

Haas Evening & Weekend MBA

2009 - 2010 Evening & Weekend Grant
Information & Application Instructions



Haas Evening & Weekend MBA Grant Program

2009 – 2010 Academic Year

The purpose of the Evening & Weekend MBA Grant (EW Grant) is to facilitate access to the Berkeley MBA for students whose current employment is in the non-profit or public service sectors and who demonstrate financial need. Students who demonstrate financial need but are not currently employed in non-profit or public service fields, while not the primary target of this grant program, may still apply.

We ask that you complete this grant application with the same care and attention as you put into your application for admission. The information that you provide here is instrumental to the EW Grant committee in awarding funds.

Grant Eligibility

All entering and continuing students in the Evening & Weekend MBA program, including international students, are eligible to apply for this grant. **Students must apply annually** for the EW Grant. Continuing students must meet grant criteria, demonstrate significant financial need, and maintain satisfactory academic progress *each year* in order to be considered. Grant funding is not guaranteed from year to year.

The EW Grant is awarded only to students who demonstrate significant financial need. Priority is given to students who currently work in the non-profit or public sectors. Net financial need is calculated by the Haas Financial Aid Office using guidelines established by the federal government. Please note, given the limited pool of funds, we are not able to meet the needs of all who apply.

In order to be considered for the EW Grant, students must apply for and accept all loans available through federal loan programs (both subsidized and unsubsidized loans). Students who fail to comply with this requirement will not be eligible to receive EW Grant funds and will be asked to return any funds already disbursed in that academic year.

In general, students who meet any of the following criteria *will not* be considered for a EW Grant, unless there are special circumstances:

1. You have a total annual household income (Adjusted Gross Income) of \$125,000 or more.
2. You have primary home equity in excess of \$125,000.
3. You have other assets and investments (e.g., stocks, bonds, mutual funds not including retirement accounts) valued at \$75,000 or more.
4. You are receiving tuition assistance from your employer in an amount greater than your possible Maximum Grant Award (see the section below on Grant Awards for instructions on calculating this number).

Grant Awards

The EW Grant is designed to offset the cost of tuition that a student cannot meet through existing federal loan programs. By subtracting the amount of available federal loans (\$20,500) from the current year tuition, one calculates the Maximum Grant Award that one may expect to receive (For International Students, defined as not a US citizen nor a US permanent resident, who are ineligible for federal loans, the EW Grant committee will assume that you will be borrowing \$20,500 through private loans when calculating your Maximum Grant Award). Please note that this maximum, or cap, is not a guaranteed amount and may be smaller depending on available funding and student need. Grant awards will not exceed the net financial need of a student.

Award Examples

A student entering the Evening & Weekend MBA program in Fall 2008 was charged \$2145 per unit and enrolled in 17 units over her/his first year of study. This student would have been eligible to receive, at most, \$15,965 in EW Grant funding for the 2008 – 2009 academic year. This Maximum Grant Award decreases as the number of units in which the student is enrolled declines each year. See the following three examples for how the Maximum Grant Award would have been calculated for students enrolled in the Evening & Weekend MBA program for the 2008 – 2009 academic year:

Example 1: Fall 2008 Entering Student

$$\begin{aligned} 17 \text{ units} \times \$2145.00 &= \$36,465 \text{ EWMBA fees} \\ &- \$20,500 \text{ Federal Direct Loans} \\ &= \$15,965 \text{ Maximum Grant Award} \end{aligned}$$

Example 2: Fall 2008 Second-Year Student

$$\begin{aligned} 14 \text{ units} \times \$2145.00 &= \$30,030 \text{ EWMBA fees} \\ &- \$20,500 \text{ Federal Direct Loans} \\ &= \$9,530 \text{ Maximum Grant Award} \end{aligned}$$

Example 3: Fall 2008 Third-Year Student

$$\begin{aligned} 12 \text{ units} \times \$2145.00 &= \$25,740 \text{ EWMBA fees} \\ &- \$20,500 \text{ Federal Direct Loans} \\ &= \$5,240 \text{ Maximum Grant Award} \end{aligned}$$

Please note that a student must be enrolled in a minimum of six units throughout each semester to be eligible for Grant funding. Additionally, Grants are capped at the above normal, expected load per year in the program. Should a student enroll in supplemental units, the EW Grant amount will not be increased.

Application Instructions

Please follow all EW Grant application instructions carefully. Applicants are responsible for ensuring the delivery of all required information, forms, and documentation outlined in these instructions by the April 15, 2009 deadline. Grant applications which are incomplete or received after the EW Grant application deadline will not be considered.

EW Grant Program Calendar

- April 10, 2009 Deadline to complete the FAFSA (Free Application for Federal Student Aid)
- April 15, 2009 Deadline for EW Grant Application to be submitted online AND Supplemental Materials to be postmarked
- June 5, 2009 Announcement of Grant Decisions for both Round 1 and 2 Admits

There are five steps to completing the EW Grant application:

Step 1: Complete the 2009-2010 FAFSA online at <http://www.fafsa.edu.gov>, between January 2 and April 10, 2009. UC Berkeley's federal school code is 001312.

Step 2: Complete the online EW Grant application and answer the essay question.

Step 3: Print the Employer Assistance Verification Form and forward to your employer for completion. Return this form to our office in a sealed envelope signed by your benefits administrator.

Step 4: Submit a copy of your signed 2008 *Federal* Income Tax Return, including all schedules and W-2s. If a joint tax return was filed, also submit your spouse's W-2s (do not submit copies of your State Income Tax Returns).

Step 5: Submit the forms from steps 3 and 4 in one packet to be mailed to the address below, postmarked no later than April 15, 2008. No extensions will be allowed, including for tax returns.

EW Grant Application
Haas School of Business
University of California, Berkeley
430 Student Services Building, #1906
Berkeley, CA 94720-1906

Please note that all EW Grant Application materials must be submitted together, in one envelope (except for the FAFSA and the materials submitted online). Incomplete applications will not be considered.

General Information

FAFSA

The FAFSA form is a national standardized form created by the US federal government. It must be completed and filed online at <http://www.fafsa.ed.gov>. Please include UC Berkeley's federal school code of 001312, so that your processed data can be electronically released to us. The 2009-2010 FAFSA must be completed online no later than April 15th to ensure its receipt at the Haas School.

International applicants, while not eligible for federal financial aid, are eligible to apply for the EW Grant Program. For grant consideration, you must file the FAFSA and indicate option C on the citizenship question: "I am not a citizen or eligible noncitizen." Your FAFSA will still be processed and the financial information sent to Berkeley. You will receive a letter from the federal processing center indicating you are not eligible for aid; please ignore it. This form is required for grant consideration regardless of eligibility for federal educational loans.

Grant Application Form

Complete and submit the form online. Once you submit the application you will not be able to return to the form to edit your responses; therefore, you might want to print this form first, gather all your information, write your essay response off-line, and then return to complete the grant application form in one sitting.

Essay

Respond to the essay question, "Explain how your financial situation qualifies you for this grant" in the field provided on the online grant application form (consider writing your response off-line and then pasting it into the online application form). Please limit the length of your response to 500 words.

Employer Assistance Verification Form

Complete and sign the student section of the EW Grant Employer Assistance Verification Form. Then give the form to your benefits administrator and ask that she/he enclose the completed form in an envelope, seal the envelope, and sign across the seal. The envelope should be given back to you for inclusion with your federal tax return to mail to us.

Your 2008 Federal Income Tax Return

You must submit a signed photocopy of all pages, schedules, and W-2 forms from your 2008 federal income tax return. If a joint tax return was filed, also submit your spouse's W-2s. Please note that even if you have been granted an extension by the IRS, your completed 1040 must be postmarked to Haas by April 15, 2009 for EW Grant consideration.

Continuing Students

Continuing students must complete the EW Grant application process each year. All instructions and deadlines are the same for entering and continuing EW students. Grant funding is not guaranteed from year to year.

Nondiscrimination Statement

The University of California, in accordance with applicable federal and state law and University policy, prohibits discrimination, including harassment, on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

Financial Aid Contact Information

University of California, Berkeley
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Berkeley, CA 94720-1900
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(510) 643-0183