

# Financial Aid Checklist

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

Apply for a Federal Student Aid (FSA) ID at [www.fsaid.ed.gov](http://www.fsaid.ed.gov) and complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov) after October 1 of the year before you plan to attend. 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 [www.terra.edu/ScholarshipApplication.html](http://www.terra.edu/ScholarshipApplication.html).
- 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.
- Notify the Office of Student Financial Aid if you plan to attend less than full-time (12 credit hours). You do not have to be full-time to receive financial aid.
- 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.
- 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 Vibe.

## □ 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](http://Terra.edu).

## □ 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 will 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 drop classes in Banner Self-Service will 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 A200  
419.559.2344  
[Financialaid@terra.edu](mailto:Financialaid@terra.edu)

