

# Financial Aid Checklist

## □ Complete the Free Application for Federal Student Aid (FAFSA)

- Apply for a Federal Student Aid (FSA) ID at [www.fsaaid.ed.gov](http://www.fsaaid.ed.gov).
- Complete the FAFSA at [www.studentaid.gov](http://www.studentaid.gov) after October 1 for the following aid year.
- The new 21/22 FAFSA year starts with Summer 21 and includes Fall 21 and Spring 22.
- Priority is given to students who apply before January 15.
- Be sure to list Terra State as the school to receive your information using school code 008278.

## □ Submit All Requested Documentation

- Check your Banner Self-Service account, [my.terra.edu](http://my.terra.edu), and your Terra State email daily for updates and information.
- Make note of deadlines and priority dates to ensure that your documents are submitted with enough time for processing. Deadlines are posted under “Announcements” at [my.terra.edu](http://my.terra.edu).

## □ Apply for Scholarships

- Complete the Terra State Scholarship Application at [Terra.edu/Scholarships](http://Terra.edu/Scholarships).
- Priority deadline is March 1st for the next academic year.

## □ Award Letters

- Evaluate your financial aid award offer in Banner Self-Service.
- Notify the Cashier’s Office if you receive any additional scholarships from outside sources.
- You may decline or reduce any aid offered through Banner Self-Service.

## □ Student Loans

If you are planning on using federal loans you must complete Entrance Counseling and the Master Promissory Note (MPN) at [www.studentloans.gov](http://www.studentloans.gov).

- Complete Entrance Counseling.
- Complete your Master Promissory Note if you do not already have an MPN on file.
- Loans require that you take a minimum of six credit hours.

## □ Establish Financial Aid Refund Preference

- An email and/or postal mailing from BankMobile is sent out the first week of classes asking you to select or update your refund preference.
- Excess funds will be refunded through BankMobile.

## □ Secure a Book Voucher

- If you wish to obtain a book voucher, you must submit authorization in Banner Self-Service to transfer excess financial aid funds to your Terra State student identification card. You may place excess refundable financial aid up to a maximum of \$1200 to purchase books and supplies.
- Book vouchers can be used to purchase your textbooks and supplies one week prior to the start of each semester.
- Book vouchers funds not spent will be refunded after the College’s last day to withdraw.

## □ Establishing a Payment Plan

- If your financial aid does not cover your balance, you need to set up a payment plan with the Cashier’s Office located in Roy Klay Hall, A200.
- The installment payment form can be found at [Terra.edu/PaymentPlan](http://Terra.edu/PaymentPlan).

## □ Understand Withdrawal Policy as it Relates to Your Financial Aid

- Financial aid is disbursed with the obligation that you complete your coursework.
- If you do not successfully complete any of your coursework, you may be required to re-pay a portion of your financial aid.
- Withdrawing from even one course could impact your financial aid for future semesters.
- Talk to a financial aid advisor or academic and career advisor prior to dropping any or all classes.
- Students may drop their classes in Banner Self-Service.
- Failure to officially withdraw from classes in Banner Self-Service or notifying the Terra Student Records Office may result in failing grades.

## □ Understand Satisfactory Academic Progress

- To remain in good academic and financial aid standing, students must have a cumulative grade point average of 2.0 and have a minimum course completion rate of 68%.

## Contact Information:

Office of Student Financial Aid  
Roy Klay Hall, Room A100  
419.559.2344  
[FinancialAid@Terra.edu](mailto:FinancialAid@Terra.edu)

