

This is an overview of the financial aid process. Please read through this carefully and utilize this as a guide throughout the financial aid process.

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

- You and your spouse or parents (if applicable) must [request an FSA ID](https://studentaid.gov/fsa-id/create-account/launch) at <https://studentaid.gov/fsa-id/create-account/launch>.
  - The FSA ID is used as an electronic signature throughout the federal student aid process.
  - To create the FSA ID, you will need:
    - Your Social Security Number and your own mobile phone number and/or personal email address.
    - Your parent's (if applicable) Social Security Number and his/her own mobile phone number and/or personal email address.
- Complete the [FAFSA](https://studentaid.gov/h/apply-for-aid/fafsa) online at <https://studentaid.gov/h/apply-for-aid/fafsa>.
  - Be sure to list West Virginia State University (WVSU) as the college you will be attending, using school code **003826**.
  - To complete the FAFSA, you will need:
    - Your Social Security Number and date of birth.
    - Your parent's (if applicable) Social Security Numbers, dates of birth and email addresses.
    - Your and your spouse's (if applicable) income information.
    - Your parent's (if applicable) income information.
- Be sure to save a copy of your completed [FAFSA](https://studentaid.gov/h/apply-for-aid/fafsa) and your Submission Confirmation before exiting.
- This information will then be electronically transmitted to you and the Office of Financial Aid.

## Step 2-FAFSA Submission Confirmation

- After submitting the [FAFSA](https://studentaid.gov/h/apply-for-aid/fafsa), you should receive your confirmation within 2-3 days.
- The SAR will be sent to student email address you provided.
  - Be sure to check your "junk" and "spam" email boxes in addition to your inbox.
- Once you receive your report, review it for accuracy.
- 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](https://studentaid.gov/h/apply-for-aid/fafsa).
  - 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 30<sup>th</sup>
    - Spring Semester: November 30<sup>th</sup>
    - Summer Semester: April 30<sup>th</sup>

## Step 4-Financial Aid Packages

- After submitting all documentation to the Office of Financial Aid and Scholarships, you should receive an award email notification, in approximately 2-4 weeks and will be available to access via your [MyState](#).
- If you do not receive your award notification within 2-4 weeks, please inquire by emailing [ofa@wvstateu.edu](mailto:ofa@wvstateu.edu).
- Once you receive your award notification, 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 Free Application for Federal Student Aid (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.
- Follow these steps to access your award:
  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

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.

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

## For Students Accepting Loans

- All students receiving a loan for the first time, MUST complete [Student Loan Entrance Counseling](https://studentloans.gov) at <https://studentloans.gov>.
- If you are accepting student loans for the first time at WVSU, you MUST complete the [Master Promissory Note \(MPN\)](https://studentaid.gov) online at <https://studentaid.gov>. The MPN is normally valid for 10 academic years.
- 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.

## 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 [here](#), 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 5-Accessing your Billing Information

- After you register for classes and beginning in early July, your actual billing charges will be applied to your student account.
- Financial Aid funds are not 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
- If you have a negative balance, after your financial aid funds have been applied, this indicates that you will receive a financial aid refund, which is financial aid that is leftover after your bill is paid.
  - Contact the Office of Student Accounts with questions regarding Direct Deposit.
- **Reminder: You must reapply for financial aid each academic year.**