

UNDERGRADUATE FINANCIAL AID CHECKLIST

The Financial Aid Process:

- ☐ Submit your Free Application for Student Aid (FAFSA) via the myStudentAid app or at fafsa.ed.gov
- ☐ Log in to your [WVU Portal](#) to view any unsatisfied requirements
- ☐ After you receive your aid offer, log in to your [WVU Portal](#) to accept or decline your aid under “Financial Aid Information.” Find out how to accept or decline your aid at financialaid.wvu.edu.
- ☐ If you accept a Direct Subsidized and/or Unsubsidized Loan for the first time, you must complete BOTH requirements below at studentaid.gov

- ☐ Entrance Counseling

- ☐ Loan Agreement (MPN for a Subsidized/Unsubsidized Loan)

- ☐ Maintain required enrollment

Direct Federal Loans require at least half-time enrollment for disbursement (6 credit hours per semester for undergraduates). Some grant programs require full-time enrollment (12 credit hours for undergraduates). Other grants disburse based on how many hours a student is enrolled. A loan/grant will be cancelled or reduced based on not meeting enrollment requirements by the last day to add or drop a course. Add/drop dates can be found at registrar.wvu.edu.

Other Available Funding Options:

- ☐ Your parent may apply for a credit-based Parent PLUS Loan by completing the following requirements after logging into studentaid.gov with their FSA ID
 - ☐ Complete the Parent PLUS Application process
 - ☐ If approved and a first time Parent PLUS Loan borrower, the parent must complete the Loan Agreement (PLUS MPN for a Parent PLUS loan)
- ☐ Pursue a credit-based private loan to help fund your educational expenses

Our ELM Select private loan search engine is a tool to help you find the best loan for you! You can also find a list of state agencies that offer private loans to their residents. Access ELM Select at financialaid.wvu.edu/loans/private.

☐ Apply for external scholarships and/or contact your college about departmental scholarships

☐ Take advantage of Federal Work Study (if offered) or part-time student employment on or off campus

Students can apply for jobs via Handshake at wvu.joinhandshake.com. Please note these funds come to the student as a paycheck as they work. They do not apply directly to tuition and fees.

☐ Sign up for the payment plan to make monthly payments toward your bill

You can set up a payment plan at studentaccounts.wvu.edu/payment/tuition-payment-plan.

☐ Sign up for direct deposit if you are receiving a refund because your financial aid and payments are more than your institutional charges

Sign up at studentaccounts.wvu.edu/refunds. Otherwise, you will receive a paper check to the local mailing address listed on your account.

☐ **Need someone to contact us on your behalf?**

If you need someone to contact the University on your behalf for information about your account, you must give them proxy access. Instructions can be found at parent-guest.portal.wvu.edu/detailed-instructions.

Notes:

**MORGANTOWN CAMPUS
HEALTH SCIENCES CENTER
POTOMAC STATE COLLEGE OF WVU
WVU INSTITUTE OF TECHNOLOGY**

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WVU is an equal opportunity/affirmative action institution.