

FINANCIAL AID CHECKLIST For Undergraduate Students

ACCEPT OR DECLINE FINANCIAL AID OFFER. Log in to 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
Disbursements	View your award amounts by term, including the Scheduled Amount, the Scheduled Date of Disbursement, the actual Transaction Amount disbursed, and the As of Date when your disbursement actually occurred. The disbursement of your aid depends on whether your file is ready to be disbursed.
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 12 credits (full-time) per term. ***If you are less than 12 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 6 credits (half-time).

STUDENT LOANS? – IF ARE YOU BORROWING FOR THE FIRST TIME AT WOU

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

PARENT PLUS LOAN? – If your parent chooses to take out a Parent Plus Loan, they must apply for this credit-based loan every year. They can start applying **AFTER April 1, 2019.**

- Go to <https://studentloans.gov>
- Click on “Parent Borrowers” 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-- if you are going to receive any scholarships or third party resources we will need the name(s) of each donor and the amount you anticipate receiving for the entire year.

FINDING A JOB or AWARDED WORK STUDY? Click on WolfLink icon in your WOU Portal or go to www.wou.edu/slcd.

REVIEW INFORMATION ON MAINTAINING ELIGIBILITY FOR FINANCIAL AID.

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.