



FINANCIAL AID  
HANDBOOK  
2018–2019

# DHARMA REALM BUDDHIST UNIVERSITY

## Financial Aid Program

### Summary of Basic Information

#### **What is financial aid?**

Financial aid is assistance to students in meeting the Cost of Attendance (COA) at Dharma Realm Buddhist University. The “Cost of Attendance” includes tuition, room and board, books, transportation and miscellaneous expenses related to the current academic year.

#### **Who may receive financial aid?**

Any student accepted into the University may receive aid to meet demonstrated financial need.

#### **What financial aid is available?**

The University receives no federal funds or contracts. Federal aid is not available to those who attend DRBU. The University does, however, have its own institutional aid program that is funded through contributions made by benefactors of the University. This program provides Service Scholarships (work-study) and need-based grants. Institutional aid is given only for the purpose of assisting with the direct costs of tuition, room and board.

#### **Does the University offer merit scholarships?**

No, the University does not offer merit scholarships, although students may bring with them merit scholarships from outside sources (e.g., National Merit Scholarships, local service club scholarships, high school awards, etc.). The University’s resources are used to enable accepted students to attend who would otherwise not be able to do so. Accordingly, University assistance is based on financial need.

#### **How to Apply**

- Complete the DRBU Financial Aid Application
- Submit a signed copy of the 2017 Federal Tax Return
- Mail both forms to:

Office of Admissions and Financial Aid  
Dharma Realm Buddhist University  
4951 Bodhi Way, Ukiah, California 95482

#### **When to Apply**

Incoming students must complete their application for financial aid by March 2 of the preceding school year or within 30 days of acceptance for a degree program, whichever is later.

Continuing students must complete the financial aid application annually by March 2 of the preceding school year. Continued eligibility requires students and their families to demonstrate need year by year and to meet their obligation under the previous year’s award.

If you would like to be considered for DRBU’s institutional, need-based Service Scholarship program (work-study) and grant program, you will be required to complete the DRBU

Financial Aid Application and provide other supporting documentation, such as a signed copy of your parents’ and your own federal tax returns with all supporting schedules, W-2s and K-1s.

**When is institutional financial aid awarded?**

If all financial aid documents have been submitted, incoming students are notified of their institutional financial aid as soon as possible after they have been accepted into the University. Continuing students are normally awarded institutional financial aid in June for the upcoming academic year.

**Deadlines for Submitting Forms**

Form	Postmark Deadline
<p>DRBU’s Financial Aid Application is submitted to the University.</p> <p>The form is used to determine a student’s eligibility for the University’s need-based Service Scholarship program (work-study) and the University’s need-based grant program.</p>	<p><b>March 2, 2018</b> or 30 days after acceptance, whichever is later.</p>
<p>A signed copy of parents’ and student’s federal tax returns with all W-2s, schedules, attachments, and K-1s, submitted to the University.</p> <p>Tax information is required of all students seeking financial aid from DRBU (work-study or tuition grant).</p>	<p><b>April 18, 2018</b> (postmark) or 30 days after acceptance, whichever is later. Any early financial aid awards are tentative until the University receives and reviews the required tax information.</p>

## Financial Aid

Financial aid at DRBU is entirely need-based, and the University is committed to meeting the demonstrated need of all students. Any student accepted into the University may receive aid to meet demonstrated financial need. Financial aid is available for all four years of the undergraduate program and two years of the graduate program. Students apply for aid annually, and each year we review the financial needs for all students, taking into account changes in students’ or families’ financial circumstances.

While the primary responsibility to pay for college lies with the student and the family, DRBU is committed to making sure family income does not distract students from their academic goals. Each financial aid package is customized to meet the needs of the particular student through a combination of Service Scholarships (work-study) and University Grants. This document describes the financial aid program available at DRBU including information on policies and procedures that will be applicable throughout the year.

## Tuition and Fees

### DRBU Cost of Attendance 2018–2019

UNDERGRADUATE PROGRAM		GRADUATE PROGRAM	
Tuition	\$21,000	Tuition	\$14,000
Room and Board Fees	\$ 7,000	Room and Board Fees	\$ 7,000
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Total Direct Cost	\$28,000	Total Direct Cost	\$21,000

As a community dedicated to Buddhist liberal education, DRBU strives to make the opportunity to study here a reality for all accepted students, regardless of financial circumstances. Financial aid is available from DRBU for the expenses of tuition, room and board fees.

ESTIMATED COST FOR INSTRUCTION		
Program	Per year	Total for Program
Undergraduate	\$21,000	\$84,000
Graduate	\$14,000	\$28,000

All undergraduate students are required to live on campus unless otherwise approved by the Dean of Students. Payment of room and board fees entitles the student to the use of a double room and 21 meals per week for the duration of the semester. Tuition and room and board fees are refundable.

## Estimated Other Expenses

In addition to tuition and room and board fees, there are other expenses that a student and his or her family will need to plan for. These include:

Books and Supplies	\$600–\$700
Personal Incidental Expenses	\$500 (approximately)
Transportation	\$500–\$1,000
Miscellaneous	variable
Other Fees and Charges	variable

### ***Books and Supplies***

The average cost for books and supplies is approximately \$600–\$700 per year.

### ***Personal Incidental Expenses***

This category covers routine expenses that will be incurred during the school year for things such as laundry, personal items, and entertainment. We estimate \$500 to be a reasonable amount for these expenses during the school year.

### ***Transportation***

Students may travel home during the school year. The expense of traveling will vary according to the location of the student’s home and the mode of transportation. It is reasonable to assume travel expenses of \$500 for students from within California and \$1,000 for students from other states.

### ***Health Insurance***

Students should factor in the cost of basic medical insurance as part of their total expenses. DRBU does not provide medical insurance. Full-time students are required to have their own medical insurance in case of emergencies.

### ***Miscellaneous Expenses***

This category includes other expenditures such as clothing, personal computer, phone, etc. We estimate students’ miscellaneous expenses to be \$1,500–\$2,000 per year. However, it is possible to spend far less than this amount for students with conservative spending habits.

### ***Other Fees and Charges***

- Auditing fees: \$200 per unit
- Cap and gown: cost
- Damage to University property: cost
- ID card replacement: \$10 per card
- Library overdue fines (per item): \$1 per day, maximum \$50
- Library lost item replacement: \$100 per item
- Key replacement: \$25–\$50 per key
- Room & board during summer months: \$500 per month
- Student Tuition Recovery Fund (STRF) fees: \$0.00 per \$1,000 institutional charges
- Transcript fees: \$6 per copy

## **Student Payment and Parent Payment**

### **Maximum Effort**

Students and their families are the primary beneficiaries of their education. Accordingly, they have the primary responsibility for paying for it. Since college education should be a high priority for the family, they are expected to anticipate the costs of that education and make financial preparations for it. Institutional aid is available to assist, not to replace, the personal and family resources of the student. The general principle applied in all aid decisions, therefore, is that students and their parents must make a maximum effort to pay as much of the cost of tuition, room and board as they can. If students and parents are willing to make a maximum effort, the University will then provide institutional aid on the basis of demonstrated financial need. The University reserves full discretion in determining what constitutes a “maximum effort” and “demonstrated financial need” in any particular case.

### **Service Scholarships**

The first type of assistance provided by the University is in the form of on-campus work-study under the Service Scholarship program. Students who are awarded a full Service Scholarship are expected to work 13 hours per week in such areas as food services, buildings maintenance, grounds maintenance, the library, or office clerical work. If a student does not perform his or her Service Scholarship duties in a satisfactory manner, as determined by his or her supervisor, the student may be found ineligible for financial assistance (Service Scholarship and University Grant) from the University in subsequent semesters.

### **University Grants**

DRBU provides students with University Grants to meet remaining need. Students are not expected to repay the grants. A student must accept the maximum amount of Service Scholarship in order to receive a University Grant.

Each financial aid request is reviewed carefully in an effort to arrive at an accurate determination of need for financial assistance. This process takes into account the family’s income, assets, family size, number of students in college, and other pertinent information. The University does its best to address each family’s individual circumstances while maintaining equity and fairness. The University reserves full discretion in determining what constitutes demonstrated financial need in any particular case.

A student may not be eligible for financial assistance from the University (Service Scholarship or University Grant) for a semester in which he or she was previously enrolled. Exceptions to this policy may be granted by the Dean of Students in cases of an involuntary withdrawal due to serious illness or other severe and mitigating circumstances. The University reserves full discretion in determining when institutional aid for a repeated semester is warranted.

For the 2018–2019 academic year, students and parents will not be asked to take out a loan as a part of the financial aid package. DRBU does not participate in federal or state

financial aid programs at this time because the institution is not accredited by an agency recognized by the Department of Education. Nevertheless, DRBU is required to notify students that if a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

### **Need Analysis**

The University's need analysis is a variant of the "Federal Methodology" used by most colleges in the U.S. The University has modified the federal need analysis by taking into account special circumstances which families face, such as the cost of tuition for younger children and high medical/dental expenses.

### **How to Request Financial Aid**

A student requests assistance from the Office of Admissions and Financial Aid by completing the following steps:

- 1. Complete the DRBU Financial Aid Application:** Send the completed form to the Office of Admissions and Financial Aid by March 2, 2018 (postmark deadline). Use estimated tax information if necessary.
- 2. Tax returns:** All applicants for institutional financial aid must send a signed copy of parents' and student's federal tax return to the Office of Admissions and Financial Aid at DRBU by April 18, 2018 (postmark deadline).

Sign the copy of the tax return (or make a copy of the signed return). Be sure to attach:

- All W-2s;
- All schedules and attachments sent to the IRS;
- All SSA-1099s (Social Security Benefit Statements) for parents and all dependents within the family (if applicable); and
- All Form K-1s (Partner's/Shareholder's/Beneficiary's Share of Income, Deductions, Credits) issued by any partnerships, corporations and trusts (if applicable).

If a parent or student has applied for an extension to file the tax return, send a signed copy of the IRS Form 4868 (application for extension) to the Office of Admissions and Financial Aid by April 18, 2018 along with a copy of all 2017 W-2 forms. Send a signed copy of the tax return when it is completed.

### **Other Information**

In some cases the University may require additional information to clarify unusual circumstances or to satisfy verification requirements of state or federal agencies.

## Frequently Asked Questions

### **Can an applicant for admission request a preliminary estimate of Financial Aid?**

Yes. An applicant for admission may request a preliminary estimate of financial aid by contacting the Office of Admissions and Financial Aid, although financial aid cannot be awarded *formally* until the student has received notification of his admission to the University and has submitted all of the required forms. Financial aid information remains confidential and is kept separate from a student's application for admission. Admission decisions are "need-blind," that is, they are made without consideration of a student's or his parents' ability to pay.

### **When is financial aid awarded?**

For incoming students, financial aid is determined soon after they have received notification of their admission to the University and after their financial aid application is complete. This is always after January 1st since the financial aid application cannot be completed prior to January 1st. For continuing students, financial aid is normally awarded in June for the upcoming academic year.

To ensure coordination with the University's budget, the financial aid award is deemed final when the student accepts it. In exceptional cases when a student's financial circumstances change substantially and unexpectedly, the Office of Admissions and Financial Aid will reconsider the student's financial aid in response to a request.

### **What if a student and his parents believe additional financial aid is necessary?**

If students and their parents believe additional financial aid is necessary, or if the family's circumstances change substantially during the school year, the family can request additional assistance, specifying exactly how much additional aid is needed. In reviewing such a request, the University may require additional financial information from the family. The University reserves full discretion in determining what constitutes "demonstrated financial need" in any particular case.

### **Is a family required to give the same amount every year, even if circumstances change?**

No. Since the financial circumstances of students and their families may change from year to year, applications for financial aid and all relevant documents must be resubmitted annually. Financial aid is then awarded in light of the most current information about each family's resources.

### **What happens if the cost of tuition, room and board increases in subsequent years?**

Whenever the University has found it necessary to increase tuition, room and board charges, the funds allocated for financial aid have been increased, as required, to meet



financial need. This practice ensures that no qualified student will be turned away or will be unable to continue his studies because of insufficient financial means.

**Is financial aid available to students who have attended colleges or universities prior to acceptance at DRBU?**

Yes. A significant percentage of each incoming class is composed of students who have attended other colleges or universities previously. The University evaluates their requests for assistance in the same way as it does for students beginning university studies for the first time.

**Does DRBU provide merit scholarships?**

DRBU does not provide merit-based scholarships. All financial aid given by the University goes to students who have demonstrated financial need.

**Can you recommend any resources for students seeking outside grants or scholarships?**

We recommend the following website to anyone searching for grants or scholarships from outside agencies: [www.finaid.org/scholarships](http://www.finaid.org/scholarships). This website contains much useful information as well as links to several free search databases.

## **Appendix**

### **Satisfactory Academic Progress and Financial Aid**

The following criteria are used by DRBU in the determination of satisfactory academic progress for students receiving financial aid:

- A student is considered to be making satisfactory academic progress when he or she is permitted to advance to the following semester. The Dean of Academics grants this permission at the end of every semester, upon the recommendation of the student's conference committee.
- A student on academic probation is considered to be eligible for financial aid.
- A student's financial aid may be reduced during a semester in which he or she is repeating a course. Exceptions to this policy may be granted by the Dean of Students in cases of an involuntary withdrawal due to serious illness or other severe and mitigating circumstances.