

FINANCIAL AID CHECKLIST



❑ Complete FAFSA

The FAFSA (Free Application for Federal Student Aid) is online at www.fafsa.gov after October 1 of the year before you plan to attend. Priority is given to those students who apply before January 15. You will need to create a Federal Student Aid Identification (FSA ID), which is made up of a username and password. For students determined by the application to be dependent, at least one parent will also need a FSA ID. Be sure to list Bowling Green State University as a school to receive your information. The BGSU and BGSU Firelands school code is 003018.

❑ Submit Documentation

- If requested, follow up with important financial aid information that may be asked for through your MyBGSU account under your "TO DO LIST" and "HOLDS." All students should monitor their MyBGSU account regularly for financial aid information. New students will also be sent financial aid information through the mail.
- To see more details about the items requested on your "TO DO LIST" and "HOLDS," click on the details link, and then click on each item separately for directions on how to complete each item.

❑ Evaluate Award Letter

- Award letters are sent out beginning mid-February of the year prior to attending. Evaluate your award letter carefully upon receiving it.
- Notify the Office of Financial Aid if you receive any additional scholarships from outside sources.
- **You do not have to be a full-time student to receive financial aid.** Notify the Office of Financial Aid if you plan to attend less than full time (12 credit hours). You may update your enrollment plans through the following website: <https://finaid.bgsu.edu/prd/term>.
- Notify the Office of Financial Aid if you wish to reduce or decline any aid amounts. You may decline items through your MyBGSU account. However, if you wish to reduce amounts offered, please contact the Office of Financial Aid.

❑ Complete Entrance Counseling and Master Promissory Note If Taking Out Loans

- If you are taking out loans, go to www.studentloans.gov to complete your Entrance Counseling and Master Promissory Note.
- Loans require that you take a minimum of six credit hours to be eligible.

❑ Complete Summer Aid Application if Attending Summer Semester

- If you are attending summer semester, complete the Summer Aid Application for financial aid at bgsu.edu/financial-aid.html.

❑ Sign Up for Direct Deposit

- Excess funds will be issued at the beginning of each semester. Signing up for Direct Deposit through your MyBGSU account will allow you to get these funds faster.
- If you do not wish to have funds directly deposited into your bank account, any excess financial aid funds will be mailed to you.

❑ Complete Your Financial Responsibility Agreement

- All students must complete a financial responsibility agreement prior to registering for classes. The agreement is located through your MyBGSU account under "TO DO LIST."

❑ Sign Up for Title IV Authorization

- All new students will be billed a one-time \$25 student ID charge. If you would like financial aid to cover this charge, as well as other miscellaneous charges, sign up for the Title IV Authorization through your MyBGSU account.

(Turn over for more information...)

❑ Check Your Bill

- Bills are generated on the 1st of the month and due on the 1st of the next month. Fall statements will be generated in July.
- Bills can be checked through your MyBGSU account. You should always check your bill, even if you do not think you owe anything.
- Accounts not cleared by the due date are subject to BGSU's payment policy.

❑ Sign Up for Installment Payment Plan (IPP)

- There is an Installment Payment Plan available should you wish to spread out your payments over several months.
- You may enroll in the Installment Payment Plan through your MyBGSU account.

❑ Enroll in ACCESS BGSU

- You can share important information regarding your account with others through the enrollment link found on your MyBGSU Student Center. Log in to your MyBGSU Account > Student Center > Share My Information > Delegate Access To A New Contact > Read Terms and Conditions > I Accept.
- You may grant access to financial aid information, billing information, and grades, along with "TO DO LIST" and "HOLDS." You choose what others can view.

❑ Understand Financial Aid Obligations

- Financial aid is disbursed with the obligation that you complete your coursework. If you do not complete your coursework, financial aid may be removed, which will create a bill that must be repaid.

❑ Understand the Satisfactory Academic Progress Requirement

- You must maintain satisfactory academic progress in order to continue to receive aid for future terms. Visit the BGSU financial aid website for further information.

❑ Withdrawing? Dropping a Class? Changing Your Schedule?

- Talk to the Office of Financial Aid prior to dropping a class, withdrawing from the term, or changing your schedule. Based on your financial aid, such changes in your schedule may create a bill that must be repaid.

For resources and answers to frequently asked questions regarding financial aid, visit bgsu.edu/financial-aid.html.

For answers regarding your billing statement, visit the Bursar at bgsu.edu/bursar.html.



BGSU Firelands

Contact Information

BGSU Firelands Office of Financial Aid
103 Foundation Hall
One University Drive
Huron, OH 44839-9719

419-372-0655 or 1-800-322-4787, ext. 20655
Fax: 419-372-0604
Email: fireadm@bgsu.edu
firelands.bgsu.edu