

## Financial Aid

Dear Student:

Thank you for your interest in Webster University! Below is a checklist of items needed by the Financial Aid Office to complete your request for 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 loans. The financial aid office cannot process a student's 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](http://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](http://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 March 1<sup>st</sup>.

— **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 off the Internet at <http://admissions.webster.edu/admissions/finaid/apply.asp>

Please submit completed forms to the Webster University office at Scott AFB.

— **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 <https://studentloans.gov>

### — **Official Undergraduate Transcript**

Request an official transcript reflecting conferral of your bachelor's degree sent to the Webster University – Scott AFB campus. Mail to: Webster University, ATTN: Sue Morris, 375 FSS/FSDE, 404 West Martin St. Room 83, Scott AFB, IL 62225. This must be received and processed before award of financial aid. If you attended multiple colleges, we only need the official transcript from the university that conferred the bachelor's degree.

### — **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.

### — **Award Letter**

Once all information is received by the Financial Aid Office in St. Louis, you will receive an award letter in the mail. Award information is also available on Webster University's website at: [www.webster.edu/academics/registration.shtml](http://www.webster.edu/academics/registration.shtml).

### — **Master Promissory Note**

This form is *NOT* enclosed in this packet. After receiving your award letter, students will need to go to [www.studentloans.gov](http://www.studentloans.gov) to sign a MPN. Your Direct Loans will not be disbursed unless you do this. Please note that you should only need to sign a MPN for the Direct Lending Program once while you are at Webster University in order to receive Direct Stafford and Direct Unsubsidized Stafford loans.

### — **Enrollment**

Registration is conducted three times per year, corresponding to the Fall I and II, Spring I and II, and Summer terms. If requesting financial aid for the Fall I and II terms, you must be registered for both terms for financial aid funds to disburse for the Fall I term. The same is true for the Spring I and II terms.

### ***Forms and Information:***

The following web addresses provide a wealth of information and forms for financial aid:

- Webster University Financial Aid homepage <http://admissions.webster.edu/admissions/finaid>
- Federal Student Aid website [www.studentloans.gov](http://www.studentloans.gov)

### ***Reminders:***

- Keep a copy of all documents related to your financial aid.
- Keep a record of all previous loans, including promissory notes and disclosure statements.
- Quickly respond to **all** requests for information.
- Put your name and student ID number on all documents turned in to the campus.

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