Summer 2010 Financial Aid Checklist

Step 1: To apply for Financial Aid at Texas State for Summer 2010

_____ Complete Free Application for Federal Student Aid (FAFSA) for Fall 2009/Spring 2010 online: www.fafsa.ed.gov. **Note:** If you already completed a 2009-2010 FAFSA for a different institution, be sure to update it with Texas State’s school code (003615) to the current FAFSA by selecting “Make Corrections to a processed FAFSA”.

_____ Complete Texas State’s Summer 2010 Financial Aid Application by priority deadline: March 1, 2010. Since funds are awarded on a first-come, first-served basis, it is extremely important that you complete and submit your application as soon as possible. [http://www.finaid.txstate.edu/](http://www.finaid.txstate.edu/)

**Note:** New undergraduate transfer students who have been accepted, have met with an advisor, and have been approved to register for the Summer 2010 will need to:

_____ Contact the Financial Aid Office at your current institution to cancel the Summer 2010 award.

_____ Submit 2010-2011 FAFSA by Texas State’s April 1 priority deadline for the upcoming Academic Year. You will need your 2009 tax information.

Step 2: Monitor Financial Aid status online

_____ The Financial Aid Office will begin processing your financial aid file after you are admitted to Texas State University for the Summer 2010 semester;

Verify acceptance:

- Transfer Students: [https://catsweb.txstate.edu/app/application-status-check](https://catsweb.txstate.edu/app/application-status-check)
- Graduate Students: [https://catsweb.txstate.edu/app/grad_app_status_check](https://catsweb.txstate.edu/app/grad_app_status_check)

_____ After you create your PIN: Go to this website to monitor your Financial Aid status online: [http://catsweb.txstate.edu/](http://catsweb.txstate.edu/) → Select “Student Services” and then select “My Financial Aid”

My Financial Aid allows you to view and update your Financial Aid status online. (Monitor 1-2 times per week until you have completed all 5 steps)

**Step 2a: If selected for Verification, submit requested documents.** Financial aid cannot be awarded until after all documents are received and process in San Marcos.

Step 3: To receive your grants, work-study, and/or loans from Financial Aid

After your file has been processed for Grants or Loans; you must “take action” by accepting/declining the offer(s):

_____ To accept or reject the offers online: visit the “My Financial Aid” page in Catsweb and select “My Awards” (Then complete the actions it displays)

**Note:** This action will trigger the system to display what action/document is needed next.

Step 4: To obtain a student loan at Texas State

All new students must complete Entrance Counseling.

_____ **Complete Entrance Counseling** on the web – [www.finaid.txstate.edu](http://www.finaid.txstate.edu), hold cursor over “Counseling” from top header then select “Entrance Counseling” Then click on link: “Entrance Counseling: William D. Ford Federal Direct Loan”

_____ **Sign Promissory Note** 1) Sign electronically via [http://dlenote.ed.gov](http://dlenote.ed.gov) with your PIN from FAFSA if you are a “Direct” borrower.

**Note:** This step cannot be completed until approximately 5 business days after you have accepted the loan.
Step 5: Apply your Financial Aid toward your tuition and fees (does not cover books)

Approximately **one week prior to the payment deadline**, go online via the Student Services page in Catsweb and select “View/Pay Registration & Installments.”

- If your Financial Aid was more than the Tuition and Fees and you are registered at least half-time, you should see the option to select “Apply Aid” and hit submit and then print your receipt!
- If you do not see the “Apply Aid” option, and it still indicates your total balance and minimum due amounts then your financial aid is still not available (**Verify ↓**).

1) Did I complete my “Financial Aid file” 4-5 weeks prior to payment deadline?  
AND  
2) Am I registered half-time?

If you answered **YES** to both of the questions above then I recommend checking your status via the “My Financial Aid” tool in Catsweb. Select “My Status” and if nothing is indicated missing/incomplete then send an email to js213@txstate.edu so I can troubleshoot for you. (Include your 6 digit Texas State ID number)

If you answered **NO** to either of the two questions above then I recommend finding an alternative way to Minimum Due. You can pay 1) online with credit card or e-check, 2) with cash, check, or money-order in the OSC 201 (24 hours prior to payment deadline), 3) with an Emergency Tuition Loan (ETL) to cover minimum payment due (see below).

Texas State does provide Emergency Tuition Loan assistance (does not cover books)

- You can complete the **Emergency Tuition Loan (ETL)** application online via the Student Services page in Catsweb (ETL does require you to be enrolled at least half-time)
- After you complete the ETL application; you MUST go online and select “View/Pay Registration & Installments” to select “Apply Aid” which will cover your minimum due for 90 days.
- It must be paid back (plus 5% interest) within the 90 days.
- If your financial aid comes in prior to the 90 days it will automatically pay the ETL and the remaining tuition and fees amount (as long as the financial aid amount was more than your total bill).
- Once your Texas State balance is Zero, a balance check will be cut and mailed to your permanent address or you can have the funds electronically transferred to your Bank Account. Go online via the Student Services page in Catsweb and select “EFT of Financial Aid and Refunds Sign-up.”
- The ETL covers the minimum tuition payment due, not books. If you are in need of assistance with books, please see the section on Short Term Loans.

Short Term Loan – **for Textbooks**

- Approved loans are generally ready within 4 to 5 working days from submission date of application or holds are cleared.
- Students need to check with Financial Aid and Scholarships Office – 512-245-2315 directly or with Jill Seidenberger to verify status of short term loan.
- Check must be picked up in San Marcos.
- Loans will be canceled if not picked up within ten (10) days of date or check.

**Eligibility Criteria**

- Have a Texas State GPA of 2.0 or better.
- Enrolled at least half-time.
- Have not defaulted on a previous short term or emergency tuition loan.
- No holds on record with Texas State or other state entities.

*Note: You will not be able to apply aid when purchasing your books. You will need to pay for your Textbooks up front or you can apply for the Short Term Loan. The APPLY AID option is for tuition and fees only.*

You are welcome to drop off Financial Aid documents at the RRHEC. If you have documents that you would like to send via courier to San Marcos, please contact:

Jill Seidenberger, js213@txstate.edu, 512-716-4023, Office 201B