FINANCIAL AID CHECKLIST

STEP 1 – Applying for Financial Aid:

- **Know the Financial Aid Deadlines!** ASU has a financial aid deadline for **each** term. Apply early to ensure you meet the deadline, which means that all requested items are received in our office by the deadline date.

Fall 2021 Deadline:	June 1st, 2021	(use 2021-22 FAFSA)
Spring 2022 Deadline:	November 1st, 2021	(use 2021-22 FAFSA)
Summer 2022 Deadline:	April 1st, 2022	(use 2021-22 FAFSA)

- **Electronically submit your FAFSA!** Go to www.studentaid.gov to complete your FAFSA - be sure to include the School Code: **001544**. Please complete your FAFSA at least 30 days prior to the published deadline to allow enough time for the school to receive your FAFSA and for you to submit any additional documentation. -

  ⟶**Helpful Tip**: *Using the IRS Data Retrieval Tool when completing your FAFSA will help speed up processing time if your file is selected for verification.*

- **Respond timely to any request for verification/documentation!** The Department of Education randomly selects FAFSA applications for verification. If your FAFSA is selected, you will be required to submit additional documentation. Please be advised **the ONLY acceptable documentation to verify tax information will be the use of the IRS Data Retrieval Tool through the FAFSA application or submission of an official Tax Return Transcript from the IRS** for tax filers, and **both an official IRS W-2 Wage and Tax Statement Form and Verification Letter of Non-Filing** for non-tax filers.

  See Outstanding Requirements below for more information on how to complete the verification process

  ⟶**Helpful Tip**: *IRS Tax Transcripts can take 5-10 days to be mailed to you, if unable to access them using the IRS Data Retrieval Tool.*

  Note: It can take up to 4 weeks once you have submitted all required documentation to award your file.

  Please make sure that your Banner Web account is active! Communication and status updates are made on Banner Web or sent to your ASU email account so it is important that you access these often. For technology support, please visit: http://www.helpdesk.asurams.edu or call 229-500-HELP.

  Financial aid does not transfer from one school to another! If you are a **transfer student,** you will need to add the 001544 school code to your FAFSA **and cancel all pending** loans or grants at the school where you last attended. After requesting cancellation at your previous school, please notify ASU that your loans and grants have been cancelled at ifinaid@asurams.edu.

  -⟶**Helpful Tip**: *Aid will not show as canceled until your previous school reports the cancelation to the Department of Education-we cannot proceed with processing a file until aid shows fully canceled.*

STEP 2 -- How To View Your Outstanding Requirements:

Please follow these steps:

1. Go to www.asurams.edu
2. Click "**Banner Web**" (Under "Students" at the top left of the page)
3. Click "**Login to Secure Area**"
4. Enter your User ID and PIN and click "**Login**" (If this is your first time to login to Banner, your User ID is your RAM ID and your PIN is your 6-digit date of birth (MMDDYY)-no hyphens or slashes
5. Click the "**Student Services and Financial Aid**" tab
6. Click "**Financial Aid**"
7. Click "**My Eligibility**"
8. Click "**Student Requirements**"
9. **Select the Award Aid** year from the drop down menu and click "**Submit**"

→ ALL UNSATISFIED requirements will show at the top portion of the screen. The code "Verify" remains outstanding until the verification process is completed, which can take up to 4 weeks.

If you have been selected for verification, please go to asurams.verifymyfafsa.com.

- If you are a **New User**, login with your ASU email username and password**. You must be an admitted student to begin the verification process.** Please contact 229-500-4358 if you are having trouble logging in.

STEP 3 -- How To Accept Your Terms and Conditions:

Albany State University requires you to accept the Terms, Conditions and Acceptable Usage Policy before aid will be disbursed.

Please follow these steps one logged into Banner Web:

1. Click the "**Student Services and Financial Aid**" tab
2. Click "**Financial Aid**"
3. Click "**My Award Information**"
4. Click "**Award By Aid Year**"
5. **Select the Award Aid** Year from the drop down menu and click "**Submit**"
6. Please click the "**Terms and Conditions**" tab
7. **Read the Terms and Conditions**
8. If you accept the Terms and Conditions, please click the "**Accept**" button

STEP 4 -- How to Accept Your Awards:

Check Banner Web frequently to review your financial aid award(s)! If you are awarded student loans**,** you must follow the instructions to accept them on Banner. You may accept full or partial amounts. **Remember that the amount accepted will be split in half between two semesters, unless otherwise noted.**

⟶**Helpful Tip**: *Once you have accepted your loans, it can take up to 5 business days to process*

Please follow these steps one logged into Banner Web:

1. Click the "**Student Services and Financial Aid**" tab
2. Click "**Financial Aid**"
3. Click "**My Award Information**"
4. Click "**Award By Aid Year**"
5. **Select Aid Year** from drop down box and click "**Submit**"
6. Click **Accept Award Offer** on each type of aid you wish to accept
7. Then next to fund select **Accept** and put the appropriate amount in the box and click "**Submit Decision"**

STEP 5 -- Next Steps After You Accept Your Awards:

- ***Complete Loan Entrance Counseling*** *at* ***www.studentaid.gov*** *using your FSA User ID and password*
  ⟶**Helpful Tip**: *Loans will not disburse until this step has been completed and confirmation received by ASU*

- ***Sign Your Master Promissory Note (MPN)*** *at* ***www.studentaid.gov*** *using your FSA User ID and password*
  ⟶**Helpful Tip**: *Loans will not disburse until this step has been completed and confirmation received by ASU*

- **To apply for a Parent PLUS Loan,** please have your **parent** visit ***www.studentaid.gov*** to submit a PLUS Loan application using the parent FSA User ID and password. A credit check will be performed during the application process and a decision will be made once the application is submitted.

  - ***If the PLUS loan is denied****, your parent must select* ***"Will not Pursue PLUS loan"*** *during the application process for the school to award a student additional loan funding. Any other option selected will result in needing a new PLUS loan application so that the school can award additional loan funding.*

  - ***If the PLUS loan is approved****, your parent must complete a Parent PLUS Loan Promissory Note at* ***www.studentaid.gov*** *using their FSA User ID and password. The PLUS Loan will not disburse until this step has been completed and confirmation received by ASU*

How To Check Your Satisfactory Academic Progress (SAP) Status:

The Department of Education requires that students are meeting SAP by maintaining a minimum of a 2.0 cumulative financial aid GPA (undergraduate) or a 3.0 cumulative financial aid GPA (graduate) and a 67% or greater completion rate/pace of progression for classes attempted versus classes completed with a grade of a D or better. Your financial aid GPA may differ from your institutional GPA.

Please follow these steps one logged into Banner Web:

1. Click the "**Student Services and Financial Aid**" tab
2. Click "**Financial Aid**"
3. Click "**My Overall Status of Financial Aid"**
4. **Select the Award Aid** Year from the drop down menu and click "**Submit**"