Financial Aid Checklist for Incoming Freshmen

Use this checklist as a guide to help you apply for aid, review your awards, and pay your fees. We hope you find this list helpful, but it is intentionally brief. We encourage you to read our entire web site to gain a fuller understanding of the entire financial aid process.

Apply For Aid

☐ Complete the Free Application For Federal Student Aid (FAFSA). This application is required for most types of federal financial aid including student loans and is completed on the web.
  ✓ Be sure to use the IRS Data Retrieval Tool, it allows you to use your completed tax return to automatically complete portions of the FAFSA. It’s easy, it reduces errors and makes the entire application process easier.

When completing the FAFSA you will need a PIN. If you need to provide parent information on the FAFSA, your parent will also need a PIN. You can obtain PINs at http://www.pin.ed.gov
  ✓ Livingstone College School Code is 002942 - If you already have a FASFA on file with another school for the same school year, add the Livingstone College school code to the school list on the FASFA. You can do this by going to www.fafsa.gov and follow the directions in Step 3 to “Add or Delete a School Code.”
  ✓ While filling out the FAFSA, you are encouraged to provide your consent to allow the IRS to populate the applicable income fields on the FAFSA with data from your federal tax return. If you chose not to participate in this process, you will be required to obtain a tax transcript for student and/or parent(s) from the IRS and send a signed copy to our office if the FAFSA is selected for Verification Review by the Department of Education.

☐ Check the status of your financial aid application on for any needed information. Federal aid will not be awarded until your application is complete and any requested verification documents have been received.
  ✓ Remember that it could take 1 to 2 weeks for Livingstone College Office of Financial Aid to receive the results of your application from the FAFSA Processor.
  ✓ Make sure your application is complete before Livingstone’s May 1st priority deadline. If your status is not complete by May 1st, then you may miss out on awards that have limited funding. You may, however, continue to apply after that date to receive Pell Grants and Federal Direct Loans.

☐ Check your awards on JICU Campusweb. You will automatically be considered for Federal Grants and Federal Direct Loans. After you have been awarded, you can decide if other aid is needed.
  ✓ Livingstone College starts awarding Federal Aid after April 1st.
If additional funds are needed and you are a dependent student, you and your parents may consider a **Federal Direct Parent (PLUS) loan**. The application and request for credit check can be completed online at www.studentloans.gov.

Only as a last resort, you may wish to consider a Private Educational Loan.

**Review and Finalize Your Awards**

- Read and accept the Terms and Conditions located in the Financial Aid “awarded” section of JICS Campusweb for detailed information about your awards and how to use them, and to authorize your aid for fee payment.

- Review and Accept or Decline, your awards under the Financial Aid Awards link on JICS Campusweb. If you wish to make any changes to your awards after you have accepted or declined your awards, please send an email to “financialaid@livingstone.edu”. Indicate in the subject line “Award Adjustment” or “Cancellation.” In the body of your email include your student ID number. Your email must be sent from your Livingstone College email account. If email is not available, you will need to print your award letter from JICS Campusweb, make the desired changes, and send the updated award letter to our office with your signature. We will make your desired changes within 48 hours.

- Complete all required online Federal Direct Loan Entrance Counseling.

- E-sign your Federal Direct Loan Master Promissory Note (MPN) at www.studentloans.gov if you accepted a Federal Direct Subsidized or Unsubsidized loan.
  - Yes, your Loan Counseling and MPN must be completed before you can use your Direct Loans to pay your fees.

If you are interested in being considered for Federal Work Study, please contact the Office of Financial Aid.

Make sure any non-institutional scholarship checks are sent to our office.
- Yes, you may need to endorse a check if it is made co-payable to you and the University.

**Use Your Aid to Pay Your Fees**

- Pay Your Fees using JICS Campusweb.
  - Yes, you must authorize the use of your available financial aid towards the payment of your fees by completing the Financial Aid Loan Data form (located under the “Forms” section). To authorize your financial aid, you will need to read and accept the terms and conditions; complete the direct loan entrance counseling if you accepted a federal direct loan and e-sign a Master Promissory Note for your Direct Stafford Loan. Failure to do this will result in the cancellation of your scheduled classes. Aid does not disburse automatically. You must authorize by signing the Financial Aid Data form.
Stay in Touch

Financial aid is an ongoing process. Check your Livingstone College email for updates frequently. Visit JICS Campusweb regularly for account information.

Helpful Terms & Websites

**FAFSA**: (www.fafsa.gov) The Free Application for Federal Student Aid is required for most types of financial aid including student loans and must be renewed annually.

**JICS Campusweb**: ([https://campusweb.livingstone.edu/ics](https://campusweb.livingstone.edu/ics)) is the College's student's web connection to most academic and financial information, including Financial Aid. You must be an admitted student to gain access to the site.

**Entrance Counseling**: ([www.studentloans.gov](http://www.studentloans.gov)) Required for your first Stafford loan. Entrance counseling must be completed before funds can be disbursed.

**Master Promissory Note (MPN)**: ([www.studentloans.gov](http://www.studentloans.gov)) An MPN is an agreement that you sign with your lender promising that you will pay your loan back. MPN’s are required for your first Federal Direct loan. MPN’s are required every year for Federal Perkins loans. MPN’s must be completed before funds can be disbursed.

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<tr>
<th>Livingstone College</th>
<th>704 216-6069 (T)</th>
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<tbody>
<tr>
<td>Office of Financial Aid</td>
<td>704 216-6319 (F)</td>
</tr>
<tr>
<td>701 W Monroe Street</td>
<td><a href="mailto:Financialaid@livingstone.edu">Financialaid@livingstone.edu</a></td>
</tr>
<tr>
<td>Salisbury, NC 28144</td>
<td>Price Building Room: 109</td>
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Title IV School Code 002942