

Applying for Federal Financial Aid

2011-2012

Renewal Students

2011-12 Check List Follow these instructions if you received financial aid in 2010-11

- Fill out the University Renewal Financial Aid Application
- Submit a 2011-12 FAFSA Renewal
- Submit Verification Documents *if requested*
- Complete Loan Counseling *if not completed last year*
- Complete Master Promissory Note *for first time loan if not completed last year*

STEP 1 FILL OUT THE UNIVERSITY FINANCIAL AID APPLICATION

Download and print the *University Renewal Application Form* from the UEWM Financial Aid webpage (www.uewm.edu/ad-aid.php) found under Quick Links.

STEP 2 FILL OUT THE FAFSA RENEWAL (STEPS 1 and 2 can be done at the same time)

Submit a **2011-12 FAFSA Renewal**. (www.fafsa.ed.gov) Reminder: You (and your parent if you are dependent) must have your PIN before you can submit a FAFSA online. If you have lost or cannot remember your PIN, go to the PIN web address www.pin.ed.gov. This will bring you to the Federal Student Aid PIN Web Site. Select *Request a Duplicate PIN* from the options. Submit the requested information. You will be sent an email with instructions to open a secure site to retrieve your original PIN. These same instructions apply to your parents if they have lost or cannot recall their PIN.

Remember! The Federal Government verifies the data from your FAFSA in their database. The information submitted on your FAFSA MUST BE ACCURATE AND COMPLETE. We are required to report falsified information to the U.S. Office of the Inspector General. There are significant fines and possible imprisonment if you are found to *purposely* give false or misleading information.

It is helpful to collect these documents before you actually complete your FAFSA. Do not bring this information to the Financial Aid office unless requested. **DO NOT MAIL THESE FORMS TO FEDERAL STUDENT AID:**

1. A valid Social Security number that matches your birth date
2. A valid California Driver's License (not required, but desired)
3. Federal Income Tax Return – IRS Form 1040, 1040A, 1040EZ, or 1040TeleFile for the year prior to the year of application (e.g. if you are applying for Fall 2011 you need the tax information for 2010)
4. All W-2's applicable to year prior to the year of application as above
5. Current bank statements
6. Current mortgage and investment information as applicable
7. Proof of citizenship or legal residence

Important: Read the instructions and the *Help & Hints* comments attached to each question. Do not leave any question blank unless the *Help and Hints* have informed you that this is an allowable option. Be sure to use the

1. On-line FAFSA address: www.fafsa.ed.gov. Be aware that the FAFSA on the Web has been redesigned. You may be shown a box letting you know the FAFSA on the Web has been redesigned. Just click the **Close** button to continue.

2. After logging in, you have the option to select FAFSA Renewal which will populate some of your 2011-12 FAFSA so you won't have to file out so much information (if you filed a 2010-11 FAFSA). OR, you can start a new FAFSA for 2011-12 by selecting Start A New FAFSA.
3. **Student Demographic.** Be sure to select either your correct gender. Do not assume your gender will be recognized by your name. Your gender is used to determine whether or not you must register with Selective Service. Most males must register with Selective Service to receive federal student aid.
4. **Student Eligibility.** Here are some special Instructions for students who **DO NOT** have a bachelor's degree:
 - a. If you do were approved as an undergraduate student and have NOT YET earned a bachelor's degree, you will indicate that you have NOT earned your bachelor's degree. You must indicate that you will be a 3rd or 4th year student at the beginning of the school year and that you are applying for your first bachelor's degree. If you have earned your associate degree (AA or AS), but, not your bachelor's, DO NOT indicate you have earned your bachelor's degree.
 - b. If you are accepted as a graduate student or will have completed your first bachelor's degree prior to July 1, you will enter YES that you have earned your first bachelor's. Answer either 1st year graduate or continuing graduate for your grade level and that you will be working on Graduate or professional degree.
5. **School Selection** page. You MUST add at least one college before you can proceed. **UEWM Federal School Code is 039953.** You must select your housing plans for the 2011-12 school year.
6. **Dependency Determination** page. If you have been considered an independent student you do not have to provide parents' information. You will be providing information in your own household. If you are not automatically considered to be an independent student, a list of questions will be presented to you to confirm your dependency status. After answering the questions, you will be provided with your *Dependency Results*. If your results have determined you to be a dependent you must complete the Parent's Financial Information. *Independent students* will be sent directly to the Student Financial Information page.
7. If you have been determined to be a dependent student you are required to complete the **Parent's Financial Information.**
8. **Student Financial Information.**
9. **Sign & Submit** page. **Sign Electronically With My PIN**, and complete the questions. The last question on the page is pre-filled as **DISAGREE**. You must change this to **AGREE**. Before you press the Submit button, read the agreement in the box. When you completed this page, select **SUBMIT MY FAFSA NOW**.
10. **Web Submission Confirmation** page. Read this page carefully; it contains very important information. Your Estimated Family Contribution (EFC) and Data Release Number (DRN) are provided for you. You may be asked for one of these numbers by your Financial Aid Office. You should print this page for your files. You can also select the E-MAIL button and it will be emailed to you.

You have successfully submitted your FAFSA electronically!

- Now Federal Student Aid will process your application and, after about 1 week, send you a Student Aid Report (SAR).
- An electronic copy of your SAR is also made available to the schools you've listed on your FAFSA.
- *You will receive an official Expected Family Contribution (EFC) on your SAR based on the processing results of your FAFSA. The EFC is a preliminary estimate based on the information you provided on your application. The EFC is used by your school to determine your eligibility for federal student aid.*

STOP HERE!! DO NOT PROCEED UNTIL YOU RECEIVE INSTRUCTIONS FROM THE FINANCIAL AID OFFICE REGARDING THE NEXT STEPS.

FAFSA Verification

You may notice on your Student Aid Report you received that your FAFSA was selected by the Federal Student Aid for a process called Verification. This is not a cause for concern. It does not mean that you have submitted erroneous or fraudulent information. The Financial Aid office will ask you for additional information. Usually, you just have to send a signed copy of your tax return, W-2's, and an additional form that will be sent to you. The Financial Aid office will compare the numbers from these forms with your FAFSA numbers. They will submit any necessary corrections for you. You will not have to do a thing. You will be notified if, and what, additional information is needed with instructions regarding how to send it.

STEP 3 REQUIRED LOAN COUNSELING (only if you did not get a loan last year)

All first-time borrowers are required to go through loan counseling. This is to ensure you understand the obligations you are undertaking when you borrow money. We require you to do this counseling before you fill out your Master Promissory Note. (When you leave the University, you are required to successfully complete the Exit Loan Counseling as well.) Online Direct Loan Entrance can be completed as follows:

1. Go to <https://studentloans.gov/myDirectLoan/index.action>
2. You should be at the Federal Student Aid page titled StudentLoans.gov. Sign in using your FAFSA PIN.
3. Select **Entrance Counseling** from the list of options
4. You will need about 30 minutes to complete the counseling session.
5. You will select the state (California) and School
6. As you work through the Entrance Counseling *read everything* and answering the questions. The information you read contains the answers to the questions. This information remains available for you to re-read if you forget the correct response to the question. Also, the correct responses are given to you directly after you answer the question. Select **CONTINUE** at the bottom of the page to move to the next page. Remember you **MUST** use the navigation list at the right side of the quiz if you need to move back to a prior section. **DO NOT USE THE BROWSER BACK BUTTON.**
7. When you have completed the Counseling, **select SUBMIT.**
8. Print 2 copies of the Confirmation Page; 1 for your records; 1 submit to the Financial Aid Office.

STEP 4 MASTER PROMISSORY NOTE (only if you did not get a loan last year)

Before logging into the Master Promissory Note website, you will need to select 2 people you know to use as references. One of these individuals should be a parent, legal guardian, or close relative. The 2nd individual must be a close relative or friend who lives at a different address than your first reference and must live in the U.S. When making the decision on who to use as your references, think of those individuals who will know where you are 5 or 10 years from now. You need their contact information: Full name, address, city, state, phone # and relationship to you (mother, father, uncle, etc).

1. Go to <https://studentloans.gov/myDirectLoan/index.action>
2. You should be at the Federal Student Aid page titled StudentLoans.gov
3. Sign in using your PIN as you did when you did your Loan Entrance Counseling.
4. Select **Master Promissory Note** from the list of options
5. It will take approximately 30 minutes to complete and must be completed in a single session. You cannot save it to return to finish it later. Be sure to allow enough time to complete it in one sitting
6. Select the type of loan you are receiving – Subsidized/Unsubsidized
7. **Step 3 Terms & Conditions** requires a lot of reading. There are four sections to read. You must read each section of the terms and conditions before proceeding to the next step. After you have read each section, check the box at the end indicating you have reviewed the information and understand the terms.
8. On **Step 4 Review and Sign**, review the information you have entered and enter your name and select **SIGN**. The time and date of your “signature” will be recorded and be made part of your completed MPN.
9. Print out the first two pages of your MPN and bring it to the Financial Aid Office

Please note that loans are established for two semesters, which is one “borrower-based year”. If you want money for one semester and none for the second, you will receive one half of the funds each semester regardless. The second payment is not made until the beginning of the second semester. Select your loan amount carefully. The allowed loan amounts are determined by your grade level in school, the number of units completed and your financial ability (need-based) as determined by the federal government from the information you provided when filling out your FAFSA.

FEDERAL LOAN AMOUNTS BY GRADE LEVEL

Grade Level	Subsidized/Semester (Need Based)	Interest Rate	Unsubsidized /Semester (Not Need Based)	Interest Rate
Graduate	\$ 4,250	6.8%	\$ 6,000	6.8% (all loans)
Undergraduate	\$ 2,750	4.5%	\$ 3,500	6.8% (2010-11 loans)
Undergraduate	\$ 2,750	3.4%	\$ 3,500	6.8% (2011-12 loans)

Direct Subsidized loans do not accrue interest while you are a student enrolled at least ½ time (6 units at UEWM) or during the 6 month grace period after you cease at least ½ time enrollment. Direct Unsubsidized interest accrues from the time the loan is disbursed. If you do not meet the need-based requirements for the subsidized loan, you can borrow the combination of the two loans as an unsubsidized loan. There is a 1% loan fee deducted proportionately from each loan disbursement. The specific loan fee that you are charged will be reflected in a disclosure statement that is sent to you. An up-front .5% interest rebate incentive that becomes permanent if you make 12 consecutive on time payments in repayment. If you fail to make these consecutive on time payments, your interest will be recalculated from the time of the disbursements.

Graduate Aid: Students who are admitted to UEWM as graduate students (i.e., have a bachelor’s degree) are eligible to borrow graduate-level Direct Loans. You may expect to borrow a total of approximately \$30,750 to complete your program. The maximum graduate loan accumulation is \$138,500. Federal Work Study may be available to qualified students.

Undergraduate Aid: Students who are admitted to UEWM and do not meet the requirements of graduate status are eligible to borrow undergraduate Direct loans. You may expect to borrow approximately \$18,750 per calendar year/3 semesters. The maximum undergraduate loan accumulation is \$ 57,500 for an independent student. Undergraduates may also qualify for Federal Pell Grants of up to \$5,550 for two semesters of full time enrollment. Pell is need-based and is prorated each semester by the number of units you take. Federal Work Study may also be available for qualified students. Undergraduate students are advanced to graduate status at the point when 90 semester units of TCM have been earned.

TIMING OF LOANS

After signing the Master Promissory Note with your PIN, your loan will be processed. It may take several weeks after signing your MPN before the school actually receives the funds. Loan funds are delivered to the University in installments each term. After waiting two weeks from the date of signing your MPN with your PIN, if you have not heard from UEWM, please contact the Financial Aid Office at **(408) 733-1878**. If you do not have all your documents, you skip any of the steps, or you are chosen by the Federal Government for Verification, this can take 6-8 weeks or longer so plan accordingly. The school expects you to pay your tuition on time. You are expected to process your financial aid well in advance of when your tuition is due.