



New Student Financial Aid Process Checklist

Step 1
Apply

2021 -2022 Free Application for Federal Student Aid (FAFSA)

Completing the Free Application for Federal Student Aid (FAFSA) is the first step in the financial aid process. The FAFSA is used to apply for federal student aid, including Pell Grant, FSEOG, Direct Stafford Loans, and work-study.



2019 Income Tax Year

Independent Student– You must report your and your spouse's, if married, 2019 taxable and certain untaxed income. If you and/or your spouse filed a 2019 federal tax return, you might be able to use the IRS Data Retrieval Tool on the FAFSA.



Dependent Student – You must report your and your parents' 2019 taxable and certain untaxed income. If you and your parents filed a 2019 federal income tax return, you and your parents might be able to use the IRS Data Retrieval Tool on the FAFSA. One parent must have an FSA User ID and Password to e-sign the FAFSA. To create an FSA User ID and Password, go to www.fsaaid.ed.gov.

FAFSA on The Web

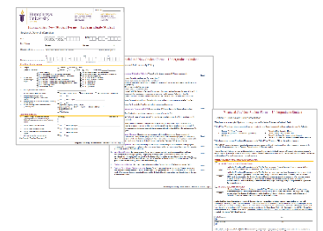
1. Go to www.fafsa.ed.gov
2. Click **START HERE** for New User and **LOG IN** for Returning User
3. Log in by entering your FSA Username and Password
4. Enter Humphreys University School Code **001212**



Step 2
Forms

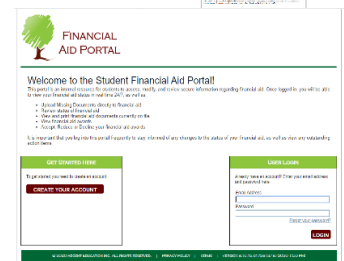
New Student Financial Aid Forms

To initiate your Financial Aid record, complete and submit **Financial Aid New Student Forms**. A New Student Packet can be obtained from the Student Services Office, or it can be emailed or mailed to you at your request.



Financial Aid Portal

The **Financial Aid Portal** allows students to review, submit or modify information regarding their financial aid application and awards in a secure manner. Once a record is created our Financial Aid system; you will receive a notification to your Humphreys University student email account directing you to your Financial Aid Portal account.



NOTE: Your Humphreys University student email is the secure method of communication in place to provide student information.

Step 3
Award Offer

Award Offer Awards

Pell Grant – If your EFC is below a specific number, you may be eligible for a Federal Pell Grant award. Be aware; the Pell Grant award will NOT cover your entire tuition and book expenses for the award year. The Pell Grant award is based on your financial need determined by the FAFSA, cost of attendance, and enrollment status.

Cal Grant – If you are awarded a Cal Grant, please let the Student Services Department know. A Cal Grant award may eliminate your need for a Federal Stafford Direct Loan. Grants, unlike loans, do not have to be repaid.

Direct Stafford Loans – Student Loans will be offered as an option to help you pay for your educational expenses. If you don't qualify for enough grant funding to cover your educational costs, consider student loans first. Direct Stafford Loans have a fixed interest rate, flexible repayment options, and NO credit check is required. Dependent students will be offered Direct Plus Loans.



Humphreys
University
EST. 1896

Book Voucher

Once you have accepted enough federal student aid (grants=free and loans=you must payback) to generate excess funding, usually from a combination of grants and or loans, you may be eligible for a book voucher. Book vouchers allow students to charge their student account for the costs of required books for registered courses through the Humphreys University online virtual bookstore (eCampus). The book charge is in addition to the tuition charge. The book voucher is not additional federal student aid. **Not all students are eligible for a book voucher.**

Verification and/or Conflicting Information

If your FAFSA is federally or institutionally selected for verification, you will be notified by email and will be required to provide additional documents to confirm the information reported on the FAFSA is valid. By federal standards, this process must be completed in order to finalize your eligibility for federal student aid. Federal law also states that your school has the right to request verification of information, including but not limited to tax information, assets, and household size, before awarding federal student aid. The documentation requested will vary based on the verification type and your dependency status. If there is a difference between the information submitted and the FAFSA, Humphreys University will be required to make any necessary corrections to your FAFSA.

Additional processing time is necessary to thoroughly review, complete verification, and or resolve any conflicting information found on your FAFSA. Files are processed in the order documents are received; so, it is crucial that you submit/upload all required documentation in a timely manner. No awards will be processed until your FSA eligibility is finalized. **NO EXCEPTIONS.**

As the student and parent signing the FAFSA, you certify that you understand the Secretary of Education has the authority to verify information reported on the FAFSA with the Internal Revenue Service and other federal agencies.

New Student Disbursement Policy

Federal student aid for new and returning undergraduate new students will be scheduled for release after the **30th day following the 1st day of the quarter.** The process in which funds are released to a student's account is dependent on when the student's file is complete, and eligibility has been finalized. Students must be enrolled at least half time and be attending classes registered for the period of enrollment to remain eligible for scheduled funds. Federal student aid released may require a re-calculation if a change in enrollment status occurs during any given quarter. To assist the Student Services Office in processing your federal student aid, please respond to all communications and promptly submit/upload documents as requested. It is the student's responsibility to follow up with the Student Services Office at their designated campus location to ensure all documents have been reviewed, and federal student aid is scheduled for release.

Disbursement Policy

In a typical academic year, Federal Direct Loans are disbursed in two installments per quarter: the first installment scheduled for the fourth week of the quarter and the second installment on Monday of the seventh week of the quarter. Financial aid funds will be disbursed based on the student's actual enrollment status at the time funds are transmitted to the student's account. Financial aid refunds are generated only after a credit balance is created on a student's account. Refunds are processed when sufficient financial aid is posted to the student account creating a credit balance. All refunds are processed by Student Services in the form of a paper check. Credit balances generated by parent PLUS loan proceeds will be processed and issued to the PLUS loan borrower in the form of a paper check. Undergraduate new and returning new students are subject to a 30-day disbursement delay as a condition of admittance.