



Steps to Receive Financial Aid

Step 1: Apply for an FSA ID

Getting a U.S. Department of Education Federal Student Aid ID (FSA ID)

Go to www.FAFSA.gov to apply; Click the "FSA ID" link to create an FSA ID; you will be asked to create a username and password and enter your email address. You will receive a secure code by email at the address you entered asking you to confirm your email address with the code. The FSA ID will be your electronic signature for the FAFSA, renewal FAFSA, Master Promissory Note for loans and other Department of Education websites. Parents of dependent students must also have their own FSA ID to sign the FAFSA electronically, apply for the Parent PLUS Loan and complete the Master Promissory for the PLUS Loan.

Important TIP: Only the owner of the FSA ID should create and use the account. Never share your FSA ID.

Step 2: Apply for the FAFSA (or add Athens State to your Current FAFSA)

Go to www.fafsa.ed.gov and click on the "Start a New FAFSA" button. Follow the prompts and hints in the right-hand column of the site through the completion and submission of the application.

Athens State University's School Code – 001008

Important TIP: It is possible to interrupt an application session by saving the application and returning later using the information provided on the website. For the fastest processing time, students should complete the application online and submit an electronic signature using their Federal Student Aid ID.

STEP 3: Check Eligibility and Student Requirements

Students with unsatisfied financial aid requirements will receive an email outlining documentation requirements and deadline dates for submission of the required documentation. A requirement list may be viewed in [Athens State Online](#) or by following the instructions below:

- Select "Financial Aid"
- Select "My Eligibility"
- Select "Student Requirements"
- Select the award year to view

The Department of Education selects 30% of all students for verification. If you are selected there will be additional information you will be required to submit. This will also be found under Student Requirements.

Important TIP: Failure to provide all documentation requested in a timely manner will delay your award offer and payment of aid to your account.



Step 4: Review and Accept Award Offers (as needed)

Student notification of award offers is made via Student Email Accounts. When notified of offers the student may review and accept desired awards online by following these steps:

- Go to Athens State Online and login using your Athens State ID and PIN
- Select "Financial Aid"
- Select "My Account and Award Information"
- Select "View Awards by Aid Year"
- Select the award year to view
- Read "Terms and Conditions" and accept
- Select "Accept Award Offer" then scroll down to view and accept awards

Important TIP: The official form of communication at Athens State University is the student email account. Please check your student email account regularly.

Step 5: Complete Direct Student Loan Steps (if applicable)

If you accepted loans in Step 4, continue to www.studentloans.gov to complete the Direct Loan Entrance Counseling and the Direct Loan Master Promissory Note.

Important TIP: Loans require student enrollment of at least 6 semester hours at Athens State University for disbursement. Loans are paid out equally over expected terms of enrollment for the academic year. Confirmed class attendance is required for loan disbursements.

Step 6: Complete PLUS Loans for Parents (if applicable)

Have a parent log on to www.studentloans.gov to complete the PLUS Master Promissory Note and PLUS Request Process.

Important TIP: PLUS loans require an acceptable credit history and can be disbursed to the student on parent instruction. The student must have a FAFSA on file prior to a PLUS application.

Step 7: Apply for Federal Work Study Program (in interested)

Apply for Federal Work Study at athens.edu/career-development-center/student-employment/

Important TIP: Institutional Work Study Positions are also available.



Step 8: Apply Aid to your Student Account

Register for courses each semester during regular registration. Get books during the book charge period. Meet each course's participation requirements during the first week of the term.

Important TIP: *During the first week of the semester aid is "Authorized" to student accounts. At the end of the drop/add period aid will be "Authorized" for payment. "Authorized" aid will hold your course registrations until the Business Office posts funds to student accounts. At this time charges will be paid and refunds issued to each student whose attendance has been verified.*

Step 9: Get Books for Class

The student may authorize the use of financial aid in the bookstore. Do so by following these steps:

1. Go to Athens State Online and login using your Athens State ID and PIN
2. Select "Financial Aid"
3. Select "My Account and Award Information"
4. Select "View Awards by Aid Year"
5. Select the award year to view
6. Select "Resources/Additional Information"
7. Select then submit "Yes" or "No"

Visit athensstatestore.com for more information or contact bookstore@athens.edu if you have any questions.

Important TIP: *Bookstore charges are allowed no more than ten days prior to the start of the term. Contact the University Bookstore for assistance with charges. "Authorized" aid can be viewed by the staff of the University Bookstore.*

Step 10: Attend Classes

Aid disbursements require documented attendance from each course instructor. To verify your current reported attendance, follow the steps below:

- Go to Athens State Online and login using your Athens State ID and PIN
- Select "Student Tab"
- Select "View Student Records"
- Select "My Attendance Status"
- Contact your instructor if you believe your attendance should be updated

Important TIP: *Be sure to review the course syllabus and complete attendance or participation requirements for each course during the first week of the semester to ensure timely aid disbursements.*



Step 11: Maintain Aid Eligibility

Students must earn a passing grade in at least one course for the term to not be subject to the Return to Title IV Funds regulations. See details: athens.edu/financial-aid/regulations/
Students must maintain Satisfactory Academic Progress throughout their time at Athens State.
See details: athens.edu/financial-aid/regulations/

Important TIP: *Never simply stop going to class. Always check with the Financial Aid Office when your enrollment plans change to determine your best course of action.*

Step 12: Get Year-End Tax Information

To assist you with your annual federal tax return filing, the Business Office mails students a 1098-T by the end of January each year. To view your 1098-T online, follow the steps below:

- Go to Athens State Online and login using your Athens State ID and PIN
- Select "Student Tab"
- Select "Student Accounts"
- Select "Tax Notification"
- Select the year to view

Important TIP: *Please contact the Business Office at 256-233-8100 for further information.*