Financial Aid Checklist

To receive your Financial Aid disbursement, you need to meet the following criteria.

☐ **Complete the Free Application for Federal Student Aid (also known as FAFSA)**
- Visit www.fafsa.ed.gov to start the process. The FAFSA is available in October for the upcoming academic year. AU's Priority Deadline is March 1st. AU's Federal School Code is 003702.
- The student and parent must each obtain a FSA ID and Password at https://fsaid.ed.gov. This ID serves as your electronic signature. Please make sure both you and your parent (if your parent's signature is required) sign the FAFSA or it will be rejected.

☐ **Complete any outstanding financial aid requirements**
> All incomplete requirements can be viewed via NetPartner. If you have been selected for Verification, we suggest that you make clear copies of all requested documents and turn them into the Student Financial Services Office as soon as possible. Please make sure all tax returns and other forms are signed.

☐ **Receive award letter email notification**
> Once the FAFSA is received and all awarding requirements are met, you will receive an award letter email notification. Your official award letter can be viewed via NetPartner.

☐ **Accept loans on-line via NetPartner**
> All students must accept loans on-line via NetPartner if they wish to receive another student loan for the new academic year. Students may accept full or partial loan amounts on-line. This is a one-time acceptance process that must be completed each academic year. Any further changes in loan amounts will require students to contact the Student Financial Services Office.

☐ **Complete online PLUS loan application (Federal Parent PLUS)**
- All Federal Direct PLUS Loan borrowers must complete a loan request form online at www.studentloans.gov.

☐ **Complete Loan Entrance Counseling (required for first time borrowers)**
> All new or transfer students must complete loan entrance counseling. You can satisfy this requirement by completing the entrance interview module at www.studentloans.gov.

☐ **Complete and submit the Master Promissory Note (MPN) to Direct Lending (First time borrowers & transfer students)**
- If you are receiving a Federal Student Loan and/or a PLUS Loan Direct Lending must receive the MPN in order for the funds to disburse to AU. The MPN can be signed at www.studentloans.gov.
- PLUS Loan funds will not defer your bill until our office has received notification that the Master Promissory Note has been signed and the loan has been credit approved.
- If you have a Federal Perkins Loan, please go online to www.heartlandecsi.com.

Important Dates to Remember
Semester Billing Dates for the 2019-20 Academic Year

Semester	Date Available (on or about)	Payment Due (on or before)
Fall Semester 2019	July 10, 2019	August 13, 2019
Spring Semester 2020	December 18, 2020	January 6, 2020

Pay Tuition & Fees Online
- Tuition statements may be viewed and paid through PC Self-service.
- Students may access this site with their Averett login and password.
- Only the student may grant access to parents and other bill payers by making them an authorized user.

Cash
In person only. Take to Averett Central, 420 West Main Street, between the hours of 8:30 and 4:30 Monday – Friday.

Personal Check, Money Order/Bank Draft, Travelers Check, Credit Card Check
Make payable to: Averett University
Include Student's Name and Averett Student ID number on the check.
Student Accounts
Averett University
420 West Main Street
Danville, VA 24541

E-Check (ACH) – Preferred method of payment by Averett University
Pay Online? Students login to PC Self-Service, Click on "Finances", Click on "Balance" and then select "Make A Payment" button. The E-Check payment option is FREE, easy and convenient. Click here for Parent PIN setup instructions.
To avoid a non-refundable $50 return payment fee, please verify your checking or savings routing and bank account numbers and that you have sufficient funds before making a payment. If the payment originally allowed registration, that registration could be voided.

Credit Card
Visa, MasterCard, Discover, and American Express branded cards are accepted on PC Self-Service only. The Cashiers Office cannot accept payment by credit cards. A 2.9% nonrefundable convenience fee will be added to payments made by Visa, MasterCard, Discover, or American Express credit, debit or check cards.
Pay Online? Student login to PC Self-Service, Click on "Finances", Click on "Balance" and then Select "Make a Payment" button. Remember: The E-Check payment option is FREE, easy and convenient. Click here for Parent PIN setup instructions.

Cougar Payment Plan
To assist families who prefer to use a payment plan, the university makes available a plan which allows for the balance to be paid in four or more installments each semester. Contact Student Accounts for your individualized plan at studentaccounts@averett.edu or 434-791-5610.

Credit Balance Refunds
Credits that are the result of overpayments or excess financial aid will be refunded to the student by eRefund. Credits that are the result of a Parent Plus loan will be refunded to the parent, or as directed on a Refund Request Form. Refunds are not available for processing until the drop/add period ends for each semester.   A Refund Request Form must be completed in order for a refund to be issued. A Statement of Authorization and Certification must be on file before a refund check will be issued.

Review Satisfactory Academic Progress Policy (SAP)
The Satisfactory Academic Progress Policy is a federal policy that can prevent students from receiving financial aid due to inadequate academic progress. Click here to view AU Satisfactory Academic Progress/Traditional. After having read the policy, please contact our office if you have further questions regarding this policy.