

# RETURNING STUDENT CHECKLIST

## ☑ Search for scholarships!

Millersville University scholarship applications are available each year at the end of November and due early February. To be eligible to apply for any of these scholarships the student must have an established GPA at Millersville. Visit our website for more information on [Millersville Scholarships](#) and other [outside scholarship databases!](#)

## ☑ Complete your FAFSA Application

The FAFSA is available each year beginning October 1. To be considered for all types of financial aid, the recommended deadline to complete the FAFSA is March 15<sup>th</sup>. In order to be considered for the PHEAA PA State Grant, applications must be submitted prior to May 1<sup>st</sup>.

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. You will need your FSA User ID and password to log into your account. If you have forgotten your FSA User ID and/or password, go to [www.fsaaid.ed.gov](http://www.fsaaid.ed.gov).

## ☑ Financial Aid Packaging and Award Letters

Beginning in June, returning students will be packaged with financial aid so long as there are no outstanding requirements on your account. You will be notified via e-mail of your financial aid award letter, which you can access online through your [myVILLE Student Portal](#), under the "Finances" tab. Click on the link for "Financial Aid Awards", select the appropriate aid year, and select the tab "Award Overview".

## ☑ Complete any outstanding requirements with MU

If you have not been packaged with financial aid by the end of June and have completed a FAFSA, it may be that we require additional documentation from you. You should have been sent an e-mail notifying you that you have outstanding requirements and to check your [myVILLE Student Portal](#); select the "Finance" 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.

## ✔ 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.

## ✔ 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.

## ✔ 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](#)

## ✔ 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