



## FINANCIAL AID CHECKLIST For Graduate Students

**ACCEPT OR DECLINE FINANCIAL AID OFFER.** Log into your WOU Portal and click [the green dollar sign icon](#) to access your financial aid. Click on "**Menu**" to see the following tabs:

NAME OF TAB	WHAT TO DO
Authorization to Pay Charges	READ Make a selection--we recommend "Yes"
Accept Awards	READ Check the "I Agree" box and click "Submit" Change status of awards from "Pending" to either "Accept" or "Decline" Reduce loan amounts if desired Click "Submit"
Awards	View your financial aid package
Documents	View any outstanding documents that might prevent disbursement Follow hyperlinks to resolve outstanding documents
Messages	View IMPORTANT messages regarding your eligibility or further steps you must take to ensure your aid disburses
Loan History	A summary of your total Federal Direct Loan borrowing as of your most recent FAFSA submission

**TELL US VIA EMAIL--[finaid@wou.edu](mailto:finaid@wou.edu)--IF YOU PLAN TO ATTEND LESS THAN FULL TIME.** We've awarded you aid with the assumption that you will take at least 9 credits per term. You can still receive most items of financial aid even if you aren't a full time student, but *you must tell us if you're less than full time before your aid will disburse.*

### **BORROWING AN UNSUBSIDIZED STUDENT LOAN FOR THE FIRST TIME?**

- Go to <https://studentloans.gov>
- Click on "Graduate/Professional Students" Tab
- Click on "Complete Entrance Counseling"
- Click on "Complete Loan Agreement for a Subsidized/Unsubsidized Loan (MPN)"

### **BORROWING A GRADUATE PLUS LOAN?** This is a credit-based loan that you must apply for.

- Go to <https://studentloans.gov> no earlier than April 1, 2017
- Click on "Graduate/Professional Students" Tab
- Click on "Apply for a PLUS Loan" link

**TELL US VIA EMAIL--[finaid@wou.edu](mailto:finaid@wou.edu)--IF YOU'LL RECEIVE PRIVATE SCHOLARSHIPS OR A THIRD PARTY RESOURCE.** Some graduate students receive money for their tuition through their employer, or a grant program, or through a Graduate Assistantship. If you receive any of these, send us an email telling us who provides the resource and the amount you expect to receive for the year.

### **REVIEW INFORMATION ON MAINTAINING ELIGIBILITY FOR FINANCIAL AID**

- [www.wou.edu/finaid/managing-my-aid/eligibility](http://www.wou.edu/finaid/managing-my-aid/eligibility)
- <http://www.wou.edu/finaid/files/2016/11/Satisfactory-Academic-Progress-GR-Policy-1718.pdf>

### **REVIEW CONSUMER INFORMATION AND YOUR RIGHTS & RESPONSIBILITIES**

- <http://www.wou.edu/finaid/managing-my-aid/consumer-information/>
- <http://www.wou.edu/finaid/managing-my-aid/student-rights-responsibilities/>

This document is available in alternative formats. Please give reasonable notice to the Financial Aid Office.

**WOU Financial Aid Office**

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