



New Student Financial Aid Process Checklist

Step 1
Apply

2022 -2023 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.

2020 Income Tax Year

Independent Student– You must report your and your spouse’s, if married, 2020 taxable and certain untaxed income. If you and/or your spouse filed a 2020 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' 2020 taxable and certain untaxed income. If you and or your parents filed a 2020 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.



In most cases, graduate or professional students are considered independent students for the purposes of completing the FAFSA form. This means they generally are not required to provide parent information.

FAFSA on The Web

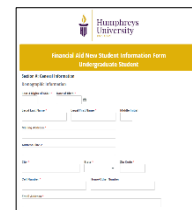
1. Go to www.fafsa.ed.gov
2. Click **START HERE** for New User and **LOG IN** for Returning User
3. Log in by entering your FSA Username and Password
4. Enter Humphreys University School Code **001212**



Step 2
Forms

New Student Financial Aid Information Form – Graduate Student

To track your FAFSA and properly assist you through the financial aid process, you must complete the online **Financial Aid New Student Information Form** for graduate students.



Step 3
Award Offer

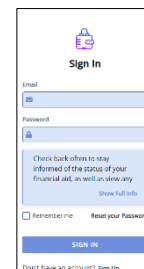
Financial Aid Portal

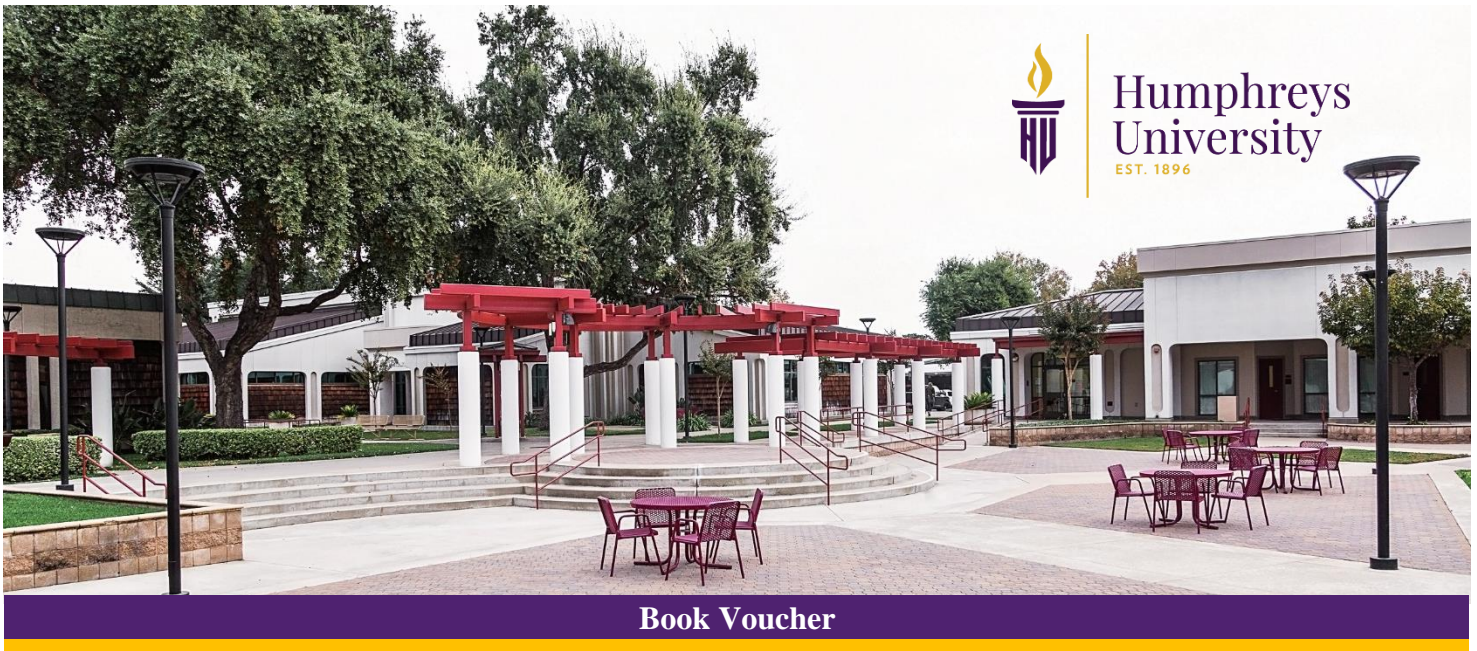
The **Financial Aid Portal** allows students to review, submit or modify information regarding their financial aid application and awards in a secure manner. Once a record is created our Financial Aid system; you will receive a notification to your Humphreys University student email account directing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

Award Offer Awards

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.





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. To request a book voucher, students must submit a **Book Voucher Request** to their Student Account Specialist for review of their book voucher eligibility. 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.

Disbursement Policy

Disbursement happens when financial aid funds are applied to a student's account. Disbursement will occur only after all federal and/or state financial aid eligibility requirements for each award have been met. Students with an incomplete financial aid record are not eligible for disbursement. Please respond to all correspondence and promptly submit/upload documentation as needed to assist the Student Services Office in processing your financial aid funds. It is the student's obligation to follow up with their Student Account Specialist to ensure that all paperwork has been received, and financial aid is scheduled for release. Financial aid funds include federal and state grants, scholarships, and Federal Direct Loans (DL funds). DL Funds must be repaid according to the conditions found within a student's Master Promissory Note.

Humphreys University disburses Federal Direct Loans in two quarterly installments per quarter. Graduate student installments are scheduled for disbursement as follows:

Master Students: Week 3, Week 6
Law Students: Week 1, Week 6

If a student's enrollment status changes to less than half-time (4units Master's level and 6 units for Law.JD level) Direct Loan disbursements will be cancelled. Financial aid funds will be disbursed based on the student's enrollment status at the time the funds are released to their account.

Students who receive Federal Direct Loan funds will receive Disbursement Notifications to their Humphreys University email. The notification includes:

- The anticipated disbursement(s) date and amount
- The student's right to cancel all or part of the loan or disbursement; and
- The procedure that a student or parent must follow in order to cancel a direct loan disbursement(s).

Aid Refunds

Financial aid disbursements that exceed the amount due to the University will be processed as a refund check to the student. Typically, a credit balance of financial aid occurs when the second installment of financial aid is disbursed to a student's account.

Once a graduate student's account reaches a credit balance status, a refund check will be generated within 14 days of the credit balance. Checks are mailed to the student's primary address as listed in Populi. It is possible for students who have been issued an aid refund owe the University a balance. Changes in a student's course load, changes applied after an aid refund is issued, or a balance from a prior aid year or quarter that cannot be paid with current financial aid funds are all reasons why a student could receive an aid refund but still owe a balance and be on registration hold. Humphreys University does not hold Title IV (federal financial aid) and state fund credit balances.

Aid refund checks will be issued according to the following schedule:

Master Students: Week 4, Week 7

Law Students: Week 1, Week 7