

FRESHMAN FINANCIAL AID CHECKLIST

SEARCH FOR SCHOLARSHIPS!

The *Millersville University 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.

Be sure to look for other outside scholarships early! There are many websites and resources you can access for free. Make sure you never pay anyone to search for scholarships or provide your social security number. Check out our website for more information at: millersville.edu and select *Financial Aid > Grants and Scholarships > Scholarship Search Databases*.

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

CREATE YOUR FSA USER ID & 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 Free Application for Federal Student Aid (FAFSA) and other federal student aid documents.

To create your FSA User ID and password, go to fsaid.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 their own FSA ID and that they do not share it with anyone, even each other.

COMPLETE YOUR FAFSA APPLICATION

The Free Application for Federal Student Aid (FAFSA) is available each year beginning October 1. To be considered for all types of financial aid at Millersville, 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 Here (New Users)* or *Log In (Returning Users)*. To have your FAFSA information sent to MillersvilleUniversity, you must include our School Code: 003325 on your application.

AWARD LETTERS & SCHOOL CHOICE

Beginning January, you will begin to receive Award Letters from 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 Admission's Confirmation Fee and how much it the fee is. The amounts may be different depending on your housing status.

The Next Steps provided below are for Millersville University Students ONLY.

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

Welcome to Millersville University

CONTINUE FOR YOUR FINANCIAL AID NEXT STEPS

PAY YOUR ADMISSIONS CONFIRMATION FEE

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

COMPLETE ANY OUTSTANDING REQUIREMENTS WITH MILLERSVILLE

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 Portal](#) and select the *Finances* tab to view your *Financial Aid Requirements*.

If you do not see a green check mark next to the requirement(s) 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 your requirements. **If you have outstanding requirements that are incomplete, this may delay in 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 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 Federal Direct Loans offered on their account. Log into your [myVILLE Portal](#) and select the *Finances* tab; to accept or reduce/decline your 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.

COMPLETE ENTRANCE COUNSELING & MASTER PROMISSORY NOTE

If you choose to accept your loans, all first- time borrowers must also complete Federal Direct Loan *Entrance Counseling* and *Loan Agreement/Master Promissory Note (MPN)* online. These requirements must be completed by the student, NOT the parent(s). To log into your account at [studentaid.gov](#) and complete these requirements, you will need your (the student's) FSA User ID & Password.

Entrance Counseling educates the student about Direct Loans and their terms, as well as, the student's rights and responsibilities of borrowing them. The *Loan Agreement/MPN* is the student's agreement that they understand these terms and agree to borrow and repay the loan(s) offered to them.

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.

□ 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 \(Student, Dependent/Spousal\)](#)

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

- Students can also sign up to receive E-Bill notifications 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 StudentAccounts (OSA)* for instructions on setting up third party access and text message alerts!

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 each semester. See below for a general billing timeline:

Fall Semester:

- Available mid to end of July
- Payment is due no later than the first day of the semester

Spring Semester:

- 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 there is a remaining balance due. If you have questions regarding your financial aid package, contact the *Office of Financial Aid*.

□ IMPORTANT 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 MAX Mobile](#): With MAX Mobile, you may sign up to receive a text message alert as soon as your tuition E-Bill becomes available. Sign up today via your myVILLE Student Portal!

[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 Student 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!

Click on the link(s) provided above for more detailed instructions.

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

Location: Lyle Hall, 2nd Floor

Phone: 717-871-5100

Fax: 717-871-7980

Email: fa.mail@millersville.edu

USPS Mailing

Address:

Office of Financial

AidMillersville

University

P.O. Box 1002

Millersville, PA 17551-

0302

Address for UPS/FedEx:

Office of Financial

AidLyle Hall, 2nd

Floor

40 Dilworth Rd

Millersville, PA 17551-0302