

WESTERN OREGON UNIVERSITY

FINANCIAL AID CHECKLIST

There are several steps that you will need to complete before you can receive your financial aid. The following informational checklist is provided for you to outline your responsibilities regarding financial aid eligibility at WOU. **Keep it for your records.**

Before you receive a financial aid offer you must:

- ____ 1. Apply for admission to Western Oregon University. To receive your aid for any term, you must be formally admitted.
- ____ 2. GRADUATE STUDENTS: Be fully admitted to your graduate program and have a graduate program on file with the WOU Graduate Office. Working toward a teaching endorsement only does *not qualify* you for financial aid.
- ____ 3. Submit a Free Application for Federal Student Aid (FAFSA) for each year that you plan to receive financial aid. You can file your FAFSA on the web at <www.fafsa.ed.gov>. At WOU, the financial aid year includes fall, winter, spring and summer terms. Summer term is considered a "trailer" term for financial aid purposes and will not be awarded until a summer term request form is completed.
- ____ 4. Submit any requested documents to the Financial Aid Office.

Prior to aid disbursement you must:

- ____ 1. Sign and return one copy of your financial aid award letter.
- ____ 2. Sign and return your promissory notes if you have been awarded a loan and you accept your loan offer. (If you need to sign promissory notes, they will be sent to you by WOU after you sign and return your award letter.)
 - A. **Promissory Note:** The promissory note for the Direct Student Loan is now a multi-year note. If you have signed a promissory note any time since 1999-2000 you will not have to sign another one if you have not had a break in your loan borrowing of more than 12 months.
 - B. **Disclosure Statement:** You will be sent a disclosure statement from the Direct Loan Origination Center prior to the disbursement of your loan. The disclosure statement will include specific information about the loan type, origination fees, loan amount and anticipated disbursement dates.
- ____ 3. Complete entrance loan counseling at least once at WOU. You can complete the loan counseling on the web at <www.dlsonline.com> and submit to our office a copy of the form confirming your completion of loan counseling on the web. If you are unable to complete loan counseling on the web, you can contact our office for other options.

It is your responsibility to:

- ____ 1. Pay your fees at WOU each term. Your financial aid **will not** be automatically applied to your account. You need to go in person to pay your fees at the beginning of each term. If you are unable to come to campus, you must make arrangements with Dona Vasas (503-838-8171, vasasd@wou.edu) in the Business Office to have your financial aid applied to your account.
- ____ 2. Maintain satisfactory academic progress. As a financial aid recipient, you have a responsibility to successfully complete the number of credits for which your financial aid is based. Failure to do so will result in a hold placed on future financial aid and you must petition for reinstatement of your aid. If your grades are not posted when the Financial Aid Office reviews grades (the end of every term), you will be required to complete a petition.
- ____ 3. Be informed. Read the financial aid literature sent to you (Financial Aid Award Letter, Facts on Financial Aid, Federal Direct Promissory Note and Application, etc.)
- ____ 4. Notify the Financial Aid Office of changes in your enrollment status (e.g., full time to half time, not enrolled, change in your degree program, etc.) or if your family situation has changed (e.g., death, divorce, loss of job or income).
- ____ 5. Report to the Financial Aid Office any outside resources such as scholarships, veteran's benefits, vocational rehabilitation benefits, tuition vouchers or tuition payments from employers.
- ____ 6. Request a revision of your aid package in a timely manner. (You may request a revision of your aid package at any time during the academic year or cancel your loans prior to disbursement of the loan).

Financial Aid Office

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<http://www.wou.edu>