student is eligible to earn in an academic year will be noted on the financial aid award letter. If an FWS paragraph does not appear on the award letter, the student is not eligible to earn under the FWS program.

An offer of FWS is not a guarantee of employment; it simply indicates eligibility to earn under the FWS program. Employment opportunities are posted on the Human Resources website and students seeking work are encouraged to review job openings and contact potential employers as early in the semester as possible. Students should be prepared to fill out an application and have an interview with the potential employer before securing a position.

Students typically work about 8–10 hours per week. Students may work no more than 20 hours per week while classes are in session and no more than 40 hours per week when classes are not in session. The pay rate for most on-campus jobs is $7.25 per hour. Typically a student working 10 hours a week at $7.25 an hour will earn approximately $2,400 over the course of the academic year. Students deemed eligible to earn under the FWS program are responsible for monitoring their gross earnings to ensure that they do not earn more than the amount they were awarded. Earnings are paid bi-weekly directly to the student based on the number of hours worked in the corresponding pay period. FWS earnings are taxable as wages and must be reported to the IRS if a student is required to file a tax return.

As with any job, students employed under the FWS program must complete federally required employment forms with the Human Resources Office to document that they are eligible to work in the United States. Completion of the I-9 Employment Eligibility Form is required before beginning employment at the University, and the W-4 Withholding Form is recommended to ensure proper tax withholding. In order to complete the I-9 form, students are required to show Human Resources Staff certain original documents such as a United States passport OR a driver’s license AND original Social Security Card. Faxed or copied documents cannot be accepted.
University Contact Information

Office of Admissions
Phone: 1-800-TRINITY or (210) 999-7207
Email: admissions@trinity.edu
Website: www.trinity.edu/admissions

Office of International Programs — Study Abroad
Phone: (210) 999-7313
Email: nerickse@trinity.edu
Website: web.trinity.edu/x9032.xml

Office of Human Resources — Student Employment
Phone: (210) 999-7507
Email: humanresources@trinity.edu
Website: www.trinity.edu/humanresources

Office of Residential Life
Phone: (210) 999-7219
Email: reslife@trinity.edu
Website: www.trinity.edu/reslife

Office of the Registrar
Phone: (210) 999-7201
Email: roffice@trinity.edu
Website: www.trinity.edu/registrar

Office of Student Accounts
Phone: (210) 999-8898
Email: student.accounts@trinity.edu
Website: www.trinity.edu/studentaccounts