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](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](http://www.elmselect.com) or Credible 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](http://www.anselm.edu/Student-Employment)

___ Check out ECMC resources – [www.ecmcsolutions.org](http://www.ecmcsolutions.org)

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