

**Application Checklist:**

- \_\_\_\_ 1. Completed NCSU's Graduate School Online Application
- \_\_\_\_ 2. Paid the \$75 application fee.
- \_\_\_\_ 3. Selected: **School Administration - Distance Track – MR – Summer 2018.**
- \_\_\_\_ 4. Confirmed on application that you have **NC Residency** and completed the required form in the application system.
- \_\_\_\_ 5. Uploaded unofficial **transcripts** from each college attended (except NC State). If you are recommended for admission, the Graduate School will request an official copy of your transcript(s) be sent directly to the Graduate School (for address see <http://www.ncsu.edu/grad/contact-us/index.php>. Please do not send the transcripts to the department).
- \_\_\_\_ 6. Confirmed the submission of three (3) **letters of reference** via the online application system.
- \_\_\_\_ 7. **OPTIONAL:** Submitted official score report from either the Miller's Analogy Test (MAT) or the Graduate Record Examination (GRE) (taken within the past 5 years). [Send unofficial scores ASAP and then have your official scores sent to NCSU Graduate School. Please request a print-out of your unofficial score from the test administrator the day you take the test. Then email copy of score report to [sharon\\_walker@ncsu.edu](mailto:sharon_walker@ncsu.edu)]
- \_\_\_\_ 8. Uploaded your Professional **Resume**: Please be detailed and include information on your teaching assignments (grades and subject), current work assignment (location) and include current supervisor name and contact information (address, phone, and email)
- \_\_\_\_ 9. Uploaded your statement of **purpose or biographical statement**.
- \_\_\_\_ 10. Uploaded your **writing sample** for the MSA program: "*Philosophical Statement or Educational Platform.*" (You may have to combine two of the documents for #8, 9, and 10 into one computer file in order to upload at the online application site.)
- \_\_\_\_ 11. Mailed, faxed or emailed your **The NC State Johnston Principal Leadership Academy Background Information** form to:  
Dianne Griffiths, The NC State Johnston Principal Leadership Academy  
NC State University, College of Education  
Campus Box 7801, 608P Poe Hall  
Raleigh, NC 27695-7801  
[degriffi@ncsu.edu](mailto:degriffi@ncsu.edu), Fax: 919-515-8950
- \_\_\_\_ 12. Completed the **Required Johnston Principal Leadership Academy MSA Information Survey** at: <https://www.surveymonkey.com/r/Q2MT8J6>
- \_\_\_\_ 13. Save the Date for Candidate Assessment Day on **Saturday, January 20, 2018** at the Friday Institute on NC State University's Centennial Campus.  
<https://www.fi.ncsu.edu/directions/>

**\* NCSU's Johnston Principal Leadership Academy Application Due Date: January 15, 2018**

**\* Mandatory Attendance at Candidate Assessment Day on January 20, 2018**

**Preferred Admission Criteria:**

- Three years teaching experience in PK-12 public or private school is strongly preferred
- Undergraduate GPA of 3.0 or better strongly preferred (2.5 GPA minimum)

**Application Procedures:**

All application materials should be submitted via the Graduate School's online application.

1. Go to NCSU's Graduate School's Online Application web page:  
<http://www.ncsu.edu/grad/applygrad.htm>
2. On the right side of the page, click on the Create Account tab to register for a new account.
3. "Application Instructions" are provided within the electronic application, please read carefully. There is a nonrefundable \$75 application fee. *Your application can be more rapidly processed if you use a credit card.*
4. When completing the online application form from the dropdown menu, select the program:  
**School Administration – Distance Track – MR – Summer 2018.**
5. Make sure you select that you have **NC Residency** and complete the required form in the application system. (This step is very important!)

To complete your application, you will need the following items:

- **Transcripts** from each college attended (except NC State). Upload unofficial transcripts.
- Three **letters of reference**. One letter **must be** from your current supervisor. The system will send an email to your references asking them to electronically submit their reference.
- **OPTIONAL** - Official score report from either the Miller's Analogy Test (**MAT**) or the Graduate Record Examination (**GRE**) (taken within the past 5 years). [See below for more information]
- Your Professional **Resume**: Please be detailed and include information on your teaching assignments (grades and subject), current work assignment (location) and include current supervisor name and contact information (address, phone, and email).
- A statement of **purpose or biographical statement**. You are asked to: *"Describe your career goals and research interests, as well as your publications, work experience, and academic honors and organizations. You may also include an optional statement of the key learning objectives you hope to achieve in your studies, your achievements, talents, background, experiences, and traits that will contribute to the enrichment or diversity of the University or community, beyond your academic credentials."*
- A **writing sample** for the MSA program. You are asked to provide: *Philosophical Statement or Educational Platform: In an essay, describe your educational philosophy, please include your*

*view of the purpose of schooling; the key ingredients of an adequate education for all students; and how educational leaders should be viewed by students, teachers, and parents.*

- OPTIONAL: Apply for a scholarship. If you are interested in being considered for a scholarship, please complete the scholarship application materials at:  
<https://goo.gl/forms/YdsSzi2RtJLRzW5N2>

***If you have any problems with the electronic application process, please contact:***

**Sharon Walker**  
**RE: Johnston Principal Leadership Academy (JPLA)**  
**300 Poe Hall, Campus Box 7801**  
**Raleigh, NC 27695-7801**  
  
**Email: [sharon\\_walker@ncsu.edu](mailto:sharon_walker@ncsu.edu)**  
**Phone: 919-515-3127 Fax: 919-515-6305**

Your application can be more rapidly processed if you can pay the application fee using a credit card.  
If not paid on-line with a credit card, the application fee should be mailed directly to the Graduate School.

**The NCSU Graduate School**  
1020 Main Campus Drive, Room 2300A  
Campus Box 7102  
North Carolina State University  
Raleigh, NC 27695

Once your university application has been completely submitted, please complete the Johnston Principal Leadership Academy Information Survey that will take approximately 10 minutes. **You will need to complete it during one session because the link will only work once on your computer:**

Required Information Survey at: <https://www.surveymonkey.com/r/Q2MT8J6>

**For questions or additional information about the program content or coursework:**

**Dr. Fran Riddick, [fapiscit@ncsu.edu](mailto:fapiscit@ncsu.edu), 919-515-6901**

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## MAT or GRE?

The **MAT** has only one question type—analogies. The analogy questions on the MAT test a broad range of topics and concepts including geography, history, vocabulary, art, science, math, modern events, sequence of letters and words, literature, and grammar. Students with a well-rounded humanities background tend to do well on the MAT.

Here is a sample MAT question-- BACH : MUSIC :: MONET :

- (a) painting
- (b) architecture
- (c) design
- (d) dance

The correct answer is (a) because the composer BACH is associated with MUSIC in the same way that MONET is associated with (a) PAINTING.

The MAT is a paper format exam that features 120 questions administered in a 60-minute time period. Thus, you must work quickly to complete all of the questions. An on-line study guide is available at: <http://www.pearsonassessments.com/NR/rdonlyres/17D54A0A-EEB2-4D23-A4A8-DFF536495A5B/0/TheMAT.pdf>

The **GRE** is a longer test with a wider variety of questions types. The GRE is composed of three different sections which test students on their math, verbal, and writing abilities:

- The Verbal section of the GRE consists of antonyms, analogies, sentence completion, and reading comprehension. Like the MAT, much of the Verbal section's antonyms, analogies, and sentence completion tests students' vocabulary skills.
- The Quantitative section of the GRE focuses on arithmetic, algebra, geometry, and word problems.
- The Analytical Writing section of the GRE provides two prompts; one prompt asks the student to analyze an issue and the other asks the student to take a position on an issue and present an argument for the issue.

GRE scores are composed of three different scores: one for the Verbal section, one for the Quantitative section, and one for the Analytical Writing section.

**The MAT and GRE are very different tests.** The most important factor in deciding whether to take the GRE or MAT is determining which exam will produce the best score for you. The GRE has math and writing sections, and therefore, if you are weak in math or writing the MAT may be the better option. If you are strong in reading comprehension or math (which on the GRE is at the high school level) the GRE gives you opportunity to pick up some easy points.

Keep these considerations in mind:

- Are you a good writer or strong in math? If so, the GRE may be better test for you.
- Are you a poor writer or weak in math? If so, the MAT may be better test for you.
- Do you become easily fatigued when testing? Since the MAT is considerably shorter than the GRE, the MAT might produce a better result.

\*Adapted from [http://www.powerscore.com/gre/help/gre\\_vs\\_mat.htm](http://www.powerscore.com/gre/help/gre_vs_mat.htm)

Possible local testing sites are below:

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## MAT Testing Centers

A+ Testing & Assessment Center  
11000 Logger Court, Building E. Suite 101  
Raleigh, NC 27609  
Phone: 866-443-6448  
Website: [hsbenterprise.org](http://hsbenterprise.org)

**OR**

ECU Testing Center  
East Carolina University, Brewster D102, Greenville, NC 27858  
Phone: 252-328-6811

### Directions to Raleigh Center:

Our Raleigh center is located in **LOGGER COURTS** Office Complex.

**I-440W** Take Exit 419 towards Wake Forest/US-1, Turn Right onto Wake Forest Road. Wake Forest Road becomes Falls of Neuse Road. Turn Left onto Logger Court.

**I-540** Take Capital Blvd Exit. Exit ramp towards Raleigh (downtown). Turn Right onto Spring Forest Road. Turn Left onto Falls of Neuse Road. Turn Right onto Logger Court.

Upon entrance into building suites, candidate should merge to the left at the buildings and park adjacent to Building E which is last building down on the Right. Candidate will proceed to walk through the entrance of the corridor where Building E is the first building on the Left, office is located on the right.

### Miller Analogies Test

Code: 1354

**General Info:** The test is administered on the computer. You must register for the test one week in advance. The test is administered by appointment only beginning at 8:30 AM with the last test beginning at 3:30 PM. However, on the first Wednesday of the month, you can take a test until 6:30 pm. You will be given a raw score immediately after the test. You must send this to NCSU (address you were previously provided). Additionally, you must send NCSU the official results when you receive them.

**By phone** - Register by the phone using a VISA or Master Card (252) 328-6811.

**By mail** - Send payment to the address above. Include your name, address, phone number, date of birth, and the test date you for which you wish to register. If paying by money order, please make check payable to ECU. If paying by credit card, please provide the type of credit card you are using (VISA or Master Card only), the card number and expiration date.

**In person** – ECU recommends to call in advance for a walk-in appointment. Go to Brewster D-102 with a money order, Visa, or Master Card. Cash is not accepted.

**\$90.00 fee** is due at the time of registration and must be received at least one week before the test date. Note that seating is limited and dates may close early. If your payment is received after the deadline or if the test you specify is full you will be placed on the next available test.

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**Other Accommodations:** Occasionally people are not comfortable in traditional classroom style seating. Please advise the test center of your seat request before your test date. Bring to the test: Current official photo identification with signature (Driver's License), as well as another form of signature ID, and two #2 pencils. Please arrive for your exam 15 minutes prior to your appointment.

**Parking:** We do not recommend parking on the streets near campus as you may be towed. If you do not have a valid ECU parking sticker, you may purchase a \$5.00 visitor parking permit at the Department of Parking and Transportation Services, 305 E. Tenth Street, Monday through Friday, 7:30 a.m. to 5:00 p.m. After hours, Visitor Permits may be obtained at the ECU Police Department walk-up window at 609 East Tenth Street. The ECU Police Department is open 24 hours a day, seven (7) days a week. For additional parking information call 252-328-6294.

**Directions:** Directions to ECU's campus and the Brewster Building can be found at the ECU website: <http://www.ecu.edu/maps/>. The Brewster Building is located off of 10th street, across from College Hill Drive and beside Christenbury Gym and Fletcher Music Hall.

## GRE Testing Center

Raleigh Prometric Testing Center, 2300 Spring Forest Road, Suite #212  
Raleigh, NC 27616  
Phone: 919-954-1359

**OR**

ECU Prometric Testing Center, 1011 W.H. Smith Boulevard Suite #102  
Greenville, NC 27834  
Phone: 252-756-5893

Office Hours: Monday-Friday 8 AM- 5PM

Saturday 8 AM-1 PM

\*Hours vary depending on exams being administered

**To Schedule a testing appointment call or visit the website: [www.prometric.com](http://www.prometric.com)**

### **Directions to Raleigh Center:**

Google Maps: [3200 Spring Forest Road, Suite 212, Raleigh, NC 27616](#)

### **Directions to ECU Center:**

**Note: The ECU Prometric Testing Center is NOT located on the main campus of East Carolina University.**

**From 264:** 264 East becomes Stantonsburg Road. Keep straight down Stantonsburg through four stoplights until you pass Arlington Boulevard. W.H. Smith Boulevard will be on your right hand side. The ECU Prometric Testing Center will be down about 1 mile on your left.

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**From NC Hwy 13:** Hwy 13 becomes N. Memorial Drive. Take N. Memorial Drive through Fifth Street up to the Stantonsburg Road stoplight. Turn right onto Stantonsburg and go through the Moye Boulevard stoplight. W.H. Smith Boulevard will be on your left hand side.

**From NC Hwy 11:** Hwy 11 North becomes S. Memorial Drive. Take S. Memorial Drive through Greenville Boulevard. Turn left onto Arlington Boulevard. Turn right onto Dickinson Avenue at the stoplight and W.H. Smith Boulevard should be on your left. The ECU Prometric Testing Center should be ahead on your right.

## **FAQ's**

### **How often are tests administered?**

The GRE and Praxis I tests are given daily. Visit tests' website for specific tests and dates.

### **How much do tests cost?**

The GRE is \$160. If you are only taking one of the Praxis I Series tests, then you will be expected to pay \$80. However, the price of the combined test is \$130. Visit tests' website for specific tests.

### **When and how will I receive my scores?**

It depends on the test but most tests take at least 4-6 weeks and send scores online. Some tests automatically print out results at the testing center. You can obtain more information about scoring by visiting your particular test's website.

### **Can the ECU Prometric Testing Center print out score reports?**

It depends on the test. Some tests will give a print out of the score. Some tests you will receive a completion notice. For Praxis or GRE, you will see an unofficial score report on your workstation after you finish your test. You will not receive a paper copy of your score.

### **How do I schedule tests?**

You can register online through the Prometric website at [www.prometric.com](http://www.prometric.com). You can also call (252) 756-7427 to schedule an appointment through the testing center using a credit/debit card. We do accept money orders and checks but we do not accept them over the phone, only in person. We do NOT accept cash. You can also contact Candidate Care at 1-800-853-6769 to schedule a test.

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## Johnston Principal Leadership Academy (JPLA) Background Information

Name: \_\_\_\_\_

1. Have you ever been dismissed from any employment?  
☐ YES (If yes, provide explanation.) ☐ NO
2. Have you ever resigned, voluntarily or involuntarily, in lieu of contract non-renewal, non-extension or termination of employment?  
☐ YES (If yes, provide explanation.) ☐ NO
3. Have you ever been denied tenure/career status?  
☐ YES (If yes, provide explanation.) ☐ NO
4. Have you ever had a contract non-renewed, non-extended or been dismissed from employment?  
☐ YES (If yes, provide explanation.) ☐ NO
5. Have you ever been or are you currently being investigated for alleged misconduct related to your employment or arising out of your employment?  
☐ YES (If yes, provide explanation.) ☐ NO
6. Have you ever been convicted, pled guilty, or pled nolo contendere (no contest) to any criminal offense other than a minor traffic violation (criminal offense includes, but is not limited to a felony, a misdemeanor, or Driving While Impaired). Please explain relevant circumstances in detail.  
  
**NOTE:** In response to this question, include all offenses other than minor traffic offenses. The following are not minor traffic offenses and must be listed: DWI, DUI, Failure to Stop in the Event of an Accident (hit and run) and Driving While License Revoked or Suspended (DWLR).  
☐ YES (If yes, provide explanation.) ☐ NO
7. Have you ever received probation, deferred prosecution, or any type of pre-trial adjudication, including a PJC (prayer for judgment) other than for a minor traffic offense?  
☐ YES (If yes, provide explanation.) ☐ NO
8. Have you ever participated in a diversion program in lieu of prosecution?  
☐ YES (If yes, provide explanation.) ☐ NO
9. Have you ever been arrested, indicted or otherwise charged or accused of a crime regardless of whether you were convicted or whether the charges were dropped other than for a minor traffic offense?  
☐ YES (If yes, provide explanation.) ☐ NO

## Johnston Principal Leadership Academy (JPLA)

### Background Information

10. Are you currently under criminal investigation or named in an indictment, accusation or special presentment of any offense other than for a minor traffic violation?

☐ YES (If yes, provide explanation.) ☐ NO

11. Have you ever been, or are you currently being, investigated or charged with a violation of a Professional Code of Ethics or any similar code of conduct?

☐ YES (If yes, provide explanation.) ☐ NO

12. Have you ever been, or are you currently being, investigated for alleged or suspected child abuse or neglect by any governmental agency?

☐ YES (If yes, provide explanation.) ☐ NO

13. Have you ever had a professional certificate, credential, or license or any kind revoked or suspended?

☐ YES (If yes, provide explanation.) ☐ NO

14. Have you ever been reprimanded, censured, placed on probationary status or suspended for any alleged misconduct or alleged violation of professional standards or conduct?

☐ YES (If yes, provide explanation.) ☐ NO

15. Are there any pending adverse actions against you relating to a professional certificate, credential, or license in North Carolina, any other state or country?

☐ YES (If yes, provide explanation.) ☐ NO

16. Are you on a child abuse registry or a sex offender registry of any kind?

☐ YES (If yes, provide explanation.) ☐ NO

17. Have you ever been denied a professional license for which you applied?

☐ YES (If yes, provide explanation.) ☐ NO

18. Have you ever been granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?

☐ YES (If yes, provide explanation.) ☐ NO

19. Have you ever surrendered a professional license of any kind before its expiration?

☐ YES (If yes, provide explanation.) ☐ NO

20. Have you ever been disciplined by any public agency responsible for licensure of any kind, including, but not limited to, educational licensure?

☐ YES (If yes, provide explanation.) ☐ NO

21. Have you ever been involuntarily placed on leave by an employer?

## Johnston Principal Leadership Academy (JPLA) Background Information

☐ YES (If yes, provide explanation.) ☐ NO

22. Has an administrator ever met with you to address specific concerns about your teaching or classroom management?

☐ YES (If yes, provide explanation.) ☐ NO

23. Have you ever been placed on a formal improvement plan (ex: directive action plan or corrective action plan) for your teaching?

☐ YES (If yes, provide explanation.) ☐ NO

24. As a participant in JPLA, I agree to immediately inform the JPLA Directors if I am put on a formal improvement plan (directive, or corrective action, etc....) and fully disclose the nature and content of the improvement directive.

☐ YES (If yes, provide explanation.) ☐ NO

25. As a participant in JPLA, I agree to immediately seek assistance from the JPLA Directors or Coaches if any of my supervisors formally or informally raise concerns about my job performance.

☐ YES (If yes, provide explanation.) ☐ NO

26. What NC teaching license do you currently hold?

☐ NC SP1 ☐ NC SP2 ☐ Lateral Entry ☐ Other (please list: \_\_\_\_\_)

27. What NC license do you anticipate holding during the 2017-2018 school year?

☐ NC SP1 ☐ NC SP2 ☐ Lateral Entry ☐ Other (please list: \_\_\_\_\_)

28. List any other licenses held: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return the completed form as soon as possible by email, fax, or mail to:

Dianne Griffiths

Email: [degriffi@ncsu.edu](mailto:degriffi@ncsu.edu)

Fax: (919) 515-8950

Address: Dianne Griffiths, Johnston Principal Leadership Academy  
NC State University, College of Education  
Campus Box 7801, 608P Poe Hall  
Raleigh, NC 27695-7801



# MSA Program Fellow Selection Process

College of Education

Leadership succession planning or investing in leadership “bench strength” is a standard practice in successful corporations and in high performing educational systems. We know that great schools have great leaders. NC State MSA program targets resources to prepare the very best leaders for NC’s schools and improve student outcomes.

To prepare highly effective leaders for NC’s schools, NC State uses a multi-step selection process that includes experiential events in which candidates must demonstrate their skills, knowledge and dispositions. It is through these carefully sequenced interactions that NC State selects the very best people – those who demonstrate characteristics of principals that research has identified as linked to higher levels of student performance and correlated with deeper school change.

NC State selects Fellows who: have high expectations and share the belief that all children can achieve at high academic levels; have a sense of urgency and personal accountability for achieving results for students; have a deep commitment to equity and community engagement; possess a deep knowledge of curriculum and instruction and monitors teacher effectiveness; and have strong resiliency skills to persevere when confronted with setbacks.

*NC State NELA, Cohort 1*



## Multi-Step Selection Process:

1. Enhanced NCSU graduate application, background screening & reference check
2. Team review of application materials. Finalists selected
3. Finalists participate in **Candidate Assessment Day** - in-depth experiential exercises (January 20, 2018)
4. Individual interviews & team review of all materials
5. Consultation with districts/superintendents & offer of admission to top candidates

Applicants complete an enhanced NCSU Graduate School application and must pass a background screening and reference check. Letters of recommendation for this stage of the process should come from the **candidate’s immediate supervisor(s)** and others who have worked closely with the candidate. Candidates should **NOT** seek superintendent endorsement.

Consultation with the superintendent will take place after Candidate Assessment Day and will be based in part on the candidate’s performance during the assessment activities.

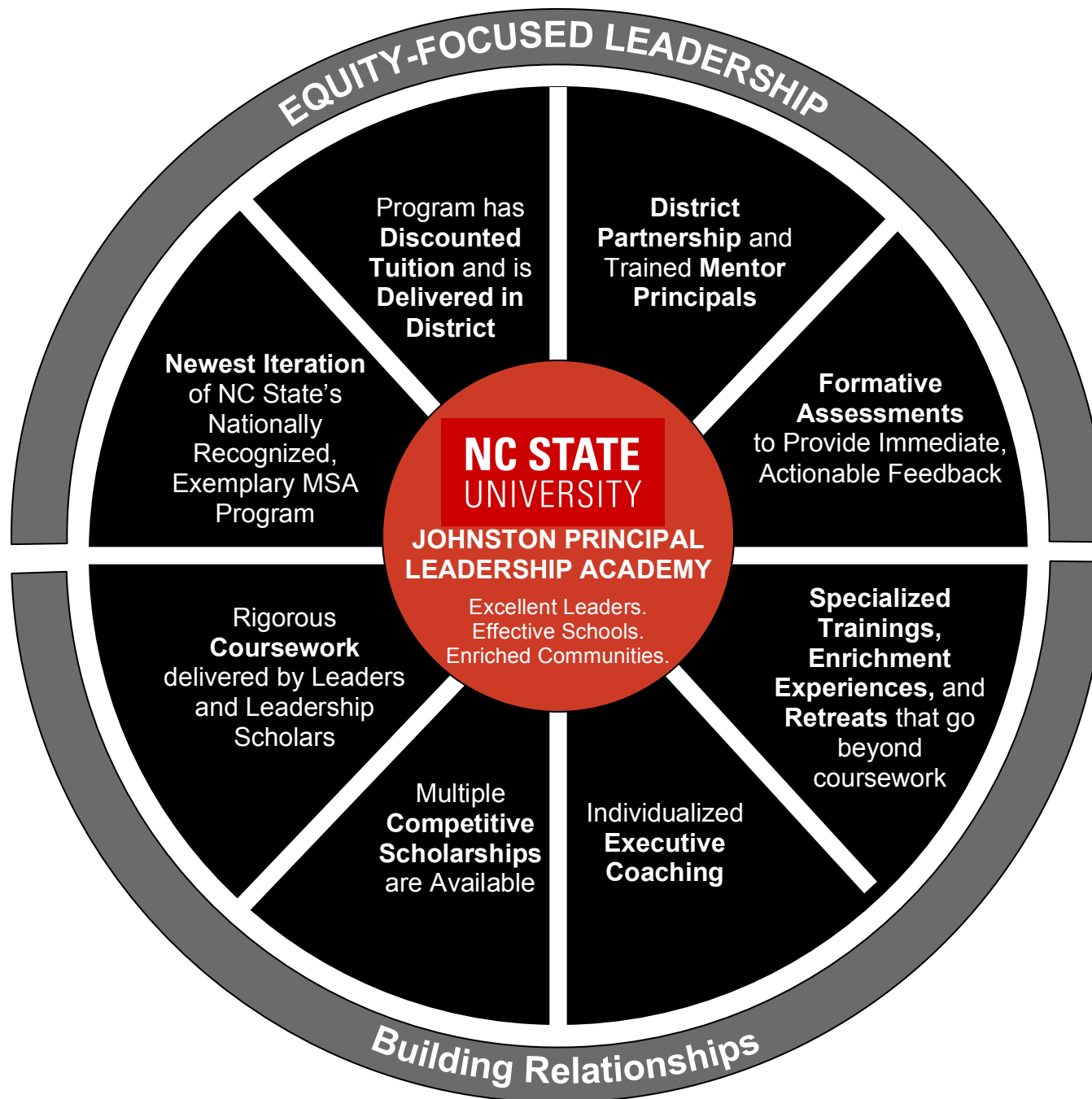
After a careful review of applications, the NC State MSA Leadership Team and Educational Leadership faculty select finalists to participate in Candidate Assessment Day (**January 20, 2018**). During the full-day assessment, finalists engage in authentic scenario-based activities. Each individual is assessed by evaluation teams composed of current teachers, principals, K-12 students, district turnaround coaches, district superintendents, and university faculty. (For a more detailed description of the Assessment Day, please see: [go.ncsu.edu/nela2.0](http://go.ncsu.edu/nela2.0)).

### During Candidate Assessment Day, finalists:

- ✓ Role play scenario with a current high school student;
- ✓ Role play scenario with a current K-12 teacher;
- ✓ Complete the GRIT Perseverance Survey;
- ✓ Role play a School Improvement Team Meeting scenario;
- ✓ Complete a timed authentic writing activity (20 minutes to write a memo that will go home to families about an incident at school);
- ✓ Participate in a 30-minute individual interview.

At the end of the day, the Assessment Team debriefs with the MSA Leadership Team about the strengths and weaknesses of each candidate. The MSA Leadership Team then completes a comprehensive review of all the materials, consults with district leaders, and makes final admission decisions. Offers of admission will be made approximately 3-4 weeks after Assessment Day.





**NC State Faculty and  
Program Instructors**  
to deliver evidence-  
based school leadership  
instruction



**Principal Residency  
Executive Coach**  
for individualized  
Leadership Growth Plan  
and Change  
Management



**Mentor Principal** for  
day-to-day guidance  
and immediate  
feedback



**District Leadership  
Learning Coordinator**  
to facilitate the  
collaboration between  
NC State University and  
the School District



**NC STATE**  
**MSA Fellow**  
Aspiring Principal

# NC STATE UNIVERSITY

## Financial Aid Information

### Estimated Cost of Attendance

The cost of attendance for an NC State student includes both direct and indirect costs:

- **Direct costs** are billable charges and include expenses like tuition, fees, on-campus housing and university meal plans.
- **Indirect costs** are non-billable expenses associated with attending the university and include off-campus rent, books, and transportation to campus.

### Estimated NC State Expenses

Select the appropriate category below to view your cost-of-attendance information. **Note:** All costs are averages based on a survey of student spending in each category.

- Graduate students - <https://studentservices.ncsu.edu/your-money/financial-aid/estimated-cost-of-attendance/graduate-student/>
- Use our Expenses, Costs and Refund calculators to estimate your out-of-pocket costs and determine whether you will receive a refund. <https://studentservices.ncsu.edu/your-money/financial-aid/estimated-cost-of-attendance/expense-calculator/>

### Additional Expenses

Buying a computer - The cost of purchasing a computer may be added to the cost of attendance once per academic career. Documentation of the purchase price is required.

Health insurance costs - Health insurance expenses are *not* included in the total cost of attendance. Students who purchase the University's health insurance plan may contact their [financial aid counselor](#) to request the expense be included in their individual cost of attendance. <https://emas.ncsu.edu/units/scholarships-and-financial-aid/>

Other expenses - may be included in the cost of attendance; Office of Scholarships and Financial Aid advisors evaluate these expenses on a case-by-case basis. Childcare for dependent children and unreimbursed expenses related to a disability are examples of permissible added expenses.

The Office of Scholarships and Financial Aid may request documentation in order to evaluate individual circumstances.

### Types of Financial Aid

Financial Aid is the resources provided to a student to meet his or her college expenses.

Financial aid funds may come from federal, state, institutional and private sources. There are two basic types of financial aid: gift funds (money that does not need to be repaid) and self-help funds (money that is borrowed and must be repaid, or earned while enrolled).

**Types include:**

- **Scholarships** - <https://studentservices.ncsu.edu/your-money/financial-aid/types/scholarships/>
- **Grants** - <https://studentservices.ncsu.edu/your-money/financial-aid/types/grants/>
- **Loans** - <https://studentservices.ncsu.edu/your-money/financial-aid/types/loans/>

**Loans**

Educational loans must be repaid, so consider your anticipated future annual income before you obtain a loan. Estimate your monthly payments with the [Loan Payment Calculator](http://www.finaid.org/calculators/loanpayments.phtml). Never borrow more than is needed to attend school. <http://www.finaid.org/calculators/loanpayments.phtml>

To disclose borrower rights and responsibilities, the federal government requires the completion of entrance loan counseling before loan funding is disbursed. Exit counseling is also required when a student ceases attendance.

Review additional information about loan limits, interest rates and the application process on the [US Department of Education](https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized) website. <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

**Federal Loans**

- Direct Subsidized Loans – Subsidized loan eligibility is based on financial need. Interest is not paid on subsidized loans until the borrower enters repayment. Repayment commences after the borrower is no longer enrolled at least half time.
- Direct Unsubsidized Loans – Unsubsidized loans are available to students regardless of their financial need. Interest on unsubsidized loans will accrue if not paid while the borrower is enrolled. Repayment commences after the borrower is no longer enrolled at least half time.

**Direct PLUS Loans for Graduate Students**

- Graduate and Professional students may apply to borrow a Graduate PLUS loan after Federal Direct Loan eligibility has been exhausted. Repayment commences after the borrower is no longer enrolled at least half time.
- Graduate PLUS loan borrowers are required to pass a credit check.

**Private or Alternative Loans**

Federal loans are generally the best options and should be your first consideration. Maximum interest rates and fees on federal loans are set by law, and terms and conditions are clearly defined.

However, private loans, also known as alternative loans, offer another borrowing option. Although the FASFA is not required, private loans may have varying interest rates and limited repayment options. Alternative loans are, therefore, considered a “last resort” lending option.

Applications for private loans are submitted directly to the lender. Many students are required to have a co-signer. Interest rates for loans are determined by the lender based on the student and co-signer’s credit worthiness.

For a list of private lenders and a comparison of the loan terms offered, visit [FinAid’s private lender list](http://www.finaid.org/loans/privatestudentloans.phtml). <http://www.finaid.org/loans/privatestudentloans.phtml>

**Short-term Loans**

Short-term loans are available to assist students who need small amounts of funding for emergency expenses. The maximum available loan is \$500.

## Enroll in a Payment Plan

NC State University allows undergraduate and graduate students to pay education expenses monthly – interest-free – through our partner, Tuition Management Systems (TMS).

### The monthly payment plan allows students to:

- spread estimated costs for both fall and spring terms (the monthly payment plan cannot be used for the summer term) over a 10-month period for a fee of \$65, or
- spread estimated costs for a single, regular term (fall or spring) over a five-month period for a fee of \$50

### Enrollment Dates and How to Enroll

Initial payments for the Spring 2018 semester will be due November 1, 2017. Students may sign up as late as January 9, 2018, for the Spring 2018 semester.

Follow these steps to enroll:

- If you have any existing balance due to the University, pay that balance in full before enrolling in a payment for a subsequent semester.
- View and print the [TMS brochure](https://studentservices.ncsu.edu/forms/cashier/NCSU-TMS-brochure.pdf). <https://studentservices.ncsu.edu/forms/cashier/NCSU-TMS-brochure.pdf>
- Determine your estimated cost of attendance for the school year using the [Estimated Cost of Attendance](https://studentservices.ncsu.edu/your-money/financial-aid/estimated-cost-of-attendance/) website. <https://studentservices.ncsu.edu/your-money/financial-aid/estimated-cost-of-attendance/>
  - Estimate the tuition, room and board based on the student residence classification and number of hours enrolled.
  - Reduce that amount of financial aid the student will receive, if any, and the amount that will be paid by the student directly
- Contact TMS at (800) 356-8329 or [ncsu.afford.com](https://ncsu.afford.com) to enroll and for more information on payment options, education loans and free education payment counseling. Automated account information is available 24 hours a day.

### TMS Monthly Payment Plan - Payment Schedule for Spring 2018

1st Installment - November 1, 2017

2nd Installment - December 1, 2017

3rd Installment - January 1, 2018

4th Installment - February 1, 2018

5th Installment - March 1, 2018

TMS forwards payments to the University twice a month, at which point funds are applied to your account. As long as your payment shows up on your TMS plan, your account is considered current.

If you change your course load or withdraw from the University, you may be entitled to an adjustment of the amount you owe based on the change you made and the date you made the change. **If the amount of your payments made under your payment plan exceeds the amount you owe, you will receive a refund.** See the [Refund for Withdrawal](#) policy for more information.  
<https://studentservices.ncsu.edu/your-money/bill/refunds-and-reimbursements/refunds-for-withdrawal/>

### **Find Your Financial Aid Counselor at NC State University**

<https://emas.ncsu.edu/units/scholarships-and-financial-aid/>

### **Wake County Public School System Tuition Assistance**

(See p. 71 of 2017-2018 Employee Handbook)

Tuition assistance for college course work is sometimes available on a limited basis to active full-time and part-time licensed employees. Applicants should read detailed procedures and eligibility requirements on the WCPSS Intranet site. Application forms are also available online on the Intranet at: <http://www2.wcpss.net/departments/hr/retention-recruitment/tuition-asst.htm> or, by visiting the school system's Intranet site and typing "tuition assistance" into the search box. Contact [dclifton@wcpss.net](mailto:dclifton@wcpss.net) for more information.

### **Johnston County Public Schools Tuition Assistance**

Tuition Assistance is not offered at this time per Kathy Price, Executive Director of Educator Effectiveness

# Start planning now for more education payment options.

- Smaller, monthly payments instead of one large payment
- Payment options that may reduce your need to borrow
- Tailored to your needs
- No approval required

*An option to fit paying for education  
into your monthly budget!*

**Act now for  
more options and  
easier payments.**

Enroll today at  
[ncsu.afford.com](https://ncsu.afford.com)

*"Enough payment options to fit anyone's budget. This simplifies education payment."*

*- Joe Pariseault*

*"We didn't qualify for any scholarships. Your payment plan was just what we needed."*

*- Elizabeth Wise*

*"Thanks for a great service at such a low cost."*

*- The Mercurio Family*



# A payment plan can help you afford your education



Monthly Payment Plans  
provide smaller and more  
manageable payment options



# Paying For Education Just Got Easier

The **Monthly Payment Plan** at North Carolina State University allows you to pay your education expenses in smaller, more manageable monthly installments. Combine the payment plan with your financial aid package to reduce your student loan debt.

## Low cost, no approval required

The cost for the Monthly Payment Plan is a \$50 Semester enrollment fee.

All students and families, regardless of need or financial standing, are eligible for these payment plans. There is no approval process.

**Step 1:** Use the Monthly Payment Planner (at right) to determine your Semester amount and your monthly payment. Estimate as needed.

**Step 2:** Visit [ncsu.afford.com](http://ncsu.afford.com) to enroll online.

For assistance, or to receive no-cost affordability counseling, contact TMS at 800-722-4867.

North Carolina State University  
10388-01

## Your Monthly Payment Planner

1. Enter your *estimated* Semester expenses.

Tuition \$ \_\_\_\_\_  
Room, Board / Meal Plan + \$ \_\_\_\_\_  
Other Fees + \$ \_\_\_\_\_  
Total Semester Expenses = \$ \_\_\_\_\_

2. Enter your *estimated* Semester deductions. Use aid estimates. Do not include work study.

Grants / Scholarships \$ \_\_\_\_\_  
Loans Applied For + \$ \_\_\_\_\_  
Deposits Paid + \$ \_\_\_\_\_  
Total Semester Deductions = \$ \_\_\_\_\_

3. Subtract Total Deductions from Total Expenses to arrive at **Your Semester Amount**. Enter this amount here.

= \$ \_\_\_\_\_  
Your Semester  
Payment Plan Amount

4. Divide **Your Semester Payment Plan Amount** by the Number of Monthly Payments in your plan (below). This is **Your Monthly Payment**.

÷ 5  
= \$ \_\_\_\_\_  
Your Monthly Payment

If Your Monthly Payment is affordable, enroll today.

## Paying is simple

Pay by check, money order or credit card (where available), by mail, phone or online. Automatic monthly payments may be made right from your checking or statement savings account.

## Number of Monthly Payments Due

5 monthly payments  
due on the 1st of each month from  
June 1st to October 1st

IF YOU ENROLL...	# OF PAYMENTS DUE AT ENROLLMENT	YOUR NEXT PAYMENT IS DUE
...by May 20	0	June 1
May 21 - June 20	1	July 1
June 21 - July 20	2	Aug 1
July 21 - Aug 20	3	Sept 1