

Your Financial Aid Checklist

___ **Check for any outstanding required documents** – Access your **Anselmian Aid portal** via MyAnselm portal. From the top menu, click on “Required Documents & Critical Messages” to see if you have any outstanding documents needed prior to disbursement of your financial aid to your student account.

- Communication to student via email – check @anselm email regularly.
- Not applying for federal or institutional need-based aid? Be sure we have your SSN – required to disburse institutional merit/non-need based aid.
- Delay in submitting documents could mean a delay in processing and disbursement of aid.

___ **Federal Direct Loans (Student) and Federal Parent PLUS Loan** - <https://studentaid.gov>

- Two requirements must be completed in order for us disburse the loans to student account:
 - Entrance Counseling
 - Master Promissory Note
- Offered Federal Direct Student Loans are accepted on student’s behalf. You must notify us if you wish to decline or reduce all or a portion of your Federal Direct Loans.
- To decline or reduce the Federal Direct loan(s) offered, complete Direct Loan Adjustment form available on Anselmian Aid portal.

___ **Need additional loans? Private Student & Parent Loans** – See www.elmselect.com or [Credible](http://Credible.com) or your own private financial institution

___ **Have Outside Scholarships or resources?**

- Student must report any outside resources (scholarships/grants, military benefits, etc.) to our office.
- Use form available on your Anselmian Aid portal.
- Most outside resources count toward meeting a student’s need and/or cost of attendance and may affect other aid offered.

___ **Complete the FERPA Online Authorization** – not required but highly recommended!

- Can only speak with student regarding aid and bill unless this form is completed
- Form completed on your Anselmian Aid portal.

___ **Want to work on campus?**

- Federal Work Study (if included in your offer) and Student Payroll positions are available
- Jobs posted August – more info <http://www.anselm.edu/Student-Employment>

___ **Check out ECMC resources** – www.ecmcsolutions.org

- Free resources
- Loan repayment calculator
- Money-management tips & tools
- May periodically receive correspondence regarding your Federal Direct Loans