Financial Aid Process Check list

Request a Federal PIN Number at www.pin.ed.gov for you and one of your parents (if necessary).

☐ Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and enter ASU-Beebe’s Federal School Code, 001091, on your application under “School Selection”.

☐ You will receive confirmation from the Federal Processor once your FAFSA has been processed by email. This is your Student Aid Report (SAR). The Federal Processor forwards this information to ASU-Beebe Financial Aid (if you provided ASU-Beebe’s Federal School Code 001091 on your FAFSA) within 7-10 business days.

☐ Once your Student Aid Report (SAR) is downloaded into ASU-Beebe’s Financial Aid system, we will send notification via school email (by letter if you have not yet been accepted to ASU-Beebe as a student.)

☐ If you are chosen by the Federal Processor for a process called verification, you must also submit ALL forms listed on your letter. These documents will be available on your Campus Connect. Please read directions on each form carefully and completely.

☐ Print, complete and submit all requested documents as soon as possible to avoid any delays in the processing of your aid. It is vital for you to return any requested information or documents in a timely manner. Any delay on your part may result in a delay in processing your aid. If any discrepancies are identified during the review process, you may be required to submit additional information and the processing of your aid may be delayed.

☐ Refer to the Satisfactory Academic Progress Policy (SAP Policy) for the eligibility requirements set forth by ASU-Beebe and the Federal Department of Education. Each college must have a SAP Policy in place. This is available thru Campus Connect and on our website.

☐ Transfer students pursuing a degree must meet ALL three parts of Satisfactory Academic Progress Policy. ALL hours attempted previously at regionally accredited institutions are considered for maximum attempted hour limit whether or not aid was received. The CGPA requirement is taken from the last school of attendance.

  o You MUST submit Official Transcripts from ALL Colleges including Career and Technical Institutions REGARDLESS of whether aid was received or not and REGARDLESS of the time span of enrollment. If you fail to submit transcripts, you may be administratively withdrawn, all aid may be cancelled, which may cause you to owe the university.

  o Transfer students pursuing a degree that requires admission to that program must be admitted to the program upon transfer.

☐ Once packaged for financial aid, you will receive notification via your Campus Connect account from the Financial Aid Office of your financial aid eligibility. (STUDENT INFORMATION>FINANCIAL AID>VIEW/SUBMIT/DECLINE AWARDS) We urge students to review their financial aid periodically throughout each semester via their Campus Connect account.

☐ If you have excess aid after all of your tuition, fees and dorms charges are covered, you may be able to charge your books. Please contact the Cashier’s Office.

☐ If the financial aid funds applied to your account cover all of your tuition, fees, charged books, etc., and there is aid left over, the Cashier’s Office will process a refund check for the remainder of your aid.

☐ If you requested loans:

  You must complete a loan request if you are interested in loans; and all awards are automatically accepted in the financial aid system. If you wish to decline your Federal Direct Student Loans at any time, you should contact Financial Aid.

After you request Federal Direct Student Loans (via Campus Connect), you should follow the chart below to determine your next step.

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Yes
You must log onto www.studentloans.gov and complete the Undergraduate Entrance Counseling and an Undergraduate Master Promissory Note. You will use your Federal Student PIN (the same one used to electronically sign your FAFSA). You must be sure to complete both processes by continuing throughout the confirmation process. At this point, you should record your confirmation number for future reference, in the event you would like to review your completed loan documents online.

I am new to ASU-Beebe

No

I have had federal student loans at ASU-Beebe during 2014-2015

Yes
No

No further action is required from you.

You must log onto www.studentloans.gov and complete the Undergraduate Entrance Counseling and an Undergraduate Master Promissory Note. You will use your Federal Student PIN (the same one used to electronically sign your FAFSA). You must be sure to complete both processes by continuing throughout the confirmation process. At this point, you should record your confirmation number for future reference, in the event you would like to review your completed loan documents online.

You must be enrolled in at least 6 hours when your loan funds are received by ASU-Beebe to be eligible for those loan funds. If you are not in at least 6 hours when funds arrive at ASU-Beebe, you will not be eligible for the loan and funds will not be released to you.

If you drop below halftime enrollment (at least 6 hours) or if you withdraw from the college, you must complete an Exit Counseling Interview at www.nslds.ed.gov. It is your responsibility as a student loan borrower to complete this process.

NOTE: It is your responsibility as a student to know and understand all eligibility requirements for any type of aid awarded you (for example: required enrollment and cumulative GPA)
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Should you have questions regarding your financial aid or any steps in the financial aid process, feel free to contact the ASU-Beebe Financial Aid Office at 501-882-8845 or at www.asub.edu/finaid/. We are always here to assist you!