Step 1 — Review the enclosed financial aid award letter
Students applying for financial aid are considered for all programs for which they are eligible, and the financial aid package is generally a combination of grant, loan, and employment opportunities. Learn more about the financial aid offered to you at www.monmouth.edu/Financialaid/. Since most awards are pending and additional steps must be taken, the checklist on the back can help you keep track of your progress toward finalizing your financial aid package.

Step 2 — Evaluate the Cost of Attendance (COA)
Evaluate the cost to attend Monmouth University. Information on the cost of attendance and how it is derived is available at www.monmouth.edu/Financialaid/COA/. Your cost of attendance is listed on the upper right of your award letter where it says “cost,” and your financial need is listed on the upper right of your award letter where it says “need.” Monmouth University does not guarantee meeting your financial need.

Step 3 — Evaluate your balance due and payment options
The amount listed as “Private Alternative Financing” on the award letter approximates your estimated balance due for the 2012-2013 academic year after all aid is considered. There are many loan options as well as a monthly payment plan available to assist you in paying the balance due. Additional information will be sent under separate cover to assist you in the loan selection process, or you may go online to www.monmouth.edu/Financialaid/UGLoans/. More information on out-of-pocket payment options, including the monthly payment plan, is available at www.monmouth.edu/bursar/payments/. Please note that the cost for books and supplies is not included in your balance due amount.

Step 4 — Accept or decline the aid offered
Review the award letter and check either “Y” to accept or “N” to decline each award. Sign and return one copy of the award letter in the enclosed envelope; if a copy is not returned, we will assume that you have accepted all sources of aid in the amounts offered. Please be advised that not all aid can be restored later, so make your choices carefully. Signing the award letter does not obligate you to attend Monmouth University.

Step 5 — Follow through
Make sure all necessary documentation is complete and received by the appropriate office, agency, or lender. A delay in completing the process may result in a registration block or cancellation of courses.

Other Important Information
• You must maintain satisfactory academic progress in order to continue receiving financial aid. More information on the policy is available at www.monmouth.edu/manage_aid/.
• If you planned your aid package with funds to pay for books, the funds may be used in the University Store approximately one week prior to the start of the semester (provided all of your financial aid is finalized).
• Your aid will be disbursed to your student account approximately four to six weeks after the start of the semester (provided all of your financial aid is finalized). Any credit balance will be issued as a refund check mailed to your home address after the funds are disbursed to your account.
• There is a separate application for summer financial aid. It will be available online and in the Financial Aid Office once priority registration begins.
• If you have special circumstances that were not addressed on the Free Application for Federal Student Aid, please complete and submit the 2012-2013 Request for Special Circumstances form at www.monmouth.edu/Financialaid/Forms/.
• If you find it necessary to withdraw from the University at any time, please review the Refund Policy before doing so at www.monmouth.edu/bursar/refund/ and www.monmouth.edu/manage_aid/.
• Please keep your home address and phone number current with the Registrar’s Office and read your Webmail account at least once a week. This will ensure timely receipt of time-sensitive information.

Your aid may be in any of the following statuses...
• A = Approved, no further action needed
• E = Estimated, additional documentation may be required
• S = Suggested, further action required
• P = Pending, additional information needed

Your aid may change for any of the following reasons...
• Federal or state verification
• Receipt of additional aid
• Changes in housing status
• Changes in enrollment status
• Declining a portion of your aid package
• Failure to meet the standards of satisfactory academic progress
• Withdrawal from the University

Contact the Financial Aid Office about...
• Information on aid programs
• Adjusting your financial aid package
  (including housing and enrollment changes)
• Aid eligibility
• Loan applications/process
• Verification process
Phone: 732-571-3463   Fax: 732-263-5577
E-mail: finaid@monmouth.edu
Web site: www.monmouth.edu/Financialaid/
NEXT STEPS CHECKLIST

STAFFORD LOAN BORROWERS

__/__/__  First-time borrowers must complete entrance counseling and a Master Promissory Note (MPN).
(Date Completed)  Entrance counseling is available online at www.studentloans.gov. Click on “Entrance and Exit Counseling” at the top right of the page.

__/__/__  Master Promissory Note (MPN) instructions will be mailed and e-mailed starting in mid-July. Additional information on the MPN may be found at www.monmouth.edu/Financialaid/ESig/.
(Date Completed)

PERKINS LOAN BORROWERS

__/__/__  First-time borrowers will receive instructions via mail and e-mail in late June.
(Date Completed)

PRIVATE ALTERNATIVE FINANCING

__/__/__  Apply for an Alternative Loan or a PLUS Loan
(Date Completed)  If you need loan funds to assist you in paying the balance due, please view your options at www.monmouth.edu/Financialaid/UGLoans/. We encourage you to apply online for any additional loan funds needed.

__/__/__  Confirm that your loan is approved
(Date Completed)  Please be sure to send any additional documents requested to your lender. Be sure to complete and sign the loan application.

VERIFICATION

__/__/__  Federal Verification
(Date Completed)  Students who have been selected for federal verification will receive notification under separate cover listing the documents required. Please submit all documentation to the Financial Aid Office as soon as possible to finalize your aid package.

__/__/__  State Verification
(Date Completed)  Students who have been selected for state verification will be notified separately by the New Jersey Higher Education Student Assistance Authority (NJHESAA) as to the documents required. Please return all documentation to the NJHESAA.

WORK STUDY

__/__/__  Attend the Job Fair
(Date Completed)  Remember that you will be paid an hourly wage and receive a paycheck when working through the Federal Work Study program. An offer of Federal Work Study on your award letter is not a guarantee of employment. To assist you in securing a job, a Job Fair is scheduled for Thursday, September 6 in the Multipurpose Activity Center (MAC).

OUTSIDE SCHOLARSHIPS/THIRD PARTY PAYMENTS

__/__/__  Notify the Financial Aid Office of any outside scholarships or agency payments that you will be receiving. Your aid package may be revised based on the information you provide.
(Date Completed)

__/__/__  Confirm Payment of your scholarship with the donor or agency providing the funds.
(Date Completed)

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) WAIVER

__/__/__  To allow someone else, like a parent, access to your academic, financial, or disciplinary records, you must complete a FERPA waiver each academic year. The electronic form may be completed through the e-Forms section of WebStudent at http://webadvisor.monmouth.edu.
(Date Completed)

VIEW AWARDS AND BILL ONLINE

__/__/__  Registered students can view their financial aid awards and student accounts (bills) online by logging onto WebStudent at http://webadvisor.monmouth.edu. The deadline for fall semester bills is typically during the second week of August.
(Date Completed)