



## Financial Aid Checklist for Incoming Freshmen

Use this checklist as a guide to help you apply for aid, review your awards, and pay your fees. We hope you find this list helpful, but it is intentionally brief. We encourage you to read our entire web site to gain a fuller understanding of the entire financial aid process.

### October-February: Apply for Aid

- Complete the [Free Application For Federal Student Aid](#) (FAFSA) beginning October 1<sup>st</sup>. This application is required for most types of federal financial aid including student loans and is completed on the web.
  - ✓ Be sure to use the IRS Data Retrieval Tool, it allows you to use your completed tax return to automatically complete portions of the FAFSA. It's easy, it reduces errors and makes the entire application process easier.

When completing the FAFSA you will need a FSA ID. If you need to provide parent information on the FAFSA, your parent will also need a FSA ID. You can obtain FSA IDs at <http://www.fsaaid.ed.gov>

- ✓ **Allen University's Federal School Code is 003417** - If you already have a FAFSA on file with another school for the same school year, add the Allen University's school code to the school list on the FAFSA. You can do this by going to [www.studentaid.gov](http://www.studentaid.gov) and select "Apply for Aid". Once you log in, add the school's code to the section where you've listed institutions and click on add.
  - ✓ While filling out the FAFSA, you are encouraged to provide your consent to allow the IRS to populate the applicable income fields on the FAFSA with data from your federal tax return. If you chose not to participate in this process, you will be required to obtain a tax transcript for student and/or parent(s) from the IRS and send a signed copy to our office if the FAFSA is selected for Verification Review by the Department of Education.
- Check the status of your financial aid application on the [Financial Aid Portal](#) for any needed information. Federal aid will not be awarded until your application is complete and any requested verification documents have been received.
  - ✓ Remember that it could take 1 to 2 weeks for Allen University's Office of Student Financial Aid to receive the results of your application from the FAFSA Processor.
  - ✓ Make sure your application is complete before AU's March 15<sup>th</sup> priority deadline. If your status is not complete by March 15<sup>th</sup>, then you may miss out on awards that have limited funding. You may, however, continue to apply after that date to receive Pell Grants and Federal Direct Loans.
- Check your awards on the [Financial Aid Portal](#). You will automatically be considered for Federal Grants, Institutional Scholarships, and Federal Direct Loans. After you have been awarded, you can decide if other aid is needed.
  - ✓ Allen University starts awarding Federal Aid after November 1<sup>st</sup>.

If additional funds are needed and you are a dependent student, you and your parents may consider a [Federal Direct Parent \(PLUS\) loan](#). The application and request for credit check can be completed online at [www.studentloans.gov](http://www.studentloans.gov).

Only as a last resort, you may wish to consider a Private Educational Loan.

### **March-May: Review and Finalize Your Awards**

Read and accept the Terms and Conditions located in the “Accept My Financial Aid Offer” section of [the Financial Aid Portal](#) for detailed information about your awards and how to use them, and to authorize your aid for fee payment.

Review and Accept or Decline, your awards under the “Accept My Financial Aid Offer” section on the [Financial Aid Portal](#). If you wish to make any changes to your awards after you have accepted or declined your awards, please send an email to “[financialaid@allenuniversity.edu](mailto:financialaid@allenuniversity.edu)”. Indicate in the subject line “Award Adjustment” or “Cancellation.” In the body of your email include your student ID number. Your email must be sent from your AU email account. If email is not available, you will need to print your award letter from the [Financial Aid Portal](#), make the desired changes, and send the updated award letter to our office with your signature. We will make your desired changes within 48 hours.

Complete the affidavit if you have been awarded the South Carolina Palmetto Fellows, LIFE, HOPE, or SC Tuition Grant. Click on the “My Documents” link on the [Financial Aid Portal](#) to print and complete the Affidavit. Return the Affidavit to the Office of Student Financial Aid.

Complete all required online [Federal Direct Loan Entrance Counseling](#).

E-sign your [Federal Direct Loan Master Promissory Note](#) (MPN) at [www.studentaid.gov](http://www.studentaid.gov) if you accepted a Federal Direct Subsidized or Unsubsidized loan using your FSA ID.

✓ Your Loan Counseling and MPN must be completed before you can use your Direct Loans to pay your fees.

Make sure any non-institutional scholarship checks are sent to our office.

✓ You may need to endorse a check if it is made co-payable to you and the University.

## Use Your Aid to Pay Your Fees

- Pay Your Fees using [MyAllen](#).
  - ✓ You must authorize the use of your available financial aid towards the payment of your fees by using MyAllen. To authorize your financial aid, you will need to read and accept the terms and conditions and accept or decline any loan awarded to you in the [Financial Aid Portal](#) ; complete the direct loan entrance counseling if you accepted a federal direct loan and e-sign a Master Promissory Note for your Direct Loan. Aid does not disburse automatically. You must authorize through the Financial Aid Portal.

## Stay in Touch

- Financial aid is an ongoing process. Check your AU email for updates frequently. Visit the [Financial Aid Portal](#) and your [MyAllen](#) regularly for account information.

## Helpful Terms& Websites

**FAFSA:** ([www.studentaid.gov](http://www.studentaid.gov)) The Free Application for Federal Student Aid is required for most types of financial aid including student loans and must be renewed annually.

**MyAllen:** (<https://my.allenuniversity.edu/ics/>) This is the University's student's web connection to most academic and financial information. You must be an admitted (<http://www.allenuniversity.edu/admissions/>) student to gain access to the site.

**Financial Aid Portal:** (<https://my.allenuniversity.edu/NetPartnerStudent>) This is the University's financial aid portal for all financial aid information. You must have a completed FAFSA on file to gain access to the site.

**Entrance Counseling:** ([www.studentaid.gov](http://www.studentaid.gov)) This is required for your first Stafford loan. Entrance counseling must be completed before funds can be disbursed.

**Master Promissory Note (MPN):** ([www.studentaid.gov](http://www.studentaid.gov)) An MPN is an agreement that you sign with your lender promising that you will pay your loan back. MPN's are required for your first Federal Direct loan. MPN's are required every year for Federal Parent Plus loans. MPN's must be completed before funds can be disbursed.

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