

Financial Aid Calendar – Current Students

(for students currently enrolled in college)

Please note: This information is specific to Millersville University. Other universities may have different requirements or timelines.

January

- File parents' and student's federal tax returns early. Keep copies of EVERY document sent to the IRS (1040, all schedules, W-2's, etc). The Office of Financial Aid may require these for verification.
- The Free Application for Federal Student Aid ([FAFSA](#)) is the main application needed to apply for aid at Millersville University.
- Students interested in a Federal Stafford Loan, who have not previously had one, must also complete a Master Promissory Note (MPN), which MU Office of Financial Aid will pre-certify, in addition to the FAFSA.
 - NOTE: Non-PA residents should contact their state's higher education assistance agency to apply for a state grant from their home state. See the [United Stated Department of Education State Higher Education Agency Listing](#) for contact information.
- Spring semester classes begin.
- [Drop/add](#) begins – drop classes the first five days of classes; add classes the first seven days using a drop/add card (obtained from the Registrar's Office) with signatures from professors.
- Disbursement of approved financial aid and refunds of excess aid are mailed to the student's campus address.
- Upon return to MU for Spring term, visit MU Office of Financial Aid for MU Scholarships.

February

- File the FAFSA early. Priority filing deadline is March 15 to be considered for campus-based aid (Perkins loan and SEOG grant) for the most needy students.
- Access information on Summer Financial Aid on our website after February 15.
- Deadline for MU Office of Financial Aid scholarships.

March

- File the FAFSA early. Priority filing deadline is March 15 to be considered for campus-based aid (Perkins loan and SEOG grant) for the most needy students.

April

- Watch for your eSAR – you will receive and email with a link to your SAR on the Web no longer than 5 days after submitting the FAFSA. The SAR is the Department of Education's reply to your submitted FAFSA and summarizes your financial aid eligibility for any federal programs. Read it thoroughly and make any necessary corrections. If no corrections are necessary, keep it for your records. [If you send the SAR back to the processor for corrections, a revised SAR will be sent to you and electronic corrections are sent to the school (if you listed Millersville as one of your school choices). Review the corrected SAR and keep it for your records.]
- Your financial aid application may be selected for a process called verification. The federal government selects 30% of all students who apply for financial aid for verification. The school will notify you of your selection and require you to submit certain documents to them, which may include tax returns and W-2 forms.

May

- Deadline for PA State Grant (The FAFSA must be **received** by the processor by this date – **MAY 1**)
- PHEAA notifies students about PA State Grant awards. (NOTE: It is the school's responsibility to notify PHEAA if the student changes housing, adjusts enrollment, or receives additional aid, all of which could affect the grant amount.) – please notify the Office of Financial Aid of any changes in housing plans that have occurred.
- After grades are posted for the Spring semester, a review of the credits earned will be conducted for each student. Any student not completing the number of credits to meet the academic progress requirements, will have his/her aid removed beginning pre-session and continuing until the required number of credits have been passed.
- Students who are graduating need to complete an online Exit Counseling – this can be done online through our website: www.millersville.edu, click on Financial Aid, click on Loan Counseling in the Quick Links box on the left side of the page and read through the EXIT COUNSELING information.
- Millersville has a monthly payment plan called [MIPP](#) (Millersville University Installment Payment Plan). This program is now handled through Tuition Management Systems. Please see more information on the Payment Plan through the Bursar's Office webpage: www.millersville.edu/bursar/installmentplan.php.

June

- First-time Federal Stafford Loan borrowers need to complete the online Entrance Counseling.
- Students' loans are processed and award letters are available online through MAX after end-of-semester grades are posted and eligibility is reviewed – usually around mid-June. Be sure to watch your Millersville University email for notification that your financial aid package is ready and access it online through [MAX](#).
- Consider other types of financial aid necessary to pay your bill, including the Federal [PLUS Loan](#) (Parent Loan for Undergraduate Students) or [Alternative Loans](#). **Do not wait until August to apply for these additional funds. Doing so may jeopardize your start of the Fall semester.**
- Contact the Office of Financial Aid if you wish to **reduce** your Federal Stafford Loan amount or if you wish to **increase** your Stafford Loan amount if:
 - you are considered an independent student by the federal government or
 - you are a dependent student and have a parent PLUS loan
- Be sure all financial aid forms have been completed and submitted to the Office of Financial Aid.
 - If considering the Installment Payment Plan, please see more information on the Bursar's Office webpage: www.millersville.edu/bursar/installmentplan.php.

July

- Fall semester bill is available in the middle of the month through MAX. Financial aid that is approved appears as credit on the bill. It will be due in mid-August. Any financial aid that is cleared after the bill was printed may be used as a deduction (Check with the Office of Financial Aid to be sure your aid can be used as a deduction on your bill). Be sure to respond to the bill, as this is the only way Millersville knows that you will attend classes. If you have a "0" balance or a credit to your account (the financial aid awarded exceeds your bill), you can [clear](#) your bill online. Please see the Bursar's Office website for additional information on [paying your semester bill](#).

August

- Fall semester bill is due (middle of the month). Clear your bill online to confirm your attendance even if you do not owe any money. Any financial aid that is cleared after the bill was printed may be used as a deduction (Check with the Office of Financial Aid to be sure your aid can be used as a deduction on your bill). Be sure to respond to the bill, as this is the only way Millersville knows that you will attend classes. If you have a “0” balance or a credit to your account (the financial aid awarded exceeds your bill), you can clear your bill online. Please see the Bursar’s Office website for additional information on paying your semester bill.
- Fall semester classes start at the end of the month.
- Financial Aid is disbursed – refunds for students who have an overpayment of financial aid are mailed or sent to your bank account through direct deposit, if you have signed up for that.

September

- Drop/add begins – drop classes the first five days of classes; add classes the first seven days using a drop/add card (obtained from the Registrar’s Office) with signatures from professors.

October

- Mid-semester bills are sent to students who still owe a balance for the Fall semester.

November

- Register for the Spring semester courses. Be sure that you will satisfy the academic progress requirements for the number of credits needed to qualify for next year’s financial aid.
- Spring bill is available in the middle of the month.

December

- Spring semester bill is due (middle of the month).
- Gather together the information to file your taxes and get ready to file next year’s financial aid application.
- If you lost your Federal or State financial aid because of academic progress requirements and took classes in the Fall semester, call the Office of Financial Aid when grades are posted to have your credits re-reviewed to see if you are eligible for aid in the Spring semester.
- If you will change grade levels **AFTER FALL GRADES ARE POSTED** [i.e. freshman to sophomore (at least 30 credits) or sophomore to junior (at least 60 credits)] and wish to have your Federal Stafford Loan increased, contact the Office of Financial Aid.
- Students who are graduating need to complete an online Exit Counseling – this can be done online through our website: www.millersville.edu, click on Financial Aid, click on Loan Counseling in the Quick Links box on the left side of the page and read through the EXIT COUNSELING information.
- If you filed the FAFSA online last year, but do not remember your pin number, request that the PIN number be sent to you via email or the United States Postal Service. Remember for dependent students, both the student and the parent must have a pin number.