FINANCIAL AID CHECK LIST

☐ Step 1: Accept or Decline Financial Aid

A) Logging in to “MyFinancialAid”

A 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: V00123456).

First time users: Go to www.wou.edu/finaid and click “MyFinancialAid.”

- Do not enter any information.
- Click on the blue link in the login box that says “First Time User.” Follow the instructions.

Returning users: Go to www.wou.edu/finaid and click “MyFinancialAid.”

- Enter your V-number and your PIN. Forgotten the PIN? The student is the only person that can call to reset.

B) Financial Aid Offer

Authorization to Pay Charges tab

- Choose yes or no after reading the Authorization to Pay Charges

Accept Awards tab

- Read and agree to the “Conditions of Award.”
- Accept, decline, or reduce each type of financial aid offered, then submit.

☐ Step 2: Notify WOU if attending less than full-time and/or less than full academic year

In most cases your original package is based on full-time attendance (12 or more credits each term for undergraduate students and 9 or more credits each term for graduate students). If you plan to attend less than full-time, you must notify us in writing of your intended enrollment level. Your aid will not disburse if you do not notify us of these changes.

☐ Step 3: Revise Financial Aid

If you wish to reduce, or cancel, or you are graduating, you must notify us in writing with a detailed explanation of the changes.

☐ Step 4: Direct Subsidized/Unsubsidized Loan Entrance Counseling and Master Promissory Note (MPN)

These are only required if you are a first time loan borrower while attending WOU. To complete go to www.studentloans.gov. You will need your FSA ID to log in. Remember to choose WOU in the School Information.

☐ Step 5: Parent PLUS Loan

- The parent will apply online if they want the loan. To complete go to www.studentloans.gov. The parent will need their FSA ID to log in. Remember to choose WOU in the School Information. The first date the application can be submitted is April 1, 2016. The application process includes a credit check.
- Parent(s) if this is your first time applying for a Parent PLUS Loan at WOU, you must complete a Parent PLUS Master Promissory Note (MPN) and some borrowers may be required to complete Parent PLUS Loan Entrance Counseling.

☐ Step 6: Graduate PLUS Loan

- You will apply online if you want the loan. To complete go to www.studentloans.gov. You will use your FSA ID to log in. Remember to choose WOU in the School Information. The first date the application can be submitted is April 1, 2016. The application process includes a credit check.
- If this is your first time applying for a Graduate PLUS Loan at WOU; you must complete Graduate PLUS Loan Entrance Counseling online and Graduate PLUS Loan Master Promissory Note (MPN).

☐ Step 7: Private Scholarships and Third Party Educational Resources

Submit the name of the donor(s) or resources and the dollar amount(s) in writing.

☐ Step 8: Work Study Job

If you have been offered Work Study, it is your responsibility to find a Work Study job in order to take advantage of this type of financial aid. WOU’s Service Learning and Career Development Office has information on how to get a Work Study job. Visit their website at www.wou.edu/slcd.

☐ Step 9: Review our Satisfactory Academic Progress (SAP)

Receiving federal financial aid is contingent upon you making satisfactory progress toward your degree. Please carefully review the SAP policy at www.wou.edu/finaid so that you continue to meet the financial aid standards.

☐ Step 10: Review Consumer Information and Read Your Financial Aid Rights and Responsibilities

As required by the Higher Education Act (HEA), WOU has numerous institutional reports, statistics and information available on our webpage. Visit www.wou.edu/finaid and click on the “Consumer Information Link” to review the latest information. To read your rights and responsibilities visit www.wou.edu/finaid/managing-my-aid/student-rights-responsibilities/.

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

WOU Financial Aid Office
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