Financial Aid Checklist For Cohort Students

1. Apply for an FSA User ID and Password for both student and parent at https://fsaid.ed.gov. This User ID and password are required to submit your FAFSA every year.

2. After October 1, complete the Free Application for Federal Student Aid (FAFSA) at https://fafsa.ed.gov/. The Shippensburg University Title IV School Code is 003326 and should be listed first for State Grant consideration. Submit your online FAFSA no later than May 1 to meet the PHEAA (PA State Grant) deadline. Make sure you complete your PHEAA application at www.PHEAA.org or by calling 1-800-692-7392.

3. Receive an e-mail from the US Department of Education indicating your FAFSA was processed.

4. Check the Student myShip Portal at http://www.ship.edu/ss/ for your financial aid status and downloadable forms. Submit any requested documentation to the Financial Aid Office as soon as possible.

5. You may view and accept/decline/reduce your Awards on the Student myShip Portal.

6. Students choosing to borrow a Federal Direct Loan must complete the electronic Master Promissory Note (eMPN) if it has not already been completed in the past. The eMPN can be completed on the Department of Education’s website at https://studentloans.gov.

7. Federal Direct Loan borrowers must also complete the Entrance Counseling requirement online at https://studentloans.gov.

8. Students/Parents choosing to borrow additional loan funding through a credit-based Federal Direct PLUS Loan must complete the PLUS Request process and eMPN on the Department of Education's website for the upcoming academic year after April 15th at https://studentloans.gov.

9. If you wish to receive financial aid for any credits not taken at Shippensburg University (and you are in an approved degree completion program) your program director at Shippensburg must notify the Financial Aid office prior to the start of class. The Financial Aid office requires documentation from your department containing the following:

   - Student Name and Ship ID
   - Institution attending
   - Semester attending
   - Course names and number of credits
   - Must indicate on the documentation that the listed coursework has been approved for transfer to Shippensburg University
10. Clear your semester bill with Shippensburg University following the steps outlined in email correspondence from the Student Accounts Office. Students taking classes at Shippensburg are billed on a semester basis.

11. As a cohort student taking courses at another institution you must take the necessary steps to clear or satisfy your outstanding balance with that institution. A completed consortium agreement does not release you from this obligation with your secondary institution. Please contact the secondary institution’s billing office to determine your necessary course of action.

12. Any financial aid you qualify for during a particular semester will be paid to your student account at Shippensburg University. If you have enough financial aid to satisfy your bill with Shippensburg and have excess funds, those funds will be refunded directly to you. If you do not have a semester bill with Shippensburg for a particular term but are eligible to receive financial aid, your aid will still be paid to your student account and refunds subsequently processed.

* Direct refunds are available by registering for direct deposit with Shippensburg Student Accounts. With a direct refund, your excess financial aid will be deposited into an account you have designated and it is your responsibility to allocate your refund in the appropriate manner (i.e. paying your secondary institution if necessary).

* Indirect refunds are made for students not registered for direct deposit. These refunds are made in check form and mailed to you. If you have an outstanding balance with the secondary institution, it is your responsibility to pay them directly.

For additional financial aid information please visit www.ship.edu/financial_aid. Questions regarding financial aid can be directed to the Financial Aid Office (OM 101) by calling 717-477-1131 or sending an email to finaid@ship.edu. Consortium agreement or cohort specific questions should be directed to the attention of Melinda Kasper.