

# 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](https://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](https://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.

## □ LOOK FOR ADDITIONAL AID RESOURCES

If you need additional money to cover the remaining cost of your education go to: [millersville.edu/finaid](http://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](http://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](mailto: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