# UNDERGRADUATE FINANCIAL AID CHECKLIST

## The Financial Aid Process:

☐ Submit your Free Application for Student Aid (FAFSA) at studentaid.gov

☐ Log in to portal.wvu.edu to view any unsatisfied requirements

☐ After you receive your aid offer, log in to portal.wvu.edu to review and accept or decline your aid by clicking on the Financial Aid Information button. 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:

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WVU is an EEO/Affirmative Action Employer – Minority/Female/Disability/Veteran.

hub.wvu.edu/contact