



## **ACCEPTING YOUR OFFER OF FINANCIAL AID**

There are two ways you can accept your Offer of Financial Aid:

- ◆ You can accept your financial aid electronically at <https://banweb.plu.edu> or
- ◆ Accept your financial aid on the paper copy enclosed (see *Instructions for Accepting Your Paper Copy*)

In the instructions for accepting either online or by paper copy, there are a few references to an enclosed envelope. All documents that need to be returned from this folder should be returned in the envelope marked Student Services Center.

### **Instructions for Accepting Your Paper Copy:**

- ◆ Please review the instructions at the top of your *Offer of Financial Aid*.
- ◆ All students are given a **PLU ID** Number and a **Personal Identification Number (PIN)**. These numbers are listed on your *Offer of Financial Aid*. Both of these numbers are located on your *Offer of Financial Aid* in the box your address appears in.
- ◆ Review the expected enrollment for each term/semester as your *Offer of Financial Aid* is based on enrollment status. If incorrect, make necessary changes.
- ◆ Review your living arrangements and make changes, as necessary.
- ◆ Accept or decline each line item on your *Offer of Financial Aid*.
- ◆ If you accepted your Stafford Loan, Parent PLUS, Alternative Loan(s) write the name of the Lender you selected in the space provided on your *Offer of Financial Aid*. **PLEASE NOTE:** There are additional requirements for these loans for new and continuing students located in *Section A*.
- ◆ You will also need to read Section B, C, D, E and F.
- ◆ **Sign and date one copy of your *Offer of Financial Aid* (keep one for your records) and return the other in the envelope provided in this packet.**

### **Instructions for Accepting Online:**

1. Log into Banner Web at: <https://banweb.plu.edu>.
2. Enter your PLU User ID:  
PLU ID number is given to you in your *Official Notification of Admission to PLU* and on the paper version of the *Offer of Financial Aid* located above your name, and
3. Enter your **Personal Identification Number (PIN)**:  
Your **PIN** is assigned as a random 6 character alphanumeric code. Your **PIN** is listed on the paper copy of your *Offer of Financial Aid* in the top box with your name and address. Once you have entered the **PIN**, you will be prompted to change it before you are allowed to continue. Your new **PIN** must contain at least 6 characters and can be alphanumeric or not. Example: 156189 or a1m512. This **PIN** along with your **PLU ID** will be used each time you try to gain access to your financial aid, student account or the registration records in Banner. The system will also ask you to list a Security Question that will help you to remember your **PIN** in case you forget. Be sure to keep your **PIN** confidential. If you want your parent(s) or significant other to have access to your financial aid and student account information, you will need to give them your **PLU ID number** and **PIN**. No information will be released to anyone without this information.
4. Select *Financial Aid Services*
5. Select *Award*
6. Select *Award by Aid Year*
7. Select aid year *Financial Aid Year 2009-10*
8. Select *Submit*

9. Review the information contained on the *General Information* and *Award Overview* tabs. Under the *Award Overview* tab, please review your expected enrollment for each term. Your *Offer of Financial Aid* is based on the enrollment status listed here. If incorrect, contact the Financial Aid Office at 253.535.7134.
10. Read the *Terms and Conditions* of your financial aid located under the *Terms and Conditions* tab. You must accept the *Terms and Conditions* before you are able to accept your financial aid.
11. Select the *Accept Award Offer* tab to review your offered aid. Please note the instructions included on this page.
  - ◆ If you are viewing your financial aid for the first time, you will be prompted to make a decision on the aid that has been offered. You may select either *Accept Decline* or *Undecided* for the aid you have been offered. If you wish to use this option, select *Submit Decision*. If you have previously accepted your aid, please review for any possible changes; or
  - ◆ If you wish to accept the entire Offer in the original form, you may simply select *Accept Full Amount All Awards*.
  - ◆ If you have been offered a **Federal Pell Grant**, you cannot accept it online. The Financial Aid Office will accept this fund once we have confirmed your eligibility.
  - ◆ If you accept a **Stafford or Graduate PLUS Loan**, you may select a lender at the time of acceptance using the drop down menu. If you are unsure about or do not see the lender you wish to use, please accept the loan and contact the Financial Aid Office with your selected lender.
  - ◆ Once you have selected *Submit Decision* or *Accept Full Amount All Awards*, the screen will show the current status of your aid.
  - ◆ You may see active *Messages* below the offered financial aid. Please click on *Messages* to review important information pertaining to your financial aid award.

## **SECTION A**

### **STAFFORD SUBSIDIZED/UNSUBSIDIZED LOANS**

#### **NEW STUDENTS:**

Currently, there are more than 1,300 Lenders participating in the Federal Family Education Loan Program and students may choose to borrow their student loans from any of these Lenders. If, however, students and families would like assistance in their Lender selection, you may choose your lender from a List of Lenders that have provided the majority of federal loans to PLU students in the past. The Lender is the institution from which the money is actually borrowed, but the interest rates and terms of the loan are set by the U.S. Department of Education.

- ◆ If you are a first-time borrower at PLU and need help selecting a lender for your federal Stafford, PLUS, or Grad PLUS loans, go to <http://www.plu.edu/financial-aid/documents-forms/documents/2009-2010/2009-10 FFELP Lenders.pdf>. Click on **Types of Financial Aid**, then **Loans**, then click on the loan-type you plan to borrow. Embodied in the message for that loan type, you will see a link labeled *Lender List*. When you click on that link and you will be provided links to lenders that have worked well with PLU.
- ◆ Once you have made your decision, log onto the lender's website and follow the process for completing and electronically signing your loan application. **Please Note:** If you choose not to complete this process electronically, contact your Lender and ask them to mail you a Master Promissory Note.

#### **FIRST TIME BORROWERS:**

If you accepted a Subsidized or Unsubsidized Stafford Loan or a Grad PLUS Loan, you are required to complete an Entrance Interview for your loan(s). Log onto [www.mappingyourfuture.org](http://www.mappingyourfuture.org), click on the **Student Loan Borrowers** tab, click on **Complete Online Student Loan Counseling (entrance or exit interview)**.

### **STAFFORD SUBSIDIZED/UNSUBSIDIZED LOANS**

#### **CONTINUING STUDENTS:**

If you have already borrowed federal loans through PLU you do not need to select a Lender (unless you wish to change Lenders) and you will not need to sign another promissory note. When you accept the loans on your Offer of Financial Aid the application process is automatic. If you are borrowing for the first-time please follow the directions listed above for *NEW STUDENTS*.

## **PARENT LOAN (PLUS)**

### **NEW/CONTINUING STUDENTS and PARENT:**

- ◆ Parents of dependent students are welcome to borrow up to the full cost of their student's college education, minus any financial aid the student is already receiving. If your family wishes to borrow more than the amount listed on your student's Offer of Financial Aid, please contact the Financial Aid Office. Once the amount you need to borrow has been determined, parents must apply directly on-line to their lender of choice. On your lender's website, select **PLUS loan** and follow the process for completing and electronically signing the application. Your lender will notify our Financial Aid Office about your loan with a loan certification request. When our office certifies the loan, the application process will be complete.
- ◆ If you need help selecting a PLUS lender, please follow the same directions as listed above under the Stafford section.

## **ACCEPTING PERKINS AND/OR NURSING LOANS**

If you accepted a Perkins/Nursing Loan

- ◆ If you accepted a *Perkins/Nursing Loan*, you will be notified by ***email in August*** on how to sign your Promissory Note from Fawn Goetz (253-535-8361) in the Student Loan Office, located in the Business Office.
- ◆ Entering Spring students will be notified by email in February.

## **SECTION B**

### **UNSATISFIED REQUIREMENTS**

At the bottom of the *Accept Award Offer* tab there may be an *Unsatisfied Student Requirement* highlighted. Double click on this and follow the instructions. You will see sections that are highlighted. Select those areas to fulfill those requirements.

### **WSNG/EOG:**

If you accepted a Washington State Need Grant (WSNG) or an Educational Opportunity Grant (EOG)

- ◆ You are required to sign a *Student Disbursement Directive for State Aid*.
- ◆ Click on the highlighted area and print out the form.
- ◆ You will need to sign the form and return it in the enclosed envelope located inside the folder.

### **VERIFICATION:**

If you were selected for verification there are certain documents you are required to submit to the Financial Aid Office. Verification is a process that confirms the accuracy of the information you (student and parent (if applicable)) submitted on your FAFSA.

- ◆ Follow the instructions. Print any required form and fill out each box. Submit all documentation required in the enclosed envelope.
- ◆ Once you have met all of the requirements click on the *Back* button at the top of your screen.

## **SECTION C**

### **ADDITIONAL OUTSIDE SCHOLARSHIPS**

If you will be receiving additional outside scholarships not listed on your *Offer of Financial Aid*, you need to notify the Financial Aid Office. Please send a copy of the scholarship letter with your name and PLU ID number in the enclosed envelope.

## **SECTION D**

### **LIVING ARRANGEMENTS**

If you filed a FAFSA, we based your award on the living arrangements you selected on your FAFSA. Review and contact us if the selection is incorrect or changed.

## **SECTION E**

### **ADVANCE TUITION DEPOSIT**

If you are a new student and have not submitted the \$200.00 advance tuition deposit payment required by the Office of Admission you will need to do this immediately. This payment confirms your offer of admission, reserves housing (if requested), and qualifies you for class registration.

## **SECTION F**

### **PAYMENT CONTRACT**

Now continue on with the ***required Green Payment Contract 2009-2010***. Use your *Offer of Financial Aid* to assist you with your financial obligations to PLU. All students are required to make payment arrangements with the Student Services Center. The Payment Contract is a required document and must be returned in the enclosed envelope.