

2024–2025 Federal Financial Aid Information PARALEGAL TRAINING PROGRAM

1. U.S. citizens or eligible green card holders in the Paralegal Certificate may apply for Federal Direct Loans for the allocated costs of tuition, books/supplies and living and education-related expenses while in the program. **Maximum Federal Unsubsidized Direct Loan Eligibility for students with a Bachelor's degree: \$20,500. Maximum Federal Direct Loan Eligibility for students that do not have a Bachelor's degree varies between \$5,500 to \$12500. Please see Federal Financial Aid Guide and Application Packet.**
2. Application packets are available on our website: uclaextension.edu/federal-financial-aid-direct-loans-pell-grants. If you need assistance completing the paperwork, call (310) 825-4246 or email finaid@uclaextension.edu.
3. Financial aid checks are disbursed through the UCLA Billing and Receiving (BAR) system BruinDirect. UCLA developed BruinDirect to streamline student accounting. **Once registration/enrollment fees and other UCLA Extension obligations have been paid in full, a check for the balance of funds will be generated in compliance with university check disbursement guidelines.** These checks, called Refund Checks, are either directly deposited through BruinDirect to the student's bank account or mailed. Each student has a BruinDirect account and will receive a monthly statement detailing transactions. Please note, statements will be sent only if there has been activity in the account. BruinDirect will automatically bill students for University obligations. Student loan money received will be credited to the student's account. **In compliance with federal regulations governing student loan programs, checks are disbursed in two equal increments throughout the enrollment period, not in one initial payment. You will receive one disbursement at the beginning of the enrollment period (i.e., after the add/drop enrollment period) and the final disbursement at mid-point of the enrollment period. The Financial Aid Disbursement schedule will be included in your financial aid notification letter. Please note: The Financial Aid Office is unable to make any adjustments to the check disbursement dates.**
4. Paralegal Training Program Dates/Deadlines

Summer '24 Financial Aid Application Deadline: May 23, 2024	Winter '25 Financial Aid Application Deadline: November 28, 2024
Paralegal Training Program Summer 5-month Start: 06/25/2024 End: 11/21/2024 Paralegal Training Program Summer 11-month Start: 06/26/2024 End: 05/28/2025	Paralegal Training Program Winter 5-month Start: 01/22/2025 End: 06/20/2025 Paralegal Training Program Winter 11-month Start: 01/23/2025 End: 12/09/2025
Fall '24 Financial Aid Application Deadline: August 23, 2024	Spring '25 Financial Aid Application Deadline: March 13, 2025
Paralegal Training Program Fall 5-month Start: 09/24/2024 End: 03/10/2025 Paralegal Training Program Fall 11-month Start: 09/25/2024 End: 08/25/2025	Paralegal Training Program Spring 5-month Start: 04/09/2025 End: 09/09/2025 Paralegal Training Program Spring 11-month Start: 04/10/2025 End: 03/12/2026

A complete application includes all information/documentation listed in the financial aid handbook. To begin the financial aid process, please refer to the 2024–2025 UCLA Extension Federal Financial Aid Guide & Application Instructions, page 8. **NOTE: In order to meet these deadline dates, you must submit the 2024–2025 FAFSA to the Federal Student Aid Processing Center; preferably 15 days prior to the deadline date listed above.**

NOTE: Students intending to pay program costs through federal financial aid must submit their application by the deadline to allow adequate time to process the loan application before the first tuition becomes due. For Paralegal Program Enrollment Procedures (i.e., admissions requirements and application procedure, visit uclaextension.edu/ptp or call (310) 825-0741 for a detailed brochure.

Financial Aid and Enrollment Process*

***Financial aid and enrollment process for students who submit a complete aid application prior to the priority deadline only. Students who submit a complete** financial aid application on or before the priority deadline will be able to use their aid to defer fees and will be enrolled by the Financial Aid Office. These students will have fees deferred and will not have to pay up front to be enrolled.**

1. Submit a Complete Financial Aid Application by or Before Deadline
 - a. ** A complete financial aid application consists of a 24-25 FAFSA and an UCLA Extension federal aid application.
2. Application Processing
 - a. Within 2-3 weeks after submission, your application will be processed. Some students may be selected for verification which may require them to submit additional information. Additional information may consist of verification forms, tax returns, identification credentials, etc. Students selected for verification will be notified via email.
3. Financial Aid Notice/Offer (FAN)/Refund Methods
 - a. After your financial application is processed and any additional verification requirements are completed, if selected, you will get a financial aid notice via email.
 - b. You will also receive instructions for refund method*** options BruinDirect (DIRECT Deposit) or U.S. mailed paper check.
 - c. The financial aid notice will list your program information, type and amount of aid offered.
 - d. You will need to review, complete and sign this FAN and return it to the Financial Aid Office. finaid@uclaextension.edu
 - e. Only students who are admitted into the Paralegal Program will receive a financial aid notice.
4. Enrollment and Aid Disbursement Information
 - a. After you return your signed FAN and have accepted aid, we will use this information to create your payment schedule and your fee deferment plan. These two are your enrollment documents via email.
 - b. You will receive both documents to review, complete, sign and return to the Financial Aid Office.
 - c. Once the Financial Aid Office receives these two documents signed by the student, the Financial Aid Office will enroll the student in their program.
5. Disbursement of Funds
 - a. Aid will be disbursed in two equal increments, not in one initial payment. You will receive one disbursement at the beginning of the enrollment period (i.e., after the add/drop enrollment period) and the final disbursement at the mid point of the enrollment period, as listed on your payment schedule.

*** A complete financial aid application consist of a FAFSA and a UCLA Extension Federal aid Application*

**** Refund in this case refers to funds amount to be sent to student after they have been disbursed to the student's school billing account*