



## 2015-16 AWARD OFFER CHECKLIST

Now that your financial aid offer is available, please use this 13-step check list to help you complete the appropriate next steps for using financial aid to help pay for your college costs. As you read through the check off list, you will see some step(s) are not applicable, please skip that step(s). Also, the student's ID number is referred to as a "V-number" in the instructions. You will use a capital "V" and all eight digits when asked. (Example: V00321234) Keep this document for your records.

### ☐ **Step 1: Log-in to MyFinancialAid**

**First time users only:** Go to [www.wou.edu/financialaid](http://www.wou.edu/financialaid) and click "MyFinancialAid." The WOU My Financial Aid log-in page will show up. **DO NOT** enter any additional information. Click on the blue link in the log-in box that says "First Time User Only." Follow the instructions to set up your account.

**Returning users:** Got to [www.wou.edu/financialaid](http://www.wou.edu/financialaid) and click "MyFinancialAid." Enter your V-number and your MyFinancialAid PIN.

Use the "Forgot Your PIN" feature if needed. Note: The student is the only person who can call to reset the PIN.

### ☐ **Step 2: Accept or decline financial aid**

- Log-in to MyFinancialAid (see step 1 for instructions)
- Click the tab that says "Accept Awards"
- Read and agree to the "Conditions of Award"
- Accept, decline, or reduce each type of financial aid offered
- Click "Submit" at the bottom of the page

### ☐ **Step 3: Complete authorization to apply financial aid – REQUIRED for all students**

Click the tab that says "Apply Online." Read the information about your options for how to have your financial aid applied to your WOU student account, answer the "Authorization to Pay Charges" question at the bottom of the page and click "Submit."

### ☐ **Step 4: Complete the Stafford Loan Entrance Counseling**

If you have accepted a Stafford Loan (Subsidized or Unsubsidized) as part of your financial aid package and have not recently borrowed a Stafford Loan, you need to complete entrance counseling for Stafford Loans. Complete Entrance Counseling online at [www.studentloans.gov](http://www.studentloans.gov). Sign in under "Manage My Direct Loan" section using your FAFSA/Federal Personal Identification Number (PIN) which can be retrieved from the site.

### ☐ **Step 5: Complete the Stafford Loan Master Promissory Note (MPN)**

If you have accepted a Stafford Loan (Subsidized or Unsubsidized) as part of your financial aid package and have not recently borrowed a Stafford Loan, you need to complete a Master Promissory Note (MPN) for Stafford Loans. Complete a MPN online at [www.studentloans.gov](http://www.studentloans.gov). Click the link "Complete MPN" under the "Master Promissory Note" heading on the left side of the page. Once you complete the MPN, it will serve as a multi-year note and will be valid for all years of attendance at WOU in most circumstances. This link also gives you more information about the Direct Loan Program.

### ☐ **Step 6: Apply for a Parent PLUS Loan**

If your financial aid package includes an estimated parent PLUS loan and your parent wishes to apply for those funds, there is a separate application that must be completed. The parent has to apply online at [www.studentloans.gov](http://www.studentloans.gov). The application process includes a credit check that is valid for only a 180 day period of time. The parent will use their FAFSA/Federal Personal Identification Number (PIN) to log-in. Once logged in, click on "Request Direct PLUS Loan," then select Parent Plus and follow the instructions to submit the request. Then the parent will complete a Parent Plus Master Promissory Note (MPN). Without completing the MPN the loan will not disburse.

**❑ Step 7: Apply for a Graduate PLUS Loan**

If your financial aid package includes a graduate PLUS loan and you wish to apply for those funds, there is a separate application that must be completed. You can apply online at [www.studentloans.gov](http://www.studentloans.gov). The application process includes a credit check that is valid for only a 180 day period of time. You will use your FAFSA/Federal Personal Identification Number (PIN) [unless you changed it] to log-in. Once logged in, click on “Request Direct PLUS Loan,” select Graduate Plus and follow the instructions to submit your request. After submitting your request, immediately complete a Graduate Plus Master Promissory Note (MPN). If this is your first time you must also complete the Graduate PLUS Loan Entrance Counseling online. Without completing the MPN and entrance counseling your loan will not disburse.

**❑ Step 8: Complete Federal Perkins Loan Entrance Counseling**

If you have accepted a Federal Perkins Loan as part of your financial aid package (not all students qualify for this loan) and have not recently borrowed a Perkins Loan, you need to complete entrance counseling for Perkins Loan online at [www.mappingyourfuture.org](http://www.mappingyourfuture.org). If a new Master Promissory Note is required for the Perkins Loan, the WOU Business Office will mail paper promissory notes before the start of fall term or will have them available in the WOU Business Office after the start of fall term.

**❑ Step 9: Report outside scholarships and educational resources**

If you are receiving any scholarships that are not included in your current financial aid package or will receive any educational funding to help pay for college for the school year, you are required to report that information to us. Please notify us of the name/donor of the scholarship or resources and award amount for the school year. You may email this information to us at [finaid@wou.edu](mailto:finaid@wou.edu); please include your name and WOU identification number on all correspondence.

**❑ Step 10: Notify WOU if attending less than full-time or less than full academic year**

In most cases your original financial aid offer is based on full-time attendance (12 or more credits each term for undergraduate students and nine or more credits each term for graduate students). If you plan to attend less than full-time, please notify us by email at [finaid@wou.edu](mailto:finaid@wou.edu); include your name and WOU identification number and tell us how many credits you will take each term. If you plan to graduate or otherwise leave WOU during the academic year, please email us at [finaid@wou.edu](mailto:finaid@wou.edu) with an explanation of which terms you will attend so that we may revise your financial aid package.

**NOTE: Your financial aid will not disburse if you do not notify us of your intended enrollment changes.**

**❑ Step 11: Revise financial aid after initial acceptance**

If you have accepted financial aid that you now wish to reduce or cancel, please contact our office with a written explanation of the changes desired. You may email your request to [finaid@wou.edu](mailto:finaid@wou.edu); be sure to include your name, WOU identification number and a detailed description of the changes you are requesting.

**❑ Step 12: Review consumer information**

As required by the Higher Education Act (HEA), WOU has numerous institutional reports, statistics and information available on our webpage. Visit [www.wou.edu/financialaid](http://www.wou.edu/financialaid) and click on the “Consumer Information Link” to review the latest information at any time.

**❑ Step 13: Review Satisfactory Academic Progress (SAP) standards**

Federal financial aid regulations require that aid recipients meet certain minimum quantitative (credits earned) and qualitative (GPA) standards to remain eligible for future financial aid. You should carefully review the SAP policy at [www.wou.edu/financialaid](http://www.wou.edu/financialaid) to ensure you continue to meet financial aid standards.

This document is available in alternative formats. Please give reasonable notice to the Financial Aid Office.

**WOU Financial Aid Office**

345 North Monmouth Avenue ● Monmouth, OR 97361 ● Tel: 503-838-8475 ● Fax: 503-838-8200 ● [wou.edu/financialaid](http://wou.edu/financialaid) ● [finaid@wou.edu](mailto:finaid@wou.edu)