

**2016-2017 TROY UNIVERSITY FINANCIAL AID CHECKLIST Go  
to [www.troy.edu/financialaid](http://www.troy.edu/financialaid) for help or call 800-414-5756**

- \_\_\_ 1. New students must apply for admission and be admitted to Troy University before aid will be processed or awarded. **Please contact the Admissions Office at the campus you plan to attend or visit [www.troy.edu/admissions/](http://www.troy.edu/admissions/) .**
- \_\_\_ 2. Please go to the [fsaid.ed.gov](http://fsaid.ed.gov) website and create an FSA ID. Once The Department of Education completes verification with the Social Security Administration (1-3 days), you will be able to use your FSA ID. An FSA ID is comprised of a username and password and can be used to login to certain Federal Student Aid websites, such as the Free Application for Federal Student Aid (FAFSA). Your FSA ID can be used to electronically sign your FAFSA. If you are a parent and need to electronically sign your child's FAFSA, you will need your own FSA ID.
- \_\_\_ 3. All students must fill out the Free Application for Federal Student Aid (FAFSA) every award year. You can apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or complete the paper application after January 1st for an award year. Read and follow all the instructions on the form or if online use your FSA ID to electronically sign and submit your application. Use **Federal School Code Number 001047** for all Troy University sites and locations. Financial aid is never renewed automatically. If you have questions about completion of the FAFSA, making corrections, or adding Troy University to an existing FAFSA call 1-800-4-FED-AID. Upon receipt of the FAFSA, if you are admitted, you will be sent a paper and an e-mail Missing Information Letter (MIL). If you are a registered student, Trojan Web Express will show missing items for 2016-2017 under Documents.
- \_\_\_ 4. If your FAFSA information fails to confirm any of the following, you must provide documented proof:
- You are an eligible non-citizen
  - You are registered with the Selective Service (SS); if a male student and not registered, call SS at (847) 688-6888
  - You are NOT in default on a federal Student Loan
- \_\_\_ 5. If your application information states that you are selected for verification, you must provide:
- Independent Verification Worksheet (downloadable from our web site for 2016-2017) **OR** Dependent Verification Worksheet (downloadable from our web site for 2016-2017).
  - A copy of your 2015 IRS Tax Return Transcripts with W-2(s) including schedules. If you are married, you will need a copy of your spouse's IRS Tax Return Transcripts with W-2(s) including schedules. If you are a dependent student, you will need a copy of your parents' 2015 IRS Tax Return Transcripts with W-2(s) including schedules. To obtain a 2015 IRS Tax Return Transcript, call the IRS at 1-800-908-9946.
  - If you, your spouse, or your parents did not file an income tax return for the 2015 tax year you will need to provide a written statement and documentation of how you were supported along with the Verification Worksheet.
- \_\_\_ 6. All students must be making Satisfactory Academic Progress (SAP). If you are not, you will receive a SAP letter and your award will be placed in a hold status pending a written appeal with 3rd party documentation. Appeal procedures and Forms are available on our web site. If we award prior to May for the approaching Fall/T1, we will check SAP in May after grades are in and cancel any awards if you are not making progress. You must then appeal.
- \_\_\_ 7. When your file is complete, an award letter will be mailed to you; you must sign and return the original (white copy) of the Notification of Financial Aid Award to the Financial Aid Office within ten days to ensure your loan is processed properly. All students will need to sign and return their award letter (a fax is **NOT** acceptable). If not attending for Fall/T1, you should indicate the Terms/Semesters you will attend on the bottom of the signed award letter.
- \_\_\_ 8. Your award is divided into either two or four disbursements based upon your home location; Troy is semester based (two disbursements) while Montgomery, Dothan, Phenix City, eTROY, Global Campus, and unknown locations are term based (four disbursements). If admissions did not enter a home location, you will receive a term pattern. You can check your awarded disbursement pattern on your Trojan Web Express Award Status by year or by calling the Call Center (800) 414-5756. Once you accept your award for the year, you may not change the disbursement pattern until next year. Review the FAQ section of the FA web site if you mix terms and semesters.
- \_\_\_ 9. Upon receipt of your signed award letter, all new and continuing federal loan borrowers must complete a Master Promissory Note (MPN) for the Federal Direct Student Loan Program. Your loan is not guaranteed until the MPN is completed. This sequence must be followed: return the award letter, Troy University certifies the loan, and then you complete the MPN and Entrance Counseling. To complete an MPN and Entrance Counseling, please login at <https://studentloans.gov> and complete the steps. Financial Aid is credited to your student account after the last day of free drop/add (approximately two weeks after classes have begun). Student credit balance refunds are available after you activate your web account for a Trojan OneCard. Always keep your address updated.
- Student loan funds can only be disbursed for the period of the loan request. If you cease to be enrolled, drop below half-time, or graduate, all loan funds for future disbursements will be cancelled.
- \_\_\_ 10. If you did not/will not attend Fall or T1 2016, your award will be cancelled when we determine you are not enrolled. You will need to send a Partial Year Award/Loan Request Form after you have been awarded, to reinstate aid cancelled for non-enrollment, to inform us of a grade level change, or to let us know that you are changing from an undergraduate to a graduate program.