

# FRESHMAN FINANCIAL AID CHECKLIST

## ☑ Search for scholarships!

Be sure to look for outside scholarships early! There are many websites you can go to for free – do NOT pay anyone for searching for scholarships – be wary of scams – please see our website for more information at: [www.millersville.edu](http://www.millersville.edu) and select *Financial Aid*, then *Grants and Scholarships*, and then select *Scholarship Search Databases*.

The Admissions Office selects the recipients of any scholarships awarded by Millersville to incoming freshman based on specific criteria and selects the highest qualified students first.

## ☑ Create an FSA User ID and Password

Students, parents, and federal loan borrowers are required to create an FSA ID, made up of a username and password, to access certain U.S. Department of Education websites. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your FAFSA and other federal student aid documents.

To create your FSA User ID and password, go to [www.fsaaid.ed.gov](http://www.fsaaid.ed.gov). Keep in mind that the same e-mail address cannot be used for both parent and student IDs. If you don't want your financial aid to be delayed, it's extremely important that each parent and each student create his/her own FSA ID and that they do not share it with anyone, even each other.

## ☑ Complete your FAFSA Application

The FAFSA is available each year beginning October 1. Even if your state and school deadlines aren't for a while, you should complete the FAFSA as soon as possible because to be considered for all types of financial aid.

To get started, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and click "Start a New FAFSA". To have your FAFSA information sent to Millersville University, you must include our School Code: 003325 on your application.

## ☑ Award Letters and School Choice

Beginning January, you will begin to receive Award Letters each of the schools to which you have been accepted. Once you have decided which school you will attend, contact the school to find out the deadline for the Admissions deposit (confirmation fee) and how much – it may be different for living on-campus than for living off-campus.

**The information below is for Millersville University Students ONLY.**

**If you have chosen to attend another school please contact their financial aid office for more information.**

## ☑ Pay your Admissions Confirmation Fee

If you have decided that Millersville is the school is for you, contact the Admission's Office to confirm enrollment and pay your Confirmation Fee. To pay your confirmation fee online, click [here](#).

## ☑ Submit copies of any outside scholarship awards

If you are receiving aid from outside sources, please forward a copy of your scholarship award notice or check to the *Office of Financial Aid* and mail the physical check to the *Office of Student Accounts* as soon as possible.

## ✔ Complete any outstanding requirements with MU

If you received an Award Statement which indicated that you had an *estimated award*, we will require additional documentation from you. Once you have paid your Admissions Confirmation Fee, log into your [myVILLE Student Portal](#); select the “Finances” tab to view your “Financial Aid Requirements”. Complete any outstanding financial aid requirements that may delay the processing of your financial aid.

If you do not see a green check mark next to the requirement listed, we still need additional information from you. It is extremely important to check your e-mail throughout the summer to ensure you have completed all of your requirements. To view and complete your outstanding requirements, log into your myVILLE Student Portal online to avoid a delay in the processing of your financial aid.

## ✔ Complete Financial Aid Terms and Conditions

To receive financial aid, you must complete Terms and Conditions of your awards online through your [myVILLE Student Portal](#). You can access your Terms and Conditions by logging into myVILLE, clicking the “Finances” tab; under “Financial Aid Requirements”, select the appropriate aid year and click on the link for Terms and Conditions. Read the information carefully and click Accept.

## ✔ Accept, Decline, or reduce offered Direct Loans

All borrowers must either ‘Accept’ or ‘Reduce/Decline’ the offered Federal Direct Loans. You will need to log into your [myVILLE Student Portal](#) and select the “Finances” tab. To accept or decline the offered loans, click on “Financial Aid Awards” and select the appropriate aid year. You must accept your loans if you want to use them as credit toward your bill.

## ✔ Complete Entrance Counseling and Master Promissory Note

If you choose to accept your loans, all first-time borrowers must also complete Federal Direct Loan *Entrance Counseling* and *Master Promissory Note* online. *Entrance Counseling* educates the student about Direct Loans and their terms, as well as the student’s rights and responsibilities of borrowing them. The *Master Promissory Note* is the student’s agreement that they understand these terms and agree to borrow and repay the loan(s) offered to them. These requirements must be completed by the student, NOT the parent(s). To log into your account at [www.studentloans.gov](http://www.studentloans.gov) and complete these requirements, you will need your (the student’s) FSA User ID & Password

## ✔ Update your PA State Grant Application

If you were notified that you are eligible to receive a PA State Grant and you want Millersville to receive your grant funds for the academic year, you must update the school you are attending on the State Grant Application.

To release your information and change your school choice to Millersville, go to [www.pheaa.org](http://www.pheaa.org), log in to *Account Access*, select *Grant Status* for the current year, and select the Change School Information Form. If you are having difficulty updating your school, contact PHEAA at 1-800-692-7392.

## ✔ Look for additional aid resources

If you need additional money to cover the remaining cost of your education go to: [www.millersville.edu/finaid](http://www.millersville.edu/finaid) to explore your options:

- [Installment Plan](#)
- [Parent PLUS Loan](#)
- [Private/Alternative Education Loan](#)

# ✓ MU Billing Schedule

Millersville University bills per semester and uses electronic billing (e-Bills). As soon as e-Bills are ready, an email notification will be sent to your millersville.edu email address. Parents and others with Third Party Access will receive email notification at the email address provided. You can also sign up for notification via text message. Instructions on setting up Third Party Access and text message alerts are on the Office of Student Accounts (OSA) website. Due dates for general billing are available on the OSA web page at [www.millersville.edu/osa](http://www.millersville.edu/osa) under the heading "Important Dates." In addition, the due date will be available on your e-Bill.

## Fall Semester:

- Bills for the fall semester become available mid to end of July
- Payment is due early to mid-August

## Spring Semester:

- Bills for the spring semester become available mid to end of November
- Payment is due early to mid-December.

E-Bills should be reviewed to determine whether or not there is a remaining balance due. If you have questions regarding your financial aid package, contact the Financial Aid Office.

## ✓ Clear your bill with the Office of Student Accounts (OSA)

Millersville University requires confirmation of attendance. Confirmation is required even if no payment is due. Bills can only be cleared once they are fully resolved. All bills must be "cleared", even bills with a zero or (-) credit balance. Bills may be cleared online via the Office of Student Accounts (OSA) web page, the myVILLE Student Portal, the Parent Payment Portal or by calling (717) 871-5101. Failure to clear a bill by due date, even if no payment is due, could result in a late payment fee, and/or cancellation of your class schedule.

If you are expecting a refund, make sure to sign up for [Direct Deposit](#) for a quicker and more secure delivery of your refund!

## ✓ Need more information?

Contact the Office of Financial Aid:

### Office Hours:

Mon.-Fri. 8am to 5pm  
717-871-5100

**FAX:** 717-871-7980

**Email:** [fa.mail@millersville.edu](mailto:fa.mail@millersville.edu)

### USPS Mailing Address:

Office of Financial Aid  
Millersville University  
P.O. Box 1002  
Millersville, PA 17551-0302

### Address for UPS/FedEx:

Office of Financial Aid  
Lyle Hall, 1st Floor  
40 Dilworth Rd  
Millersville, PA 17551-0302