



---

## Financial Aid Checklist for First Year UD Students

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

### “Apply for Financial Aid Checklist”

\_\_\_ 1. Apply for admission at [www.udayton.edu/admission](http://www.udayton.edu/admission) or through the [Common Application](#) to be considered for all [UD-sponsored scholarships](#). Your admission application doubles as a scholarship application—there are no other separate forms to complete to be considered for our incoming academic scholarships. For information on additional scholarship opportunities, please go to [www.udayton.edu/admission/scholarships.php](http://www.udayton.edu/admission/scholarships.php).

\_\_\_ 2. Complete the **Free Application for Federal Student Aid (FAFSA)** by the priority deadline of March 1. This application will determine your eligibility for federal and state financial aid, including federal student loans, as well as any need-based aid from UD for which you may be eligible. (UD’s school code is 003127) You may complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov). When completing the FAFSA online, you will need a PIN—Personal Identification Number—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](http://www.pin.ed.gov). Please remember your PIN! You will use it frequently throughout the financial aid process.

\_\_\_ 3. Check the status of your financial aid on [PORCHES](#) to see if any information may still be needed from you. You also will receive emails from our office that will direct you to PORCHES if there are any outstanding requirements. Federal aid will not post to your student account until your application is fully complete.  
(If you have not yet logged into PORCHES, you will need to obtain your [official username and password](#) to log in. You must have your UD student ID number to obtain your username and password—you should have received an email with this information. If you do not know your student ID number, please call 1-800-UD PRIDE (800-837-7433).)

\_\_\_ 4. Check for your financial aid award letter on [PORCHES](#). You will also be sent a paper version of your award letter in the mail and an email to notify you once your award is available for you to view on-line (Award letters for incoming students will be sent sometime in late March). Please see the **“Review and Finalize Your Financial Aid Award Checklist”** for the next steps after you have received your award.



## Office of Admission and Financial Aid

300 College Park, Dayton, Ohio 45469-1310

<http://finaid.udayton.edu>

and <http://www.udayton.edu/admission>

(800)427-5029 or (937) 229-4311

FAX (937) 229-4338

[finaid@udayton.edu](mailto:finaid@udayton.edu)

### **“Review and Finalize Your Financial Aid Award Checklist”**

\_\_\_1. Check the status of your financial aid on [PORCHES](#) to see if any information may still be needed from you. You also will continue to receive emails from our office if there are any outstanding requirements. Remember that your federal aid will not post to your student account until all requirements have been met.

\_\_\_2. In order for your financial aid to be authorized to pay for charges on your student account that are non-education related (student health center charges, for example), you must review and accept the **“Terms and Conditions”** tab when you view your award on [PORCHES](#). If you wish to decline the terms, you must complete a paper version of the Title IV Authorization form and send it to the Office of the Bursar.

\_\_\_3. Review your financial aid award on [PORCHES](#) and determine whether you want to “Accept,” “Decline,” or make changes to the amounts of any awards—specifically your Federal Direct Loans and University-funded Employment or Federal Work Study. Please be aware that you must “Accept” all awards that you wish to receive. Please be sure to review our **“Financial Aid Guide”** ([finaid.udayton.edu/reference/](http://finaid.udayton.edu/reference/)) for detailed information concerning your awards. You can also estimate what your total amount due will be using the **“What’s My Bottom Line Worksheet”** ([finaid.udayton.edu/go/bottomline/](http://finaid.udayton.edu/go/bottomline/)).

\_\_\_4. If you accepted your Federal Direct student loans, you must complete both requirements below before your loan funds will be disbursed to your student account. You will not be able to complete these requirements until **mid-July**—you will be notified via PORCHES when the requirements may be completed. Once they are ready, you may complete both at [www.studentloans.gov](http://www.studentloans.gov). Please note that you must wait 48 business hours after “accepting” the loans on PORCHES before you can complete the Master Promissory Note on-line (You will receive an error message if you do not wait 48 hours).

1. Entrance Counseling
2. Master Promissory Note (MPN)



## Office of Admission and Financial Aid

300 College Park, Dayton, Ohio 45469-1310

<http://finaid.udayton.edu>

and <http://www.udayton.edu/admission>

(800)427-5029 or (937) 229-4311

FAX (937) 229-4338

[finaid@udayton.edu](mailto:finaid@udayton.edu)

---

\_\_\_5. If you accepted University-funded Employment or Federal Work Study, you will receive additional information on how to search and apply for jobs on campus in the mail during the summer. Remember that student employment is not guaranteed and it is the responsibility of the student to obtain a student position. You also are not obligated to work on campus, even if you accept the student employment portion of your award letter. If you are able to secure a student position, you will receive a paycheck every two weeks—the funds will not be deducted from your student account, as most of your other aid will be. If this is your first job on campus, you also will be required to complete necessary paperwork with the Office of Student Employment in order to be paid for your position. There will be an opportunity to complete this paperwork at New Student Orientation in August.

\_\_\_6. If you receive any non-UD scholarships, make sure the scholarship checks are sent to our office. Our mailing address is:

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

You will also need to enter in your outside scholarship amounts on [PORCHES](#). The funds will not post until we receive the scholarship check.

\_\_\_7. If you are interested in taking advantage of the Alternative Financing Options, you may apply for either a Federal Parent PLUS loan or a private student loan, or utilize a payment plan. Federal PLUS loans and private student loans are approved based on credit-worthiness. If you are interested in applying for a Federal Parent PLUS loan, you may apply at [www.finaid.udayton.edu/go/plus](http://www.finaid.udayton.edu/go/plus). If you are interested in applying for a private student loan, you may visit this website for additional information: [finaid.udayton.edu/go/alternative](http://finaid.udayton.edu/go/alternative). Please note: “Alternative Financing Options” is not a guarantee of funds; it only represents the amount you could be eligible for should you be approved for a PLUS or private student loan. All loan approval decisions are at the discretion of the lender. To calculate the exact amount you will need to borrow to cover your full costs, use our “**What’s My Bottom Line Worksheet**” ([finaid.udayton.edu/go/bottomline/](http://finaid.udayton.edu/go/bottomline/)). If you are interested in utilizing a payment plan, please see the “**Review and Pay Your Student Account Charges Checklist**” for additional information.



## Office of Admission and Financial Aid

300 College Park, Dayton, Ohio 45469-1310

<http://finaid.udayton.edu>

and <http://www.udayton.edu/admission>

(800)427-5029 or (937) 229-4311

FAX (937) 229-4338

[finaid@udayton.edu](mailto:finaid@udayton.edu)

---

### **“Review and Pay Your Student Account Charges Checklist”**

\_\_\_1. Make sure all required steps have been completed with your financial aid—this will ensure that all of your aid actually is credited to your student account. Please see the **“Review and Finalize Your Financial Aid Award”** Checklist. Once all of these steps are completed, your aid will post to your student account 10 days prior to the first day of classes.

\_\_\_2. Review all student account statements and bills that you receive from the Office of the Bursar. You will receive your first statement for the fall semester in July and will continue to receive statements every month throughout the semester until the bill has been paid in full. You may also view your student account anytime on [PORCHES](#). Your financial aid will be listed as “anticipated” until it actually credits 10 days prior to the start of the semester.

\_\_\_3. If you have charges due once your financial aid has been credited, you may work with the Bursar to pay your bill. UD does offer a few different payment options: [TuitionPay Plan](#) through Sallie Mae and UD Payment Option. For more information, please go to [campus.udayton.edu/~bursar/](http://campus.udayton.edu/~bursar/). Please be aware that you expected to pay your bill and failure to do so may result in a delay in the ability to register for classes for the next semester.