

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 Free Application for Federal Student Aid (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. In order to be considered for the PHEAA PA State Grant, applications must be submitted prior to May 1st.

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

FINANCIAL AID PACKAGING & 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 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.

□ 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 (OSA)* as soon as possible.

□ 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](#)

□ 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 the bill.

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:

- 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*.

□ 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.

□ NEED MORE INFORMATION?

Office Hours:

Mon.-Fri. 8:00am to 4:30pm

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