

NEW STUDENT FINANCIAL AID CHECK LIST

SEARCH FOR SCHOLARSHIPS!

When you apply to Millersville University, you are automatically considered for a scholarship, and there is no separate application! The *Admissions Office* selects the recipients based on specific criteria and selects the highest qualified students. If you are offered a scholarship from Admissions, your scholarship will be in your financial aid offer once they notify our office.

Be sure to look for other external 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.

- 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!

For more information on Millersville and external scholarships, visit our website: millersville.edu/scholarships

CREATE YOUR FSA ID & PASSWORD

Students, parents, and federal loan borrowers are required to create a Federal Student Aid (FSA) ID and password. The FSA ID serves as your electronic signature and is needed to complete your Free Application for Federal Student Aid (FAFSA) and other federal student aid documents.

To create your FSA User ID and password, go to studentaid.gov/fsa-id/create-account. 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 studentaid.gov/afsa and click *Start Here* (New Users) or *Log In* (Returning Users). To have your FAFSA sent to Millersville University, you must include our School Code: 003325

FINANCIAL AID OFFER LETTERS & SCHOOL CHOICE

Beginning January, you will begin to receive Financial Aid Offer 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.

YOUR NEXT STEPS FOR FINANCIAL AID

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 Offer Letter that 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*. Make sure to complete the *Authorization to Release Information* form if you want anyone else to discuss your financial aid.

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 FEDERAL DIRECT STUDENT 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 AND MASTER PROMISSORY NOTE (MPN)

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. [Entrance Counseling](#) educates the student about Direct Loans and 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.

To log into your account at [studentaid.gov](#) and complete these requirements, you will need your (the student's) FSA User ID & Password. These requirements must be completed by the student, NOT the parent(s).

□ UPDATE YOUR PENNSYLVANIA STATE GRANT APPLICATION

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 and log in to *Account Access*;
- Select *Grant Status* for the current year;
- Select the *Change School Information Form*.

If you are having difficulty updating your school, contact PHEAA at 1-800-692-7392.

□ LOOK FOR ADDITIONAL PAYMENT AND AID RESOURCES

If you need additional money to cover your remaining costs, go to: millersville.edu/fa-options to explore different resources available to you:

- [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 notification will be sent to your @millersville.edu email address and will provide step-by-step instructions on viewing your bill in your [SAM \(Student Account Manager\)](#) > millersville.edu/sam

- Parents and others can be signed up to receive an email notification when bills are available if the student grants them *Third Party Authorization* in their SAM portal.
- If you are granting third-party access to someone after bills have been generated for the semester, once third party access is granted, the bill can be viewed by going to millersville.edu/pay
- See the links provided in the section below on *Important Reminders from the Office of Student Accounts (OSA)* for instructions on setting up third party access and direct deposit!

Due dates for general billing are available on the OSA web page at millersville.edu/osa under *Important Dates*.

- The actual due will also be available on your e-Bill each semester.

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.

□ TIPS FOR UNDERSTANDING YOUR BILL

If you are viewing your bill and the amount due is:

A Negative Number: You will receive a refund because your financial aid is more than enough to cover your balance at the university. Sign up for [Direct Deposit](#) through [SAM](#) (Student Account Manager) for quicker and more secure delivery of your refund, or contact the Office of Financial Aid to reduce your loan debt.

Zero: Your financial aid is exactly enough to cover your balance at the university. There is nothing further you need to do at this time.

A Positive Number: You have a balance due to the university. To see what your exact charges are and what financial aid has been credited towards your bill, click on the "View Activity" link in [SAM](#) (Student Account Manager). For a printable version of the bill, click on the On-Demand Statement link.

- Make sure to resolve your bill with the Office of Student Accounts (OSA) by the bill due date to avoid receiving a \$100 payment extension fee and a hold on your registration.
- If you need additional aid options, please review the information under the Loans section of our website and/or contact the Office of Financial aid for further assistance.

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

- [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 SAM 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!

□ 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

Email: fa.mail@millersville.edu

Address for UPS/FedEx:

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