

Your Initial Guide to Financial Aid

Applying for Financial Aid	Your Financial Aid Awards	Receiving Your Financial Aid Awards
<p>Login to FAFSA or Get your FSA ID</p> <p>a. Effective May 10, 2015 the PIN system is no longer active. <i>If you have your FSA ID skip below to: Complete the Free Application for Federal Student Aid (FAFSA)</i></p> <p>b. <i>If you do not have your FSA ID, go to www.fafsa.ed.gov.</i></p> <ul style="list-style-type: none"> ▪ Check the button next to “Enter the student’s information.” ▪ After you enter your information, click the “NEXT” button. ▪ At the “My FAFSA” window, scroll down to “FSA ID” and click “Create FSA ID.” ▪ You will be taken to the Federal Student Aid site where you will enter your information and create your username and password. <p>Complete the Free Application for Federal Student Aid (FAFSA)</p> <p>a. Get a copy of your Federal 1040 or 1040EZ for your 2016 taxes.</p> <p>b. You will also need the State in which we are located, which is Ohio, and the UI&U School Code, which is: 010923</p> <p>c. Go to www.fafsa.ed.gov.</p> <p>d. Check the button next to “Enter your (the student’s) FSA ID”</p> <p>e. Enter your Username and Password</p> <p>f. On the My FAFSA page, be sure you complete the FAFSA for the academic year in which you are enrolling:</p> <ul style="list-style-type: none"> ▪ Example: 2018–18 FAFSA is for July–June for the 2018–19 academic year that begins in the Fall of 2018 	<p>The Student Aid Report (SAR)</p> <p>a. Once you complete the FAFSA a Student Aid Report (SAR) is prepared and sent to the Office of Financial Aid</p> <p>b. The Office of Financial Aid will review your SAR to package you for a Financial Aid Award</p> <p>c. You are notified via email of your award with instructions for how to accept your award</p> <p>Students who accept Federal Direct Loan Awards must complete:</p> <ul style="list-style-type: none"> ▪ A Master Promissory Note (MPN) Loan Agreement ▪ Loan Entrance Counseling <p>How to complete an MPN and Loan Entrance Counseling</p> <p>a. Gather the following items</p> <ul style="list-style-type: none"> ▪ FSA ID ▪ Driver’s License ▪ Two References: Full Name, Address and Phone Number <p>b. Go to https://studentloans.gov</p> <p>c. Click on “Complete Entrance Counseling” and follow the instructions</p> <p>d. Click on Complete Loan Agreement for a Subsidized/ Unsubsidized Loan (MPN)</p> <p>e. To select our school please find us under the state of Ohio not (California, Florida or Vermont).</p>	<p>For students awarded Federal Direct Loans, the Office of Financial Aid receives a notification when your Entrance Counseling and MPN are complete. After the first day of the term in which you are registered, your award is disbursed to your Student Account, which is accessible in CampusWeb.</p> <p>Keeping Your Financial Aid Awards</p> <ul style="list-style-type: none"> ▪ To receive awarded loans, students must be registered for a minimum of 6.0 credit hours for the entire term to receive Financial Aid Awards. An entire term at UI&U includes two 8-week sessions, i.e. (F1+F2), (W1+W2), and (S1+S2). ▪ Notify the Office of Financial Aid when you receive any private scholarships, employer tuition benefits, Veterans benefits or other private financial aid resources while you attend. ▪ Notify the Office of Financial Aid if you plan to change your enrollment status (drop or add classes, withdraw, take a leave of absence, etc.). These changes can affect your financial aid awards. ▪ Please respond to requests from the Office of Financial Aid for documentation or information as quickly as possible. ▪ If you receive a refund of excessive Title IV loans, keep in mind you may need to use this for tuition for future session registrations. All refunds are processed by the Business Office.

For more information regarding Financial Aid, please visit www.myunion.edu/tuition.

For questions regarding Refunds and Student Accounts, please contact the UI&U Business Office at businessoffice@myunion.edu 1-800-861-6400 x1095

Office of Financial Aid finaid@myunion.edu

1-800-486-3116 x2005

Fax: 1-513-487-1078

Check your Student Loan History at least once a year at www.nslds.ed.gov