

Step-by-Step Guide
“I want to apply for financial aid...now
what?”

Here is a check list of “to do” items when applying for financial aid:

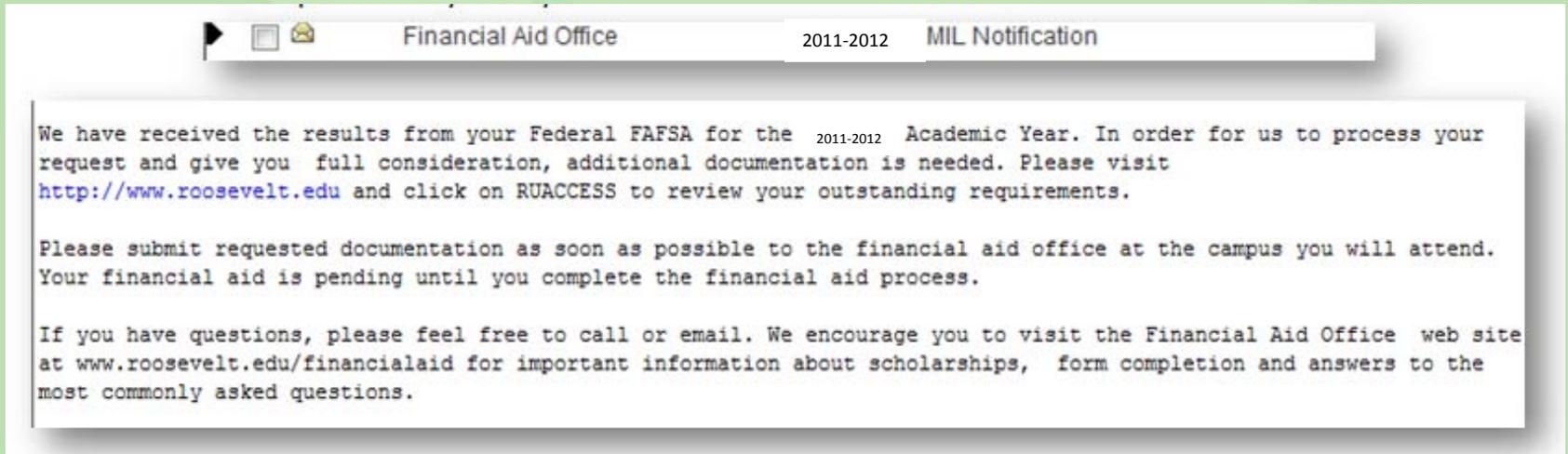
- Complete Admission file – remember – all transcripts are needed
- Apply for aid via the Free Application for Federal Student Aid (FAFSA)
- Respond to Request for Missing Information Letter(s) from Financial Aid
- Accept Terms & Conditions for financial aid
- Accept or Decline awards offered
- Complete Entrance Counseling Requirement if Borrowing a Student Loan
- Complete Master Promissory Note if Borrowing a Student Loan

As long as a you have applied for financial aid (via the FAFSA) and are admitted to a degree-granting program, you will receive one of the following, or both:

1) A Request for Missing Information Letter (MIL) advising you of additional information needed to complete your aid application (this is emailed and can be accessed in RUAccess under Financial Aid Services; Eligibility; Student Requirements)

2) A Financial Aid Award Notification Letter advising you of the financial aid offers being made to you.

Here is an example of what you may receive:



or...you may receive this:



Financial Aid Office

2011-2012

Award Notification

Based upon an evaluation of your eligibility, your 2011-2012 Academic Year award information is now available on RUACCESS. Please visit <http://www.roosevelt.edu> and click on RUACCESS to review and accept the Terms & Conditions of your awards and accept those awards on-line. Awards are estimates and are contingent upon meeting all stated requirements.

There may be additional financing options including unsubsidized, parent, and alternative loan products to assist with your financing needs.

If you have questions, please feel free to call or email. We encourage you to visit the Financial Aid Office web site at <http://www.roosevelt.edu/financialaid> for important information about scholarships, form completion, and answers to the most commonly asked questions.

You are then required to accept the terms and conditions of receiving financial aid. These terms and conditions are clearly stated on RUACCESS and can be printed for your records.

Terms & Conditions need to be accepted prior to accepting awards.

Please see the “***Accept My Terms & Conditions***” guide on the Financial Aid website’s “**How To**” page

<http://www.roosevelt.edu/FinancialAid/RelatedPages/TermAndCondition.aspx>

Once Terms & Conditions are accepted, the following information is viewable:

Search RETURN TO MENU SITE MAP HELP EXIT

Award Package for 2011-2012 Academic Year Holly C. Fisher
Aug 27, 2009 11:58 am

[General Information](#) [Award Overview](#) [Resources/Additional Information](#) [Terms and Conditions](#) [Accept Award Offer](#) [Special Messages](#)

YOUR AWARD INFORMATION
Welcome to Roosevelt University!

AWARD OVERVIEW: You may view and print your Award Overview by clicking on the Award Overview Tab. This will  Cost of Education, outside resources, and your awards.

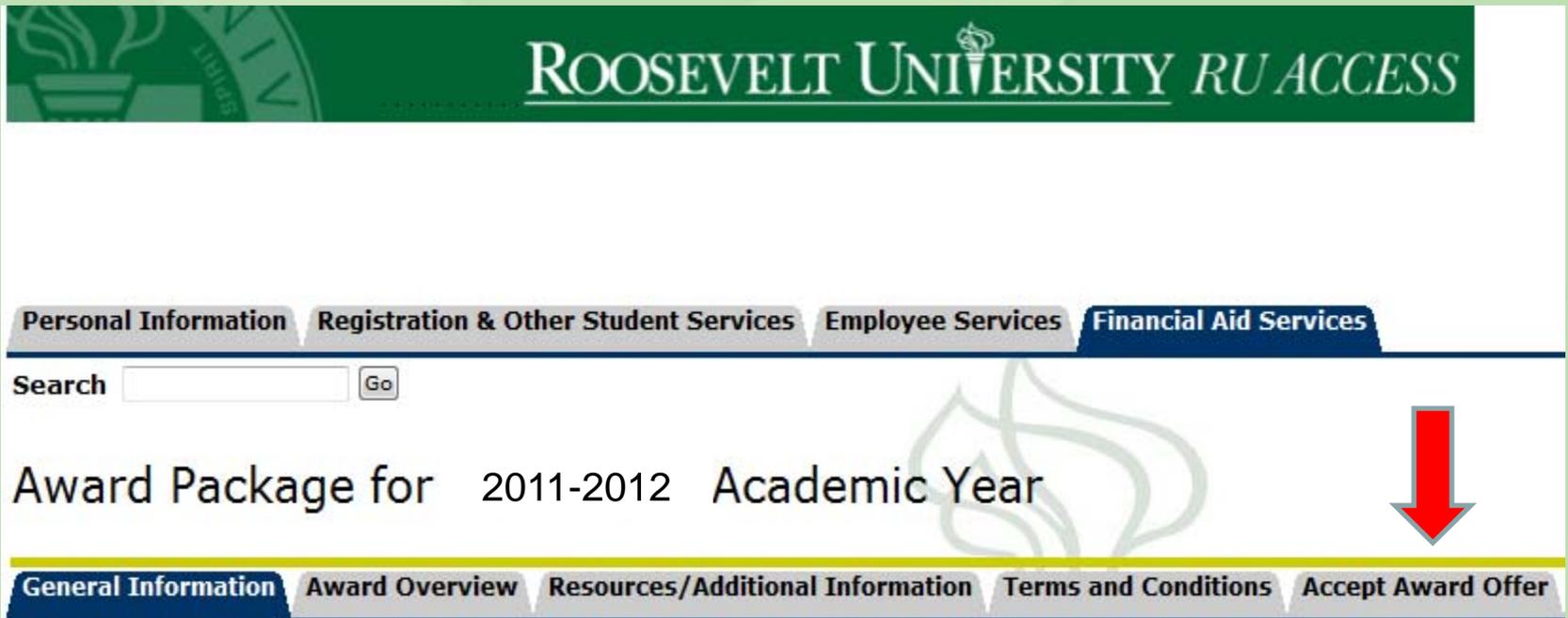
RESOURCES/ADDITIONAL INFORMATION: You will be able to provide additional information including and outside funding you plan to receive as well as answer some important questions requested from the Financial Aid Office.

TERMS AND CONDITIONS: You will be able to read, review, accept and/or decline the terms and conditions of your awards.

SPECIAL MESSAGES: View this tab for any special messages that may pertain to you.

 Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award, please contact the Financial Aid Office.

You are then required to “accept” or “decline” your awards. To do so, Click on the *Accept Award Offer* tab.



The screenshot displays the Roosevelt University RU ACCESS portal. At the top, the university's name and logo are visible. Below this is a navigation bar with tabs for 'Personal Information', 'Registration & Other Student Services', 'Employee Services', and 'Financial Aid Services'. A search bar is located below the navigation bar. The main content area shows 'Award Package for 2011-2012 Academic Year'. At the bottom of the page, there is another navigation bar with tabs for 'General Information', 'Award Overview', 'Resources/Additional Information', 'Terms and Conditions', and 'Accept Award Offer'. A red arrow points down to the 'Accept Award Offer' tab.

ROOSEVELT UNIVERSITY *RU ACCESS*

Personal Information Registration & Other Student Services Employee Services **Financial Aid Services**

Search Go

Award Package for 2011-2012 Academic Year

General Information Award Overview Resources/Additional Information Terms and Conditions **Accept Award Offer**

Here is an example of viewing and accepting estimated awards:

To *Accept or Decline* loans, choose option from drop down box. If the request is for the full amount, then choose *Accept Full Amount All Awards*. If the request is for a lesser amount of what is offered, enter in *Accept Partial Amount*, and then *Submit Decision*

Note: Federal Work Study is accepted and declined using the same process.

If you plan to graduate after fall semester, please indicate below in the Comment section.

ADDITIONAL INFORMATION:

For comments regarding your student loans or possible work-study eligibility, please submit your web comments below. For all other comments or questions, please email our office. Chicago email faocc@roosevelt.edu or Schaumburg email faosc@roosevelt.edu



Options for Accept Award Offers include:

1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Award Decision

Fund	Status	Fall 2009	Spring 2010	Total Accept Award		Accept Partial Amount	Lender
Fed. Direct Stafford Loan	Estimated	\$4,250.00	\$4,250.00	\$8,500.00	Undecided	<input type="text"/>	
Fed. Direct Unsubsidized Loan	Estimated	\$6,000.00	\$6,000.00	\$12,000.00	Undecided	<input type="text"/>	
Total		\$10,250.00	\$10,250.00	\$20,500.00	Accept Decline		



Accept Full Amount All Awards

Submit Decision

Once you have decided to accept or decline your awards and “submit” your decision, a comment box will be displayed that will allow you to send us notification of your potential graduation date, or any other comment related to your financial aid award package.

General Information Award Overview Resources/Additional Information Terms and Conditions **Accept Award Offer** Special Messages

Print

GRADUATING?
If you plan to graduate after fall semester, please indicate below in the Comment section.

 Options for Accept Award Offers include:
1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Comments
2000 character maximum

Submit Information

PLEASE NOTE:

Once you accept, or decline, the aid offered to you on RUAccess, you CAN NOT go back and change your request on-line. To make adjustments after offers have been accepted or declined, an *Additional Loan Request Form* must be printed and submitted to the financial aid office.

<http://www.roosevelt.edu/FinancialAid/Forms.aspx>

If you plan on borrowing a student loan, you must complete the requirements for the Direct Lending:

Direct Entrance Counseling Requirement

Direct Loan Master Promissory Note

These can be found on the Financial Aid website, via the Applications and Forms link, and completed and submitted electronically:

<http://www.roosevelt.edu/financialaid/forms.htm>

We encourage you to consider completing these requirements even if you are not sure if you will need to borrow a student loan – this will facilitate faster processing in the future if you do decide to borrow.

Few Last Tips:

- You must read the “Financial Aid Certification Requirement” as a condition of receiving financial aid (go to: <http://www.roosevelt.edu/FinancialAid/RelatedPages/CertificationStatement.aspx>)
- You should be prepared to come to school each term with sufficient resources of your own to cover your expenses including the cost of your books. Do not plan on waiting for any anticipated loan proceeds to cover your books.
- You should keep copies of all documents you submit to any office at the university for your records.
- You should write the date, the name of the person you spoke to, and a brief summary of the discussion you had with any person that you work with while completing your application – this will help in the event that clarification is needed in the future.
- Never assume that your financial aid is processed and is enough to cover your university charges – USE RUACCESS and verify that everything is ok BEFORE you start each semester!
- Make sure that you have made arrangements with the Office of Student Accounts to cover any remaining balance that you may have after financial aid is applied to your account. Payment is required before the start of each term unless you are in a university sponsored payment plan which must be entered into prior to the start of each term as well.
- Remember, at RU, help is always just a call, a click, or a visit away!