

## FINANCIAL AID CHECKLIST For Graduate Students

**ACCEPT OR DECLINE FINANCIAL AID OFFER.** Log into your WOU Portal and click [the green dollar sign icon](#) to access your financial aid. Click on “Menu” to see the following tabs:

NAME OF TAB	WHAT TO DO
Authorization to Pay Charges	READ Make a selection--we recommend “Yes”
Accept Awards	READ Check the “I Agree” box and click “Submit” Change status of awards from “Pending” to either “Accept” or “Decline” Reduce loan amounts if desired Click “Submit”
Awards	View your financial aid package
Documents & Messages	View any outstanding documents & corresponding messages to assist you in completing any requirements that might prevent disbursement  Follow hyperlinks to resolve outstanding documents
Messages	View IMPORTANT messages regarding your eligibility or further steps you must take to ensure your aid disburses
Loan History	A summary of your total Federal Direct Loan borrowing as of your most recent FAFSA submission

### SUBMIT A REVISION REQUEST FORM IF YOU PLAN TO ATTEND LESS THAN FULL TIME

We’ve awarded you aid with the assumption that you will take at least 9 credits (full-time) per term. ***If you are less than 9 credits your aid will not disburse.*** You can still receive most items of financial aid even if you are not a full-time student. However, to receive any of your loans, you have to be at least 5 credits (half-time).

### BORROWING AN UNSUBSIDIZED STUDENT LOAN FOR THE FIRST TIME?

Go to <https://studentloans.gov>  
Click on “Graduate/Professional Students” Tab  
Click on “Complete Entrance Counseling”  
Click on “Complete Loan Agreement for a Subsidized/Unsubsidized Loan (MPN)”

**BORROWING A GRADUATE PLUS LOAN?** This is a credit-based loan that you must apply for every year, even if you were approved in previous year(s). **Apply after April 1, 2018.**

Go to <https://studentloans.gov>  
Click on “Graduate/Professional Students” Tab  
Click on “Apply for a PLUS Loan” link

**PRIVATE SCHOLARSHIPS OR A THIRD PARTY RESOURCE?** Submit a [Revision Request Form](#) or tell us via email --[finaid@wou.edu](mailto:finaid@wou.edu)-- if you are going to receive any scholarships or third party resource (tuition money through your employer, or a grant program, or through a Graduate Assistantship); we will need the name(s) of each donor and the amount you anticipate receiving for the entire year.

### REVIEW INFORMATION ON MAINTAINING ELIGIBILITY FOR FINANCIAL AID

[www.wou.edu/finaid/managing-my-aid/eligibility](http://www.wou.edu/finaid/managing-my-aid/eligibility)

### REVIEW CONSUMER INFORMATION AND YOUR RIGHTS & RESPONSIBILITIES

<http://www.wou.edu/finaid/managing-my-aid/consumer-information/>  
<http://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.