



Financial Aid Checklist for First Year UD Students

The checklist below is designed to assist you complete the necessary steps to finalize the financial aid process for your first year. Please contact our office if you have any questions.

Apply for Financial Aid Checklist

1. Complete the Free Application for Federal Student Aid (FAFSA)

Apply on-line at www.fafsa.gov. UD's priority deadline is March 1 each year. List the University of Dayton (school code 003127) as a school to receive the results. We will use these results to determine your eligibility for all federal, state and university need-based aid for your first year. Students not eligible for need based aid will still have eligibility for federal student loans and student employment.

When completing the FAFSA online, you will need a **Federal Student Aid Personal Identification Number (FSA PIN)** to sign the application. If you are required to provide parent information on the FAFSA, your parent will also need a PIN. You may obtain your PIN at www.pin.ed.gov. Remember your PIN! You will use it frequently throughout the financial aid process.

2. Check the Status of Your Application

You can login to our student portal, [PORCHES](#), using your **official university username and password** at any time to view the status of your financial aid.* Like our admission application process, most of the financial aid process is done electronically and once we have your FAFSA results, we will alert you via email if we need any additional information from you. Any 'unsatisfied student requirements' can delay the processing and/or payment of your financial aid for the year which will result in a 1% monthly interest charge.

If you have not yet logged into **PORCHES, you will need to obtain your **official university username and password** to do so. Login to the ['My Admission Account'](#) using your admission username and password (used during the application process) and select the **'Confirm Enrollment'** link to receive your **official university username and password**. If you have any problems with this process, please contact our office.*



Financial aid award notifications for the 2012-2013 academic year will be mailed by March 31, 2012 to accepted students. You will also receive an email to notify you once your award is available for you to view on [PORCHES](#).

Review the “**2012-2013 Financial Aid Award Guide**” enclosed with your notification. It will direct you to various links on our website for more detailed information concerning your awards. You may also find our more detailed [Financial Aid Reference Guide](#) to be very helpful as well.

Review and Finalize Your Financial Aid Award Checklist

1. Complete ‘Terms and Conditions’

You must **review and accept** the terms of financial aid payment under the “**Terms and Conditions**” tab on [PORCHES](#) in order to authorize your financial aid pay for charges on your student account that are *non-education related* (student health center charges, for example). If you wish to decline the terms, you must complete a paper version of the Title IV Authorization form (available on-line) and send it to the Office of the Bursar. Declining these **Terms and Conditions** will prohibit you from completing ‘Step 2’ electronically; therefore, you will need to call our office to accept, reduce or decline your awards.

2. Accept/Decline Awards

Determine whether you would like to “*Accept*” or “*Decline*” your Federal Direct Loans, University-funded Employment or Federal Work Study. Go to the ‘**Accept Award Offer**’ tab on [PORCHES](#) and take action on these awards (*remember you can only do this if you previously ‘accepted’ the terms and conditions as described in step 1*). Please be aware that only awards with an “*Accepted*” status will be reflected on your student account billing statement.

3. Complete Entrance Counseling (for student loan borrowers only)

When you accept your Federal Direct student loan(s), you will notice a new ‘*unsatisfied student requirement*’ for ‘**Entrance Counseling**’. Follow the instructions provided for completing this requirement of the U.S. Department of Education by all first-time borrowers.

4. Complete Master Promissory Note (MPN) (for student loan borrowers only)

In mid-July, we will begin the certification process for those loans in an ‘accepted’ status*. This process will continue throughout the school year as students take action on their loan(s). Once your loan is certified, you will notice a new ‘*unsatisfied student requirement*’ for ‘**Master Promissory Note**’. You will not, however, be able to complete this requirement *until 48 business hours has elapsed* or you will get an error message. You will continue to receive an email reminder from our office when the MPN requirement goes ‘unsatisfied’.

Applicants under federal verification must complete that process **prior to our certifying their direct student loan.*



Office of Admission and Financial Aid

300 College Park, Dayton, Ohio 45469-1672

(800)UD PRIDE

FAX (937) 229-4338

admission@udayton.edu

<http://finaid.udayton.edu>

5. Apply for Student Employment

If you accept your offer of student employment opportunity, whether University-Funded Employment or Federal Work Study, you will receive additional information in early August on how to search and apply for on-campus jobs. Remember that we are not able to guarantee you a job; therefore, it is your responsibility to apply for and secure a student employment position. Earnings from work, unlike your other forms of financial aid, will be paid directly to you, twice a month, via the university's Payroll Office after completing all required paperwork.

6. Notify us of Any Non-university Funds You Have Received

We are required by federal regulations to account for any additional funds received by FAFSA filers. Please enter your outside scholarship information and amounts under the **'Resources/Additional Information'** tab on [PORCHES](#) and make sure the scholarship checks are sent directly to our office. Our mailing address is:

Office of Financial Aid
University of Dayton
300 College Park
Dayton, OH 45469-1672

7. Explore Your Alternative Financing Options

If you and your family are interested in taking advantage of any of the 'alternative financing options' outlined in our **"2012-2013 Financial Aid Award Guide"**, you'll want to make sure you do so in a timely manner. Payment plans often need to be in place prior to or at the time of billing (early July) in order to work most effectively and some alternative loans can take up to four weeks to finalize.

Please note that the appearance of "Alternative Financing Options" on your financial aid notification does not represent an actual award or a guarantee of funds; it only represents the *estimated* amount needed to cover your direct university charges once your aid has been applied. To calculate the exact amount you will need to borrow to cover your full costs, contact one of our counselors or use our **"What's My Bottom Line Worksheet"** (finaid.udayton.edu/bottomline).

Federal PLUS loans and private student loans are approved based on credit-worthiness. If you are interested in applying for a Federal PLUS loan, you will find out how to apply at finaid.udayton.edu/plus. If you are interested in applying for a private student loan, visit finaid.udayton.edu/alternative for a list of loan programs currently utilized by our students. If you are interested in utilizing a payment plan, please see the **"Review and Pay Your Student Account Charges Checklist"** for additional information.



The university's Office of the Bursar is responsible for all student account activity. First semester charges and anticipated financial aid will be presented to the student via a 'Statement of Account' in early July.

Review and Pay Your Student Account Charges Checklist

1. Finalize all financial aid processes

Make sure all required steps have been completed in regards to your financial aid. This will ensure that all of your aid appears on your statement of account correctly and, in turn, is credited to your student account when classes begin. Please see the "**Review and Finalize Your Financial Aid Award**" Checklist.

2. Review your statement of account

You will receive your first statement for the fall semester in early July and will continue to receive statements every month throughout the semester until the bill has been paid in full. You may view your student account anytime on [PORCHES](#). Your financial aid will be listed as "anticipated" until it actually credits when classes begin.

3. Make your parent(s) an 'Authorized User' on your e-account

The University recommends you make at least one parent an 'authorized user' of your student account. This will allow them to view your e-bill, monitor charges and payments, and make payments electronically.

Student Authorization Instructions:

- Log in to [PORCHES](#)
- Academics Tab
- My Payments
- My Payment Center
 - Authorized Users tab at top of page
 - Add an Authorized User
 - Enter valid email address
 - Add User

Once complete, a notice will be automatically sent to the authorized e-mail address with instructions for setting a password and logging into the payment site.

4. Paying the balance due

If you still have a balance due once your financial aid has been credited and you do not wish to use the either PLUS or a private student loan, you may want to utilize one of our two payment plan options. The **TuitionPay Plan**, managed by Sallie Mae, and the **UD Payment Option** provide our families with the option of spreading their balance due over a series of monthly payments. For more information, please go to campus.udayton.edu/~bursar/. If the Office of the Bursar cannot account for the balance being paid by either financial aid, an alternative loan or payment plan, a hold may be placed on your account, which will prevent you from being able to register for the next semester.