

TRANSFER STUDENT CHECKLIST

COMPLETE YOUR FAFSA APPLICATION

To be considered for all types of federal student aid, you must complete the Free Application for Federal Student Aid (FAFSA). The Free Application for Federal Student Aid (FAFSA) is available each year beginning October 1 and it is recommended to complete the application as early as possible to be considered for all types of financial aid.

If you have already completed a FAFSA but did not list Millersville previously, you *must* update your FAFSA online by logging into your account at fafsa.ed.gov and selecting *Make Corrections to a Processed FAFSA*. Go to the *School Selection* tab and then type in Millersville's school code (003325). Click *search*, check the box showing Millersville, and then click *add*. Make sure to sign and submit the application when done.

UPDATE YOUR PENNSYLVANIA STATE GRANT APPLICATION (PHEAA)

If you were notified by the Pennsylvania Higher Education Assistance Agency (PHEAA) that you are eligible to receive a Pennsylvania (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 PA State Grant Application.

To release your information and change your school choice to Millersville, go to 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.

COMPLETE ANY OUTSTANDING REQUIREMENTS WITH MILLERSVILLE

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](#).

To view and complete your outstanding requirements log into your myVILLE Student Portal and select *Finances > Financial Aid Requirements*. 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.

*If you have **Financial Aid Requirements** that are incomplete, this may delay the processing of your financial aid.*

COMPLETE FINANCIAL AID TERMS & CONDITIONS

To receive financial aid, you must complete the *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, REDUCE, OR DECLINE YOUR OFFERED DIRECT LOANS

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

Millersville can only award loans up to your annual limit minus any loan funds received in the current aid year at your previous school. If you had a Direct Loan processed at another institution in the fall semester, make sure to cancel any pending spring disbursements at that institution. You will be placed on a 7-day Transfer Monitoring List to ensure the accuracy of the loans being awarded to you.

□ SUBMIT COPIES OF ANY OUTSIDE SCHOLARSHIP AWARDS

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

□ MILLERSVILLE UNIVERSITY'S 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 an 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 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 *Office of Financial Aid*.

□ LOOK FOR ADDITIONAL AID RESOURCES

If you need additional money to cover the remaining cost of your education go to: millersville.edu/finaid to explore your options:

- [Monthly Installment Plan through Tuition Management System \(TMS\)](#)
- [Federal Direct Parent PLUS Loan](#)
- [Private/Alternative Education Loan](#)

□ CLEAR YOUR BILL WITH THE OFFICE OF STUDENT ACCOUNTS (OSA)

ACTION REQUIRED!

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
Phone: 717-871-5100
Fax: 717-871-7980
Email: 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