

Dear Student:

Thank you for your interest in Webster University! Below is a checklist of forms needed by the Financial Aid Office to complete your request for Stafford Loan funding. All forms must be completed fully in order for the Financial Aid Office to determine your eligibility. ***Failure to complete requested paperwork will delay your receipt of student loan funding.***

— **Student is accepted to the university as a degree-seeking student.**

Students MUST be degree-seeking at Webster University in order to qualify for Federal Title IV aid, including Stafford Loans. The financial aid office cannot process a student's Stafford Loan Request until the student's record is entered into CARS (Webster's database) and the student is showing as an accepted, degree-seeking student in CARS.

— **Free Application for Federal Student Aid (FAFSA)**

The FAFSA assists the Financial Aid Office in determining your eligibility for student loan funding. You may submit the FAFSA to the Department of Education through the Internet at www.fafsa.ed.gov. The Title IV school code for Webster University is 002521.

After completing a FAFSA on the Web application, you will need to sign your application. Your FAFSA cannot be processed without a signature. There are two ways to sign the application:

- **Electronically sign your application** – Start by requesting a pin number via www.fafsa.gov. It will take approximately 1-3 business days after you request your PIN for you to receive an e-mail notification with instructions on how to retrieve it electronically, or 7-10 days to receive it in the mail via the U.S. Postal Service. Using a pin number to sign your application electronically is by far the fastest and most reliable way to sign your application. Each year that you apply for financial aid you can use your PIN to access and electronically sign your FAFSA. You do not need to apply for a new PIN from one year to the next. The PIN stays the same.
- **Physically sign the printed signature page** – Print out the signature page when prompted and mail to the Federal Processing Center.

You will need to complete a FAFSA for each subsequent financial aid year. Subsequent FAFSA's should be completed no later than May 15th.

— **Webster University Graduate Financial Aid Form**

This form must be completed fully and returned to the financial aid representative at your campus. Webster University Graduate Financial Aid spans the Summer through Spring 2 terms. Additional Financial Aid forms must be completed for subsequent terms. All Webster University financial aid forms are available for downloading of the Internet at www.webster.edu Please submit completed forms to the Webster University office at Scott AFB.

___ **Calculating How Much Loan to Request**

- **Baseline** - Students can ascertain their baseline financial need by adding the number of courses for their projected enrollment during Summer through Spring II and multiplying the total by the current tuition rates.
- **Books** - In addition to the baseline tuition rate, students may add cost of books, which is estimated to be approximately \$125 to \$175 per course at Scott AFB. (Reminder, loan disbursement occurs week 3 of the term. So do not wait for the money to arrive to order your books.)
- **Maximum** – Students can request a maximum of \$4,100 per term for a total of \$20,500 per academic year.

___ **Entrance Loan Counseling**

As a student new to the financial aid process at Webster University, you must complete loan counseling before being able to receive student loan funding. You may complete loan counseling on the Internet at <http://online.educaid.com/seminars/entrance/page1.cfm>

___ **File Review**

If no other information is needed, the file is awarded and the aid certified by the counselor. If more information is needed then the student will be sent letters and/or emails requesting the additional documents. This will delay the processing of the financial aid until the documents are received.

___ **Master Promissory Note**

This form is *NOT* enclosed in this packet. If this is the first loan a student has borrowed through Webster University, then the student will receive a Master Promissory Note (MPN) from the guarantor/lender to complete and return. This form will be mailed out to you after you receive an award letter, which lists the student loan amounts you have been certified for. Once the Master Promissory Note is received, please fill in the reference section, sign and date the form, and return it to the lender's address listed on the Promissory Note. ***The lender cannot disburse on your student loans until a signed Promissory Note has been received.***

As always, if you have any questions regarding your financial aid status, please contact your financial aid representative at your campus.

Sincerely,
Financial Aid Department