

**2009-2010 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:** <http://www.troy.edu/admissions/> .
- \_\_\_ 2. Please go to the [www.pin.ed.gov](http://www.pin.ed.gov) web site and apply for a **Personal Identification Number (PIN)**. A PIN allows you to electronically sign and submit the Free Application for Federal Student Aid (FAFSA) without having to print, sign, and mail a signature page to the FAFSA processor. A PIN saves time and mistakes. A PIN allows you to make corrections to your FAFSA on line and gives you access to the Student NSLDS site that tracks all of your financial aid from all schools.
- \_\_\_ 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 PIN 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 2009-2010 under Documents.
- \_\_\_ 4. All students must fill out the combined [Financial Aid Certification Form/FA Counseling](#) each year to go along with their FAFSA. This is an on-line form only on our web site. We no longer accept KHEAA Entrance Counseling.
  - Go to 09/10 Forms from the main FA Web page and click on Financial Aid Cert. Form/FA Counseling.
  - Read and follow on-screen directions – be sure to include year. Never complete for a year the FAFSA is not yet available.
  - Complete confirmation page entries so Troy University (all locations or Dothan or Montgomery) - will receive confirmation.
  - Submit and confirm (but make sure you also print) the confirmation page.
- \_\_\_ 5. 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
- \_\_\_ 6. If your application information states that you are selected for verification, you must provide:
  - Independent Verification Worksheet (downloadable from our web site for 2009-2010) **OR** Dependent Verification Worksheet (downloadable from our web site for 2009-2010).
  - A signed copy of your 2008 federal income tax return including schedules. If you are married, you will need a signed copy of your spouse's return. If you are a dependent student, you will need a signed copy of your parents' 2008 federal income tax return including schedules.
  - If you, your spouse, or your parents did not file an income tax return for the 2008 tax year you will need to provide a written statement and documentation of how you were supported along with the Verification Worksheet.
- \_\_\_ 7. 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.
- \_\_\_ 8. 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 acceptable). All students requesting loans are requested to choose a lender from our preferred lender list which is available on our web site and write the name of their lender on the bottom of the award letter; if not attending for Fall/T1, you should indicate the Terms/Semesters you will attend on the bottom of the signed award letter. A [preferred lender list](#) is available on our website. Your award will be for either Fall/Spring Semesters or Terms 1-4. See #9. We will check SAP (see #7) in May and cancel awards if necessary.
- \_\_\_ 9. Your award is divided into either two or four disbursements based upon your home location; Troy, Montgomery, Dothan, and Phenix City are semester based (two disbursements) while eCampus, University College, 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.
- \_\_\_ 10. Upon receipt of your signed award letter, a Master Promissory Note (MPN) will be ordered for all first time Troy University borrowers or for students choosing a different lender. This sequence must be followed: return the award letter, we certify your loan, and then you *eSign* your MPN. Please allow two weeks for lenders to be notified. Please monitor your loan at [www.kheaa.com](http://www.kheaa.com) for loan guarantee and disbursement schedule. 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.

New Borrowers must *eSign* your MPN at [www.kheaa.com](http://www.kheaa.com) once your loan is approved. Troy must first order your MPN before you *eSign*. Your loan is not guaranteed until your lender receives a fully executed MPN from you through this process.

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. Financial Aid is credited to your student account after the last day of free drop/add (two weeks). Student credit balance refunds are available after you activate your web account for a [Trojan OneCard](#). Always keep your address updated.
- \_\_\_ 11. If you did not/will not attend Fall or T1 2009, 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.