

WVSU Financial Aid Check List

This is your guide through the financial aid process.
Take this step-by-step and follow the instructions provided.

Step 1-Free Application for Federal Student Aid (FAFSA)

- You, your parents, or spouse (if applicable) must request an FSA ID at <http://studentaid.gov>.
- Complete the FAFSA at <http://studentaid.gov>.
 - You will need:
 - Your and your spouse's (if applicable) Social Security Number, birth dates and email addresses.
 - Your parent's (if applicable) Social Security Numbers, birth dates and email addresses.
- Add WVSU to your list of College/University Choices 003826
- The FAFSA is not complete until all required contributors have provided consent and signatures.
- This information will then be emailed to you within 3 business days of final submission.
- You must complete the FAFSA every year.



Step 2-Student Aid Report (SAR)

- After submitting the FAFSA, you should receive your SAR within 2-3 days.
- The SAR will be sent to the student email address you provided on your FAFSA.
- Be sure to check your "junk" and "spam" email boxes in addition to your inbox.
- Once you receive your report, review it for accuracy and to see if your FAFSA has been selected for verification, has been rejected, or if additional documentation needs to be submitted.
- Verify WVSU is listed as the college you will be attending.
- If you need to make corrections, use your FSA ID to access your FAFSA after your application has been processed. Be sure to click SUBMIT, at the end of the application, once you have completed your updates.



Step 3-Financial Aid Requirements

- If WVSU's federal school code is listed on your FAFSA, you will begin receiving emails to your campus email address.
- Campus Email is accessed through Webmail.
- We strongly recommend checking your campus email at least once per week, as it is our primary source of communication with students.
- All documentation needed for your financial aid application will be listed on your MyState.



Follow these steps to access your satisfied and unsatisfied requirements:

1. Click on the Financial Aid Link.
 2. Ensure the Aid Year at the top is correct (if not, select the appropriate aid year).
 3. Student Requirements will show on the main page.
 - Unsatisfied Requirements are shown at the top.
 - Select the down arrow on each requirement for more information.
 - If the requirement is a form, the title will be in blue font. Click to download the needed form.
 - Documentation "Received and Pending Review" will show as outstanding until it is fully processed.
 - Requirements that have been satisfied will be at the bottom.
- Financial Aid Packages cannot be determined until all documentation has been received, reviewed and processed.

Priority Due Dates for Documentation:

Fall Semester: June 30th

Spring Semester: November 30th

Summer Semester: April 30th

Step 4- Satisfactory Academic Progress

- All students are required to complete a minimum of 67% of all attempted credit hours
- Attempted hours include remedial, transfer, withdrawn, failed, and repeated hours
- All students are required to complete their degree within 180 attempted credit hours
- Attempted hours include remedial, transfer, withdrawn, failed, and repeated hours
- All students are required to maintain minimum grade point averages based on the student academic level.
- **Freshman (0-29 Credit Hours) - 1.75 minimum grade point average**
- **Sophomore (30-59 Credit Hours) - 1.75 minimum grade point average**
- **Junior (60-89 Credit Hours) - 2.0 minimum grade point average**
- **Senior (90+ Credit Hours) - 2.0 minimum grade point average**



Step 5- Financial Aid Packages

- Approximately 2-4 weeks after submitting all documentation to the Office of Financial Aid, you should receive a package email notification, and your package will be available to access via your MyState account.
- If you do not receive your notification within 2-4 weeks, please inquire by emailing ofa@wvstateu.edu.
- Once you receive your package, review it carefully and read the accompanying material.
- All offered amounts are initially made for full time enrollment for both fall and spring semesters.
- Pell Grant amounts (eligible undergraduate students) shown are full time enrollment amounts and will be adjusted according to your actual enrollment.
- Institutional Aid amounts shown are subject to change and may be adjusted according to your actual enrollment, changes in your eligibility, and/or if additional aid resources are applied.
- We reserve the right to modify your financial aid amounts at any time due to changes in your financial eligibility as a result of any of the following:
 - Incorrect information supplied on the FAFSA
 - Changes in your enrollment, residency, or degree program
 - Changes in the availability of our funds
- Financial Aid packages are not valid for students who are unable to register due to a prior bill or for students on financial aid suspension.



NOTE: The Cost of Attendance and Net Cost are not your billing amounts. The cost of attendance reflects the estimated costs used to determine financial aid eligibility. Click on the Account Information Link to access your actual billing information once you have registered for your classes.

Follow these steps to access your package:

1. Login to your MyState account
2. Click on the Financial Aid Link
3. Click on the Award Offer Link: select the correct aid year
4. Scroll down to the Grants and Scholarship section to view funds
5. For Student Loan Offers
 - Loan offers are listed below the Net Cost section
 - Click on the Select dropdown box under the Take Action column to accept/decline any offered loans
 - Select Accept if you want to Accept the full amount of the loan offered to you
 - Select Decline if you want to Decline the full amount of the loan offered to you
 - Select Modify if you want to Accept a portion of the loan offered to you
 - Enter the reduced amount you want to accept for the full year, then click Ok

Once you have made your loan decisions, click Submit. Grants do not require your acceptance.

Step 6- Accepting Federal Student Loans

- All students receiving a federal loan for the first time, MUST complete Student Entrance Loan Counseling at <http://studentaid.gov>.
- If you are accepting student loans for the first time at WVSU, you MUST complete the Master Promissory Note (MPN) online at <http://studentaid.gov>.
- Loans for first time borrowers are subject to a one time 30-day disbursement delay (that is, the loan will disburse 30 days after the beginning of the first semester of accepting a student loan).
- All loans will have two disbursements to pay to their account for the year or one semester only loans; one close to the beginning of the loan period and the other halfway through the loan period.
- Students must be enrolled in at least six hours to be considered for student loans.



Step 7-Accepting Parent PLUS Loans

If you accept a Parent PLUS Loan as part of your Financial Aid Package it does require your parent's involvement.

- Your parent must apply for the loan at <http://studentaid.gov>. The loan is approved based your parent's credit score.
 - If your parent is approved for the loan, they must then complete a Master Promissory Note, also at <http://studentaid.gov>.
 - If your parent is denied for the loan, they have two options.
 - They can opt to have an endorser, which is similar to a co-signer, and reapply for the loan. If approved, the endorser will need to complete a Master Promissory Note and your parent will need to complete Credit Counseling both at <http://studentaid.gov>.
 - Or, they can leave the loan as denied and you can explore additional options with the Office of Financial Aid.



Step 8-Applying for Private/Alternative Loans

Private/alternative student loans are provided by banks, credit unions, and other lenders, and can help bridge the gap between the financial aid you may have already received and the total cost of attendance.

The information provided on our website, will guide you through a list of loan lenders available for both undergraduate and graduate student loans, up-to-date interest rates, comparison options and the application links. You have the right to choose any lender and are not required to borrow from the list provided.



Step 9-Apply for Institutional Aid via ScholarshipUniverse

Once your financial aid package has been completed, you should begin exploring additional financial aid options through our scholarship portal, <http://wvstateu.scholarshipuniverse.com>.

- You must have all admission documentation submitted to be eligible for scholarships.
- You must be enrolled in classes to be eligible.



Applying for West Virginia State University Foundation Scholarships is easy.

- Log in with the first portion of their West Virginia State University email address (i.e., everything prior to @wvstateu.edu) and password.
- There is only one application to fill out.
- A completed application will be matched with pertinent scholarship opportunities.
- If you match to scholarships, you must complete a Thank You Note to complete the process!

Step 10-Review your Student Account Balance and Billing

- After you register for classes, your actual billing charges will be applied to your student account.
- Financial Aid funds are not be applied to student accounts until after the semester begins.
 - Our first disbursement of funds is always the second Wednesday after classes begins.
- If you have a positive balance on your billing invoice after your financial aid funds have been applied, you will need to make payment with the Office of Student Accounts.
- WVSU offers two payment plan options to assist students in managing their tuition expenses.
 - 60/40 payment option is offered through the Office of Student Accounts.
 - Requires a payment of 60% of the total balance due by the tuition due date, with the remaining 40% to be paid by an established deadline.
 - Monthly payment option offered through Nelnet



Step 11- Disbursements and Refunds

If you have a negative balance after your financial aid funds have been disbursed and applied, this indicates you will receive a financial aid refund, which are financial aid funds that are owed to you.

- You have two options to receive your refund;
 - Direct Deposit
 - Mailed Check
 - Please verify your mailing address is correct
- Refunds can take up to 14 days to process

