

RETURNING STUDENT CHECKLIST

☐ SEARCH FOR SCHOLARSHIPS!

Millersville University scholarship applications are available every year in [Scholarship Universe](#) once fall grades post and they are due early March. To be eligible to apply for any of these scholarships the student must have an established GPA at Millersville. Visit our website at millersville.edu/scholarships 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 15th. To be considered for the PA State Grant, applications must be submitted prior to May 1st.

To get started, go to fafsa.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 fsaid.ed.gov.

☐ YOUR FINANCIAL AID OFFER

Beginning in June, returning students will be packaged with financial aid so long as we have your FAFSA on file and you have completed any outstanding requirements on your account. You will be notified via your Millersville University e-mail with a link to your electronic Financial Aid Offer Letter.

☐ COMPLETE 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 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 Portal](#) online to avoid a delay in the processing of your financial aid.

☐ COMPLETE TERMS & CONDITIONS

To receive financial aid, you must complete Terms and Conditions of your awards online through your [myVILLE Portal](#). To access your Terms and Conditions:

- [Log in to your myVILLE Portal](#)
- Select the "Finance" tab to view your "Financial Aid Requirements"
- Select the appropriate aid year and click on the link for Terms and Conditions
- Read the information carefully and click "Accept"

□ SUBMIT COPIES OF EXTERNAL SCHOLARSHIPS

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.

□ ACCEPT, REDUCE, OR DECLINE OFFERED LOANS

All borrowers must either 'Accept' or 'Reduce/Decline' their offered Federal Direct Loans.

- You will need to log into your [myVILLE Portal](#) and select the "Finances" tab; then click on "Financial Aid Awards" and select the appropriate aid year to accept or decline your loan.
- If you have never borrowed federal loans before, make sure to log into your account at [studentaid.gov](#) and click on the In-School tab to complete the required documents to receive your federal loans.
 - [Loan Agreement \(Master Promissory Note/MPN\)](#)
 - [Entrance Counseling](#)

□ 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:

- [Installment Plan](#)
- [Federal Direct Parent PLUS Loan](#)
- [Private/Alternative Education Loan](#)
- [Veteran Resources \(Student, Dependent/Spousal\)](#)

□ 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 that provides step-by-step instructions on viewing your balance due in [SAM \(Student Account Manager\)](#).

- Students can also sign up for E-Bill notification via text message through *MAX Mobile*.
- Parents and others can be signed up to receive an email notification when bills are available if the student grants them *Third Party Authorization*.
- See the links provided in the section below *Important Reminders from the Office of Student Accounts (OSA)* for instructions on setting up third party access and text message alerts!

Specific deadlines and due dates for billing are available online under [OSA's Important Dates](#). In addition, the due date will be available on your E-Bill each semester. See below for a general billing timeline:

Fall Semester:

- Bills for the fall semester become available mid to end of July
- Payment is due no later than the first day of the semester

Spring Semester:

- Bills for the spring semester become available mid to end of November
- Payment is due no later than the first day of the semester

E-Bills should be reviewed to determine whether or not you have a remaining balance due to Millersville.

- If you have questions regarding your financial aid, contact the *Office of Financial Aid* at 717-871-5100.
- If you have questions regarding your charges, contact the *Office of Student Accounts* at 717-871-5101.

☐ REMINDERS FROM THE OFFICE OF STUDENT ACCOUNTS (OSA)

The *Office of Student Accounts (OSA)* manages all billing, student payments and student refunds. Check out some important reminders from their office to help you navigate through the billing process and your account!

- [Sign up for Third Party Authorization:](#)
In order for parents (others) to receive an email when bills are available, have access to online billing, and be granted permission to discuss confidential student account information with OSA, Third Party Authorization is required by law. Students can log in to their myVILLE Portal to begin this process!
- [Sign up for Direct Deposit:](#)
If you are expecting a refund, make sure to sign up for Direct Deposit for a quicker and more secure delivery of your refund!
- [Clear Your Bills with OSA:](#)
Millersville University requires confirmation of attendance, even if no payment is due. To confirm your attendance, make sure to complete the pop-up survey in your MAX account after bills have been generated for the semester. Failure to resolve your bill by the due date, could result in a late payment fee, and/or cancellation of your class schedule.

Click on the link(s) provided above for more detailed instructions. If you have more specific questions regarding your charges and/or the billing process, contact the Office of Student Accounts directly at (717) 871-5101.

☐ NEED MORE INFORMATION?

Contact the Office of Financial Aid!

Office Hours: *Monday through Friday*

In Person: 8:30am-4:00pm

By Phone: 8:00am-6:00pm

By Email: 8:00am-4:30pm

USPS Mailing Address:

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

Office Location & Contact:

Building: Lyle Hall, 2nd Floor

Phone: 717-871-5100

Fax: 717-871-7980

Email: fa.mail@millersville.edu

Address for UPS/FedEx:

Office of Financial Aid
Lyle Hall, 2nd Floor
40 Dilworth Rd
Millersville, PA 17551-0302