

GETTING YOUR AID TO PAY UNDERGRADUATE CHECKLIST

Apply for federal aid: File your Free Application for Federal Student Aid (FAFSA) at studentaid.gov using Title IV school code: 003822

Check RAIL to see if there are any Unsatisfied Requirements under the Financial Aid "Eligibility" section that may prevent aid from packaging.

Accept or decline aid by logging onto RAIL
 Click on 'Financial Aid'
 Click on 'Award'
 Click on 'Award for Aid Year,' select 2021-2022 and click 'Submit' Click on the 'Terms & Conditions' Tab
Accept Terms and Conditions
 Click on the Accept Award Offer Tab
 Review, then accept or decline your offer
 Submit your decision



I accepted a loan. Students accepting a Direct Subsidized and/or Unsubsidized Loan for the first time must complete **BOTH** of the following requirements by logging onto studentaid.gov with your FSA ID:

Entrance Counseling

Loan Agreement for a Subsidized/Unsubsidized Loan (Master Promissory Note)

My parent wants to apply for a Parent PLUS Loan. Your parent must complete **BOTH** of the following requirements after logging into studentaid.gov with their FSA ID:

Complete the Parent PLUS Application process

If approved and a first time Parent PLUS borrower, they must complete the Loan Agreement for a PLUS Loan (Master Promissory Note)

Check RAIL to see if there are any Unsatisfied Requirements under the Financial Aid "Eligibility" section that may prevent aid from disbursing.

I need to apply for a private loan. 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 shepherd.edu/private-loans.



I accepted Federal Work Study or am interested in part-time student employment. Contact Alison Whitener, Student Employment Program Coordinator at 304-876-5381 or awhitene@shepherd.edu. More information may be found on the Student Employment website shepherd.edu/studentemployment. *Please note **Federal Work Study funds come to the student as a paycheck as they work.** They do not apply directly to tuition and fees.*

<input type="checkbox"/>	I am receiving an institutional scholarship. In order for most scholarships to disburse, you must be enrolled in at least 12 credit hours. 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"/>	I received a private scholarship check. 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"/>	Will you be using Veteran's Benefits? Our VA Certifying Official is housed in the Office of the Registrar. Please contact them at veterans@shepherd.edu to set up your benefits. We also recommend completing a FAFSA at studentaid.gov to supplement any VA benefits you may be receiving. More resources for student veterans may be found at shepherd.edu/veterans .
<input type="checkbox"/>	Need to cancel, reduce, or change a loan? You have the right to cancel, reduce or change the amount you originally accepted by contacting the Office of Financial Aid in writing via faoweb@shepherd.edu .
<input type="checkbox"/>	Interested in setting up a payment plan? Contact the Business Office at 304-876-5284 or visit their website at shepherd.edu/finance .
<input type="checkbox"/>	Expecting a refund? To receive your refund, select a refund preference with BankMobile. For more information, visit this link: bankmobile disbursements.com/refundchoices/ . Otherwise, you will receive a paper check to the local mailing address listed on your account. Refunds may be expected the first week of classes.
<input type="checkbox"/>	Go to Class! Financial aid is funding to assist with educational expenses incurred while attending classes in pursuit of your degree. You must attend your classes regularly and engage in the requirements for each class; otherwise, your financial aid may be revoked either partially or in full. This would result in an amount due by you to the University immediately.
<input type="checkbox"/>	Maintain required enrollment. 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 shepherd.edu/registrar .

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
O: 304-876-5470 F: 304-876-5238
FAOweb@shepherd.edu

OFFICE OF ADMISSIONS
PO BOX 5000 | Shepherdstown, WV 25443
O: 304-876-5212 F: 304-876-5165
Admission@shepherd.edu

BUSINESS OFFICE
PO BOX 5000 | Shepherdstown, WV 25443
O: 304-876-5284 F: 304-876-5002
sbusinessoffice@shepherd.edu

OFFICE OF STUDENT EMPLOYMENT
PO BOX 5000 | Shepherdstown, WV 25443
O: 304-876-5381 F: 304-876-5238
awhitene@shepherd.edu

OFFICE OF REGISTRAR
PO BOX 5000 | Shepherdstown, WV 25443
O: 304-876-5463 F: 304-876-5136
Register@shepherd.edu

RESIDENCE LIFE
PO BOX 5000 | Shepherdstown, WV 25443
O: 304-876-5172 F: 304-876-5150
ResidenceLife@shepherd.edu