

# Undergraduate Student Financial Aid Application Checklist

For New Undergraduate Students – 2025–2026 Academic Year

## Step 1: Apply for Financial Aid

### Create your FSA/FAFSA ID:

- **Students:** Create an FSA ID to access, complete, and submit the FAFSA online. It also serves as your signature.
- **Parents:** Must also create their own FSA ID to sign your dependent student's FAFSA. This helps streamline the application process and ensures all necessary signatures are in place.
- To create your FSA ID, go to [Create an Account](#).

### Who is a Dependent Student?

Students are likely considered dependent if under 24, unmarried, not a veteran, and not a graduate student. View the full dependency criteria: [Do I Have to Provide My Parents' Information](#)

### Gather Required Information: [Understanding the FAFSA Form](#)

For Independent Students:

- Social Security Number, Alien Registration Number (if applicable), and driver's license number.
- 2023 tax returns, W-2s, child support records, and information about bank accounts, investments, or businesses.
- If married, spouse's information: Name, Date of Birth, SSN, email and direct data exchange consent.

For Dependent Students:

- Your and your parents' Social Security Number, Date of Birth, and emails.
- 2023 parents tax returns and W-2s, child support records, and information about their bank accounts, investments, or businesses.
- Consent for IRS Direct Data Exchange (DDX)

### Complete your Federal Student Aid Application (FAFSA)

- Go to the Federal Student Aid website by clicking here: [FAFSA](#)
- Log in using your **FSA ID**.
- Enter Humphreys University school code: **001212**
- Transfer your 2023 tax information using the IRS Data Exchange Tool (FA-DDX). This tool allows you to consent to exchanging Federal Tax information into your FAFSA. The process enables FAFSA to retrieve income and tax data directly from the IRS. **All FAFSA applicants and contributors, including parents for dependent students and spouses for independent students, who have filed their federal tax returns prior to completing their FAFSA can use the DDX process to complete their application.**

### Contributor Invitation for Parents of Dependent Students

- If you are a dependent student, your parents will receive a contributor invitation to provide their financial information.
- **Parents:** Respond to the contributor invitation by logging into the FAFSA website with your FSA ID.
- Provide the necessary financial information, including tax returns and income details, to complete the FAFSA process.

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## Step 2: Submit Required Institutional Forms

Complete the [New Student Financial Aid Information](#) Form.

This form is essential for tracking your Free Application for Federal Student Aid (FAFSA) and allows us to prescreen your eligibility for federal student aid. By providing this information, we can better assist you in navigating the financial aid process and ensure you receive the support you need for your educational expenses.

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## Step 3: Review and Accept Your Award Offer

Completing your FAFSA is a crucial step in securing federal student aid. Once Humphreys University receives your FAFSA, a Financial Aid Portal account will be created for you. This portal is essential for managing your financial aid information and tracking your eligibility. You will be notified through your Humphreys University student email once your portal is ready. Please check your email regularly for updates and instructions to ensure you don't miss any important information regarding your financial aid status.

Log in to your [FA Portal](#):

- Review and accept or decline the Direct Loan offer.
- Reduce Direct Loan awards.
- Upload required documents.

## Types of Federal Student Aid for Undergraduate Students

The **Federal Stafford Direct Loan Program for Undergraduate Students** includes two types of loans:

### Direct Subsidized Loans

- Available to undergraduate students with financial need.
- The U.S. Department of Education pays the interest while you're in school at least half-time, during the grace period, and during deferment.
- Fixed interest rate.

### Direct Unsubsidized Loans

- Interest accrues immediately
- Not based on financial need
- No credit check required
- Fixed interest rate.

### Repayment

- Repayment begins six months after graduation, leaving school, or dropping below half-time enrollment.
- Various repayment plans are available, including income-driven options.

### Parent PLUS Loans (Only available to Parents of Dependent Students)

- Borrow up to the full cost of attendance minus other aid.
- Credit check required; endorser may be used if needed.
- Fixed interest rate set by the U.S. Dept of Ed.
- Deferment available while the student is in school and for 6 months after.

### Apply for a PLUS Loan for Parents

- [Federal Student Aid](#)

## Loan Limits for Undergraduate Students

Loan Type	Dependent Students	Independent Students
First-Year Undergraduate	Up to \$5,500 (max \$3,500 subsidized)	Up to \$9,500 (max \$3,500 subsidized)
Second-Year Undergraduate	Up to \$6,500 (max \$4,500 subsidized)	Up to \$10,500 (max \$4,500 subsidized)
Third Year and Beyond Undergraduate	Up to \$7,500 (max \$5,500 subsidized)	Up to \$12,500 (max \$5,500 subsidized)
Aggregate Loan Limits	Up to \$31,000 (max \$23,000 subsidized)	Up to \$57,500 (max \$23,000 subsidized)

## Step 4: Basic Eligibility Requirements for Federal Student Aid

To be eligible for federal student aid, you must meet several criteria

- **Financial Need:** Demonstrate financial need for need-based aid programs.
- **Citizenship:** Be a U.S. citizen or an eligible noncitizen.
- **Social Security Number:** Have a valid Social Security number (exceptions apply for certain students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- **Enrollment:** Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program. *It is essential that students demonstrate academic participation. This includes attending classes, submitting assignments, taking exams, or engaging in academic discussions. Academic participation confirms your active enrollment and attendance, ensuring you maintain eligibility for federal aid.*
- **Satisfactory Academic Progress:** You must maintain satisfactory academic progress as defined by your school.
- **FAFSA:** Complete the Free Application for Federal Student Aid (FAFSA) form and provide consent for federal tax information transfer.
- **Education Qualification:** Have a high school diploma, GED, or state-recognized equivalent, or meet other criteria for students without a high school diploma.

## Disbursement Eligibility Requirements

**Note:** These disbursement eligibility requirements are in addition to the basic eligibility conditions for federal student aid.

### Pell Grant:

- **Enrollment:** Must be enrolled in an undergraduate program. Enrollment statuses include:
  - **Full-Time:** 12 or more credit hours per quarter.
  - **Three-Quarter Time:** 9-11 credit hours per quarter.
  - **Half-Time:** 6-8 credit hours per quarter.
  - **Less-than-Half-Time:** Fewer than 6 credit hours per quarter.
- **Proration:** Pell Grant awards will be prorated based on enrollment intensity. For example, a student enrolled half-time will receive half of the full-time award amount.
- **Verification:** Complete verification if selected.

### Direct Loans:

- **Enrollment Status:** You must be enrolled at least half-time (6-8 units) in an eligible program.  
**Verification:** If selected for verification, you must complete the process by providing the required documentation.

- **Loan Counseling:** Complete [entrance counseling](#) before the first disbursement and [exit counseling](#) before leaving school.
- **Master Promissory Note (MPN):** Sign a Master Promissory Note agreeing to the loan terms.

## Enrollment Status and Disbursement Table for Undergraduate Students

Enrollment Status	Credit Hours per Quarter	Direct Loans	Pell Grants	Cal Grants	Disbursement Impact
<b>Full-Time</b>	12 or more	Eligible	Eligible	Eligible	Grants and Direct Loans: Full disbursement
<b>Three-Quarter Time</b>	9-11	Eligible	Eligible	Eligible	Loans: Full disbursement Grants: Prorated disbursement based on enrollment intensity.
<b>Half-Time</b>	6-8	Eligible	Eligible	Eligible	Loans: Full disbursement Grants: Prorated disbursement based on enrollment intensity.
<b>Less-than-Half-Time</b>	Fewer than 6	Not Eligible	Eligible	Not Eligible	PG disbursement prorated based on enrollment intensity; no Direct Loan or Cal Grant disbursement.

### Notes:

**Direct Loans (DL):** Students must be enrolled at least half-time (6-8 credit hours per quarter) to be eligible for disbursement

**Pell Grants (PG):** Pell Grant awards are prorated based on enrollment intensity. For example, a student enrolled half-time will receive half of the full-time award amount

**Cal Grants:** Students must be enrolled at least half-time (6-8 credit hours per quarter) to be eligible for disbursement. Cal Grant awards are also prorated based on enrollment intensity

## Borrow Wisely

Federal student loans can cover all components of your Cost of Attendance (COA), including tuition, fees, books, supplies, housing, transportation, and personal expenses. However, the annual loan limit for Direct Unsubsidized Loans may not cover the entire COA, which often exceeds the borrowing limit.

We encourage undergraduate students to make informed borrowing decisions. While borrowing the full amount offered may be necessary, remember that all borrowed funds accrue interest and must be repaid. Evaluate your financial needs, create a budget, and consider other resources before accepting loan offers to minimize long-term debt. For more details, visit the [FSA Cost of Attendance Guide](#).

## Book Voucher Program

If your approved financial aid exceeds tuition and fees, you may be eligible for a book voucher to purchase textbooks and supplies through the Humphreys University eCampus bookstore. This program helps you obtain required course materials before financial aid is disbursed. To request a voucher, submit a [Book Voucher Request Form](#).

### Important Notes:

- Book vouchers are not additional financial aid.
- Eligibility is based on available aid and is not guaranteed.
- Submit requests early to ensure timely access to course materials.

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## FAFSA Verification Process

If your FAFSA is selected for verification or has conflicting information, you will need to provide additional documentation. Verification must be completed before any financial aid can be awarded. To avoid delays, carefully complete your FAFSA and promptly submit all required documents. If discrepancies are found, Humphreys University will correct your FAFSA on your behalf.

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## Financial Aid Disbursement Policy

Financial aid is applied to students' accounts once federal, state, and institutional eligibility requirements are met.

**Disbursement** refers to the process of allocating funds to student accounts. Funds are first applied to current outstanding tuition and fee charges. With the student's permission, additional charges may also be covered. A disbursement does not guarantee a credit balance. A credit balance occurs when the total amount of financial aid and payments exceed the student's tuition, fees, and other charges, resulting in excess funds that may be refunded to the student.

To avoid disbursement delays, stay in close contact with the [Student Services Office](#) and respond promptly to any documentation requests.

### Undergraduate Disbursement Schedule:

- Current students, **Week 3** and **Week 6** of the quarter
- New and returning students, following a 30-day disbursement delay for federal and state aid.

Students are advised to regularly check their Financial Aid (FA) portal for detailed information regarding the scheduled disbursement dates of direct loan funds. Please note that the disbursement of direct loan funds may not always align with the scheduled weeks. This variability is contingent upon the timely submission of required documents, completion of verification processes, resolution of conflicting information, and acceptance of direct loan awards.

Several factors can contribute to delays in disbursement, including but not limited to:

- Failure to meet satisfactory academic progress
- Late registration
- Incomplete submission of eligibility documents

Disbursements that are not processed within the scheduled timeframes will be closely monitored and released upon fulfillment of the necessary criteria.

Once disbursement occurs, you will be sent a Disbursement Notification via your Humphreys University email, which includes:

- Anticipated disbursement date and amount
  - Your right to cancel all or part of the disbursement
  - Instructions and deadlines for cancellation
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## Financial Aid Refunds

If your financial aid **exceeds your tuition and fees**, the resulting **credit balance** will be issued as a **refund check**.

Refunds are processed **within 14 days** of the credit balance being posted to your account and are mailed to your primary address listed in Populi. To avoid delays, ensure your address is correct. If it needs updating, submit a [Request for Change in Records Form](#).

## Financial Aid Refund Schedule:

- Current students, Week 4 and Week 7 of the quarter
- New and returning students, within 14 days of the account credit balance.

The weeks indicated in the refund schedule represent the intended weeks during which refund checks will be mailed to students.

Check your [Populi student account](#) regularly to confirm the presence of a credit balance and to ensure your address is up to date.

Please note: Humphreys University **does not retain Title IV or state financial aid credit balances.**

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