

2011 Orientation Financial Aid Tasks Checklist

✓ If you haven't already done so, file the Free Application for Federal Student Aid (FAFSA) electronically to apply for federal grants and loans by visiting www.fafsa.gov. (Please remember that you must file the FAFSA annually to apply for aid each academic year).



FAFSA Free Application for Federal Student Aid

- ✓ Students and a parent will need their own US Department of Education (USDE) 4-digit PIN numbers to electronically sign the FAFSA. This can be accomplished at www.pin.ed.gov and may take a few days before it is authenticated.
- ✓ Review your financial aid records by logging onto <u>mymu.marshall.edu</u> and accessing your financial records through **MILO**.

Check for any outstanding requirements and submit or take action as instructed. In

- some cases you will be able to download, print, and complete the form requested. Make sure any forms you submit to the Office of Student Financial Assistance are signed and include your MUID (your 901 number).
- Your financial aid awards may only be finalized after all requested information is reviewed and your records are updated if any information must be corrected.



 Review your financial aid awards. You must "accept" or "decline" the awards you have been offered.

- ✓ You may have been offered a Federal Direct (Subsidized) Loan or a Federal Direct (Unsubsidized) Loan, or both. Subsidized means that the interest on the loan is being paid by the federal government while you are enrolled at least half time and unsubsidized means that the interest on the loan is accruing while you are in school. You may borrow all or a portion of your loans offered, but if you do not need to take out all of your loans, "accept" the subsidized rather than the unsubsidized.
- ✓ Once you accept your Federal Direct Loan offer, you will need to fulfill two requirements:
 - Electronically complete Entrance Loan Counseling
 - Electronically complete and sign a Federal Direct Master Promissory Note (MPN)
- ✓ To fulfill these requirements, visit <u>www.studentloans.gov</u>. You will need your USDE PIN, Driver's License Number,



and two references when you complete your MPN. Your Marshall University loan records will be updated approximately one week after you have taken care of this online.

✓ After you have accepted all of your financial aid awards, you may check your tuition bill online by clicking on the "Payment and Account Information" link in **MILO**.



- ✓ If you have a balance due and require additional assistance with making payment, there are two options that may be available to you:
 - OASIS Payment Plan visit <u>www.marshall.edu/bursar</u>
 - Federal Direct Parent PLUS Loan visit <u>www.marshall.edu/sfa</u>, click on <u>Types of Aid</u> tab, and then on the <u>Loan Programs</u> tab.
- ✓ If you have a credit balance, you will be issued a financial aid refund by the Bursar Office which may be used to pay for your books and other educational expenses. Refunds are issued no earlier than the first day of classes (as long as your financial aid was finalized 10 days prior to the start of the semester or term). You will receive your refund via your **Higher One** account.
 - o Visit https://marshalluone.higheroneaccount.com/ to select your refund option.