

# FINANCIAL AID PROCESS

## Step-by-Step Instructions

### FOR FRESHMEN

#### 1. Apply to Truman

- Candidates are strongly encouraged to apply for admission and submit a resume/activity list by **December 1** in order to ensure priority scholarship consideration. There is no separate scholarship application for University awards, unless otherwise noted on the site below.
- For more information on Truman scholarships for incoming students:  
<http://admissions.truman.edu/costs/scholarships.asp>

#### 2. Complete the Free Application for Federal Student Aid (FAFSA)

- Most forms of assistance require completion of the FAFSA. It determines financial need for federal and most state student aid programs. Results are reviewed by the Financial Aid Office.
- If you are a Missouri resident, remember to file your FAFSA before the **April 1** deadline for state aid.
- Click on the following link to be directed to the FAFSA website: <http://www.fafsa.ed.gov/>
- For more information on the FAFSA:  
<http://financialaid.truman.edu/applyingforfinancialaid.asp>
- For more information on Federal aid: <http://www.ed.gov/>
- For more information on Missouri state aid: <http://www.dhe.mo.gov/>

#### 3. Award Acknowledgement

- Upon receiving a valid FAFSA, freshmen will receive a paper award letter giving them login instructions to TruView and the access to accept/decline their awards.
- For more information on accepting/declining financial aid awards:  
<http://financialaid.truman.edu/acceptdeclineaid.asp>

#### 4. Entrance Loan Counseling & Master Promissory Note

- If you chose to accept a Federal Direct Stafford Loan whether subsidized and/or unsubsidized, you must complete entrance loan counseling and the master promissory note before any Stafford funds can be released. Students may complete both the online entrance loan counseling and the master promissory note at <http://studentloans.gov>.
- FYI: Online exit loan counseling is also available on this site. All students who received a Federal Direct Stafford Loan while attending Truman State University must complete exit loan counseling any time they withdraw, transfer, receive a degree, or drop below half-time status.
- For more information on Federal Direct Stafford Loans:  
<http://financialaid.truman.edu/staffordloans.asp>

#### 5. FAFSA Verification

- The Federal processor selects student FAFSA results for verification. Students are notified in the cover letter of their Student Aid Report (SAR) that they have been selected for review.
- The financial aid office will send out a verification worksheet to those who have been selected. Complete the worksheet and attach all requested forms. Send these documents back to the financial aid office as soon as you can – by **June 1** if you expect aid to be ready when classes begin in the fall. The final deadline to turn in verification documents for the

current school year is **April 1**. Federal aid awards cannot be paid until the verification is complete.

- For more information on verification:  
<http://financialaid.truman.edu/selectionforverification.asp>

## FOR UPPERCLASSMEN

### 1. Complete the Free Application for Federal Student Aid (FAFSA)

- Most forms of assistance require completion of the FAFSA. It determines financial need for federal and most state student aid programs. Results are reviewed by the Financial Aid Office.
- If you are a Missouri resident, remember to file your FAFSA before the **April 1** deadline for state aid.
- Click on the following link to be directed to the FAFSA website: <http://www.fafsa.ed.gov/>
- For more information on the FAFSA:  
<http://financialaid.truman.edu/applyingforfinancialaid.asp>
- For more information on Federal aid: <http://www.ed.gov/>
- For more information on Missouri state aid: <http://www.dhe.mo.gov/>

### 2. Award Acknowledgement

- Upon receiving a valid FAFSA, the financial aid office will send upperclassmen an email directing the students to TruView to view and accept/decline the financial aid awards offered.
- For more information on accepting/declining financial aid awards:  
<http://financialaid.truman.edu/acceptdeclineaid.asp>

### 3. Entrance Loan Counseling & Master Promissory Note

- If you have never had a Federal Direct Stafford Loan, you will need to complete a Master Promissory Note (MPN) and entrance loan counseling. This must be done before loan funds can be paid to your student account. Please go to <http://studentloans.gov> to complete both forms.
- FYI: Online exit loan counseling is also available on this site. All students who received a Federal Direct Stafford Loan while attending Truman State University must complete exit loan counseling any time they withdraw, transfer, receive a degree, or drop below half-time status.
- For more information on Federal Direct Stafford Loans:  
<http://financialaid.truman.edu/staffordloans.asp>

### 4. FAFSA Verification

- The Federal processor selects student FAFSA results for verification. Students are notified in the cover letter of their Student Aid Report (SAR) that they have been selected for review.
- The financial aid office will send out a verification worksheet to those who have been selected. Complete the worksheet and attach all requested forms. Send these documents back to the financial aid office as soon as you can – by **June 1** if you expect aid to be ready when classes begin in the fall. The final deadline to turn in verification documents for the current school year is **April 1**. Federal aid awards cannot be paid until the verification is complete.
- For more information on verification:  
<http://financialaid.truman.edu/selectionforverification.asp>

### 5. Scholarship Renewal

- Certain Truman scholarships must be renewed through completion of a Scholarship Renewal Proposal Form that is available by accessing your TruView account under the "Student" tab. Click on the "On-line Scholarship Renewal" link under "My Accounts".
- If the value of your award requires scholarship service hours, the scholarship renewal process should be completed annually beginning with the third semester of the award.
- You do not have to submit a scholarship renewal form if your scholarship is \$1250 or less per semester and does not require service hours. The Financial Aid Office will automatically renew your scholarship as long as you meet all requirements.
- If you have never worked on campus before, you must fill out an I-9 and a W-4 in the payroll office before you complete your scholarship renewal form.
- The scholarship renewal form requires the name and email address of your supervisor, so you need to locate a department that agrees to have you perform the service hours in their area prior to filling out the form. For assistance locating a position: <https://trupositions.truman.edu/jobs.asp>
- For a tutorial on how to use tru-positions: <http://financialaid.truman.edu/tutorials.asp>
- For more information on scholarship renewal: <http://financialaid.truman.edu/Scholarshiprenewalinfo.asp>

## FOR GRADUATE STUDENTS

This section is applicable to only fully admitted, degree seeking graduate students.

### 1. Complete the Free Application for Federal Student Aid (FAFSA)

- Graduate students should be aware that the only aid they are eligible to receive via the FAFSA is a subsidized Stafford Direct Loan and an unsubsidized Stafford Direct Loan. They will no longer be able to receive federal grants or work-study.
- Most forms of assistance require completion of the FAFSA. It determines financial need for federal and most state student aid programs. Results are reviewed by the Financial Aid Office.
- Click on the following link to be directed to the FAFSA website: <http://www.fafsa.ed.gov/>
- For more information on the FAFSA: <http://financialaid.truman.edu/applyingforfinancialaid.asp>
- For more information on Federal aid: <http://www.ed.gov/>
- For more information on Missouri state aid: <http://www.dhe.mo.gov/>

### 2. Award Acknowledgement

- Upon receiving a valid FAFSA, the financial aid office will send upperclassmen an email directing the students to TruView to view and accept/decline the financial aid awards offered.
- For more information on accepting/declining financial aid awards: <http://financialaid.truman.edu/acceptdeclineaid.asp>

### 3. Entrance Loan Counseling & Master Promissory Note

- If you have never had a Federal Direct Stafford Loan, you will need to complete a Master Promissory Note (MPN) and entrance loan counseling. This must be done before loan funds can be paid to your student account. Please go to <http://studentloans.gov> to complete both forms.
- FYI: Online exit loan counseling is also available on this site. All students who received a Federal Direct Stafford Loan while attending Truman State University must complete exit

loan counseling any time they withdraw, transfer, receive a degree, or drop below half-time status.

- For more information on Federal Direct Stafford Loans:  
<http://financialaid.truman.edu/staffordloans.asp>

#### 4. FAFSA Verification

- The Federal processor selects student FAFSA results for verification. Students are notified in the cover letter of their Student Aid Report (SAR) that they have been selected for review.
- The financial aid office will send out a verification worksheet to those who have been selected. Complete the worksheet and attach all requested forms. Send these documents back to the financial aid office as soon as you can – by **June 1** if you expect aid to be ready when classes begin in the fall. The final deadline to turn in verification documents for the current school year is **April 1**. Federal aid awards cannot be paid until the verification is complete.
- For more information on verification:  
<http://financialaid.truman.edu/selectionforverification.asp>

#### 5. Scholarship Renewal

- Scholarships awarded to beginning freshmen can be used for up to eight continuous semesters. A student may use their scholarship for graduate courses if this limit has not yet been reached; however, the value of the scholarship will not be increased to cover the additional tuition costs.
- Certain Truman scholarships must be renewed through completion of a Scholarship Renewal Proposal Form that is available by accessing your TruView account under the "Student" tab. Click on the "On-line Scholarship Renewal" link under "My Accounts".
- If the value of your award requires scholarship service hours, the scholarship renewal process should be completed annually beginning with the third semester of the award.
- You do not have to submit a scholarship renewal form if your scholarship is \$1250 or less per semester and does not require service hours. The Financial Aid Office will automatically renew your scholarship as long as you meet all requirements.
- If you have never worked on campus before, you must fill out an I-9 and a W-4 in the payroll office before you complete your scholarship renewal form.
- The scholarship renewal form requires the name and email address of your supervisor, so you need to locate a department that agrees to have you perform the service hours in their area prior to filling out the form. For assistance locating a position:  
<https://trupositions.truman.edu/jobs.asp>
- For a tutorial on how to use Tru-Positions: <http://financialaid.truman.edu/tutorials.asp>
- For more information on scholarship renewal:  
<http://financialaid.truman.edu/Scholarshiprenewalinfo.asp>

## ADDITIONAL AID OPTIONS

(Below is a list of financial aid options not previously mentioned. This aid is NOT automatically awarded by applying to Truman or by filing the FAFSA. Visit the sites below to find out more information on each topic.)

### Alternative Loans

- Alternative loans are designed for students but not guaranteed by the federal government. They are offered directly to the student by private lenders.
- <http://financialaid.truman.edu/alternativeLoans.asp>

### Foundation Loans

- Four types of loans are available through the Truman Development Fund Foundation: short-term loans, long-term loans, computer loans, and cultural loans.
- <http://financialaid.truman.edu/trumanaid.asp>

#### **Foundation Scholarships**

- Currently enrolled Truman students may apply for scholarships from the Truman foundation that will be awarded in subsequent semesters at Truman.
- <https://secure.truman.edu/isupport-s/scholarships.asp>

#### **Investing in Students**

- The Investing in Students Fund is supported by donations from alumni and friends of the University. The funds are awarded as grants, loans, or student employment to the students with highest need as determined by cost of attendance and FAFSA results.
- <http://financialaid.truman.edu/Investinginstudents.asp>

#### **Missouri Returning Heroes' Education Act**

- If you were a Missouri resident when first entering the military, served in armed combat after September 11, 2001, and were discharged from military service under honorable conditions you may qualify for reduced tuition charges.
- <http://financialaid.truman.edu/missourireturningheroes.asp>

#### **MOST Scholarships**

- Scholarships are awarded annually to students whose families participate in Missouri's 529 Savings Plan (MOST).
- <http://financialaid.truman.edu/MostSch.asp>

#### **PLUS Loans**

- Direct PLUS Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school.
- <http://financialaid.truman.edu/FederalPlusLoan.asp>

#### **Private Scholarships**

- Students are encouraged to explore a variety of avenues for financial aid. Visit the site below to learn more about free online scholarship searches.
- <http://financialaid.truman.edu/privatescholarships.asp>

#### **Student Employment Options**

- Visit the site below for a list of student employment options.
- <http://financialaid.truman.edu/work.asp>

#### **Teacher Education Assistance for College and Higher Education Grant (TEACH grant)**

- The TEACH Grant Program provides grants to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families.
- <http://financialaid.truman.edu/teachgrant/index.asp>