

## UNDERGRADUATE FINANCIAL AID CHECKLIST

### The Financial Aid Process:

- Submit your Free Application for Student Aid (FAFSA) on the [Federal Student Aid website](#).
- Log in to your [WVU Portal](#) view any unsatisfied requirements.
- After you receive your aid offer, log in to your [WVU Portal](#) to review and accept or decline your aid by clicking on the Financial Aid Information button. Find out how to accept or decline your aid on our [View, Accept, or Decline webpage](#).
- If you accept a Direct Subsidized and/or Unsubsidized Loan for the first time, you must complete BOTH requirements below on the [Federal Student Aid website](#).
  - Entrance Counseling
  - Loan Agreement (MPN for a Subsidized/Unsubsidized Loan)
- Maintain required enrollment.

Direct Federal Loans require at least half-time enrollment for disbursement (6 credit hours per semester for undergraduates). Some grant programs require full-time enrollment (12 credit hours for undergraduates). Other grants disburse based on how many hours a student is enrolled. A loan/grant will be canceled or reduced based on not meeting enrollment requirements by the last day to add or drop a course. Add/drop dates can be found on the [WVU Registrar website](#).

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### Other Available Funding Options:

- Your parent(s) may apply for a credit-based Parent PLUS Loan by completing the following requirements after logging into the [Federal Student Aid website](#) with their FSA ID.
  - Complete the Parent PLUS Application process.
  - If approved and a first time Parent PLUS Loan borrower, the parent must complete the Loan Agreement (PLUS MPN for a Parent PLUS loan).
- Explore a credit-based private loan to help fund your educational expenses.

Our ELM Select private loan search engine is a tool to help you find the best loan for you! You can also find a list of state agencies that offer private loans to their residents. Access ELM Select on our [Private Loans webpage](#).

Apply for external scholarships and/or contact your college about departmental scholarships.

Take advantage of Federal Work Study (if offered) or part-time student employment on or off campus.

Students can apply for jobs via Handshake on the [Handshake website](#). Please note these funds come to the student as a paycheck as they work. They do not apply directly to tuition and fees.

Sign up for the payment plan to make monthly payments toward your balance due.

You can set up a payment plan on our [Tuition Payment Plan webpage](#).

Sign up for direct deposit if you are receiving a refund because your financial aid and payments are more than your institutional charges.

Sign up on our [Refunds webpage](#). Otherwise, you will receive a paper check to the local mailing address listed on your account.

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**Need someone to contact us on your behalf?**

If you need someone to contact the University on your behalf for information about your account, you must give them proxy access. Instructions can be found on the [Parent/Guest Portal website](#).

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**Notes:**

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