FINANCIAL AID CHECKLIST

☐ APPLY FOR FEDERAL AID

- Submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The FAFSA is used to determine eligibility for federal financial aid (Pell Grant, Direct Student Loans, And Federal Work Study). Include Henderson State University’s school code 001098.

☐ CHECK THE STATUS OF YOUR AID

- Set up your MyHenderson account and Henderson Email.
- Login to MyHenderson account.
  - Click Financial Aid for a list of missing documents.
  - Submit requested documents to the Office of Financial Aid.
  - Click the Financial Aid tab to see your Financial Aid awards.

☐ LOOK FOR OTHER SOURCES OF FINANCIAL AID

☐ FINALIZE YOUR STUDENT LOANS

- Login to MyHenderson to accept, decline or reduce your loans.
  - Click the CAMPUS CONNECT tab.
  - Select Aid On-Line (left side of screen)
  - Select the current school year and press GO!
  - Select A to accept the full loan award. (Loans can be reduced by clicking arrow key until the desired amount is reached. Loans can be declined by selecting D).
  - Scroll to the bottom of the page and press GO! to submit.
- If this is your first direct loan, login to www.studentloans.gov with your FSA ID and password.
  - Choose Entrance Counseling by clicking START. Read all the information and answer the questions.
  - Select Complete Master Promissory Note (MPN) on the left side of screen.
    - Click Subsidized/Unsubsidized
    - Add Henderson State University to school information
    - Enter two references (a parent and a relative who does not live with parent)
    - Sign and submit MPN

☐ CHECK YOUR HSU EMAIL OFTEN FOR IMPORTANT FINANCIAL AID NOTICES

☐ CHECK YOUR OPTIONS FOR BOOKS

- If your total charges are covered and you have unused funds from refundable aid (Pell Grant or State Aid), you may use those funds to charge books at the Reddie Bookstore. To request book vouchers:
  - Login to MyHenderson and select Courses I Take
  - Select the Book Voucher link and chose Y (for Yes) from the drop-down menu.

☐ STOP! Before dropping any classes, contact the Office of Financial Aid. Changes to your schedule may affect your awards.