



## GETTING YOUR AID TO PAY UNDERGRADUATE CHECKLIST

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|--------------------------|---|
| <input type="checkbox"/> | <b>Apply for federal aid:</b> File your Free Application for Federal Student Aid (FAFSA) at <a href="http://fafsa.gov">fafsa.gov</a> using Title IV school code: 003822   |
| <input type="checkbox"/> | <b>Check RAIL</b> to see if there are any Unsatisfied Requirements under the Financial Aid “Eligibility” section that may prevent aid from packaging.   |
| <input type="checkbox"/> | <p><b>Accept or decline aid by logging onto RAIL</b></p> <p>Click on 'Financial Aid'<br/>         Click on 'Award'<br/>         Click on 'Award for Aid Year,' select 2018-2019, and click 'Submit'<br/>         Click on the 'Terms &amp; Conditions' Tab<br/> <i>Accept Terms and Conditions</i><br/>         Click on the Accept Award Offer Tab<br/>         Review, then accept or decline your offer<br/>         Submit your decision</p>             |
| <input type="checkbox"/> | <p><b>I accepted a loan.</b> Students accepting a Direct Subsidized and/or Unsubsidized Loan for the first time must complete <b>BOTH</b> of the following requirements by logging into <a href="http://studentloans.gov">studentloans.gov</a> with your FSA ID:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Entrance Counseling</li> <li><input type="checkbox"/> Loan Agreement for a Subsidized/Unsubsidized Loan (Master Promissory Note)</li> </ul>  |
| <input type="checkbox"/> | <p><b>My parent wants to apply for a Parent PLUS Loan.</b> Your parent must complete <b>BOTH</b> of the following requirements after logging into <a href="http://studentloans.gov">studentloans.gov</a> with their FSA ID:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the Parent PLUS Application process</li> <li><input type="checkbox"/> If approved and a first time Parent PLUS borrower, they must complete the Loan Agreement for a PLUS Loan (Master Promissory Note)</li> </ul>                     |
| <input type="checkbox"/> | <b>Check RAIL</b> to see if there are any Unsatisfied Requirements under the Financial Aid “Eligibility” section that may prevent aid from disbursing.  |
| <input type="checkbox"/> | <p><b>I need to apply for a private loan.</b> You can pursue credit-based loans from private lenders to help fund educational expenses. Our ELM Select private loan search engine is a tool to help you find the best loan for you! Private loan information can be found at <a href="http://shepherd.edu/private-loans">shepherd.edu/private-loans</a></p>    |
| <input type="checkbox"/> | <p><b>I accepted Federal Work Study or am interested in part-time student employment.</b> Contact Marian Willauer, Student Employment Coordinator at 304-876-5381 or <a href="mailto:mwillae@shepherd.edu">mwillae@shepherd.edu</a>. More information may be found on the Student Employment website <a href="http://shepherd.edu/studentemployment">shepherd.edu/studentemployment</a>. <i>Please note <b>Federal Work Study funds come to the student as a paycheck as they work.</b> They do not apply directly to tuition and fees.</i></p> |

<input type="checkbox"/>	<b>I am receiving an institutional scholarship.</b> In order for most scholarships to disburse, you <b>must be enrolled in at least 12 credit hours</b> . In addition, many scholarships require students earn at least 30 credit hours during the academic year to maintain eligibility for the following year.
<input type="checkbox"/>	<b>I received a private scholarship check.</b> In order to utilize a private scholarship you will need to bring it to the Office of Financial Aid to be added to your account. <i>If the check is made out to you and Shepherd University it will need to be endorsed over to Shepherd University and will then be credited to your student account.</i>
<input type="checkbox"/>	<b>Maintain required enrollment.</b> Direct Federal Loans require at least half-time enrollment for disbursement (6 hours per semester for undergraduates). Some grant programs require full-time enrollment (12 hours for undergraduates). Other grants disburse based on how many hours a student is enrolled. A loan/grant will be reduced or canceled based on not meeting enrollment requirements by the last day to add or drop a class. Add/Drop dates can be found at <a href="http://shepherd.edu/registrar">shepherd.edu/registrar</a> .
<input type="checkbox"/>	<b>Need to cancel, reduce, or change a loan?</b> You have the right to cancel, reduce or change the amount you originally accepted by contacting the Office of Financial Aid in writing via <a href="mailto:faoweb@shepherd.edu">faoweb@shepherd.edu</a> .
<input type="checkbox"/>	<b>Interested in setting up a payment plan?</b> Contact the Business Office at 304-876-5284 or visit their website at <a href="http://shepherd.edu/finance">shepherd.edu/finance</a> .
<input type="checkbox"/>	<b>Expecting a refund?</b> To receive your refund faster, sign up for direct deposit at <a href="http://shepherd.edu/finance/bankmobile">shepherd.edu/finance/bankmobile</a> . Otherwise, you will receive a paper check to the local mailing address listed on your account. <b>Refunds may be expected the first week of classes.</b>
<input type="checkbox"/>	<b>Go to Class!</b> Financial aid is funding to assist with educational expenses incurred while <b>attending</b> classes in pursuit of your degree. You <b>must</b> attend your classes regularly and engage in the requirements for each class; otherwise, <b>your financial aid may be revoked</b> either partially or in full. This would result in an amount due by you to the University immediately.



***Be an informed student! Know your status at all times through RAIL and check your Shepherd email account regularly!***

OFFICE OF FINANCIAL AID  
PO BOX 5000 | Shepherdstown, WV 25443  
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BUSINESS OFFICE  
PO BOX 5000 | Shepherdstown, WV 25443  
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[subbusinessoffice@shepherd.edu](mailto:subbusinessoffice@shepherd.edu)

OFFICE OF THE REGISTRAR  
PO BOX 5000 | Shepherdstown, WV 25443  
O: 304-876-5463 F: 304-876-5136  
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