EMBRY-RIDDLE
Aeronautical University

New Student Financial Aid Checklist

_____ **File the Free Application for Federal Student Aid (FAFSA)** – using school code: **001479** for Embry-Riddle (ERAU)

- Go to www.fafsa.ed.gov to apply

_____ **Read award packet information:** The first one is a paper notice that will arrive by mail; all subsequent notices are sent to your ERAU email – check that email account frequently.

- Check your awards online anytime in your Campus Solutions Student Center.
  - o Log in to ERNIE > Click the Campus Solutions Student Center link

_____ **Check your "To Do List"**: Also in your Student Center

- Click on the **details** link in the "To Do List" and then on each document. Copy and paste the web address at the bottom of the "Description" area to take you to the document needed.
  Submit required documents:
  - Financial Aid Award Agreement – all students must submit.
  - Verification documents – If you are selected for verification by the U.S. Department of Education, aid will be in "Estimated" status until the verification process is complete.
  - Any other documents requested to determine financial aid eligibility.

_____ **If you plan to use student loans, apply for Direct Loans. If you do not plan to use student loans, inform your financial aid counselor and skip steps 1 and 2.**
  - _____ 1. **Complete Loan Entrance Counseling**
    - a. Go to www.studentloans.gov
    - b. Choose "Complete Counseling"
    - c. Select "**Entrance** Counseling" - Required
  - _____ 2. **Complete Master Promissory Note (MPN)**
    - a. Go to www.studentloans.gov
    - b. Choose "Complete Master Promissory Note"
    - c. Select Subsidized/Unsubsidized

_____ **Watch for Accept/Decline email:**
- Once all documents are reviewed and Entrance Counseling and MPN are completed, you will receive an email alerting you to accept your loans.
  - _____ **Accept/Decline loans**:
    - a. Log in to ERNIE > click the Campus Solutions Student Center link
    - b. Under Finances section "View Financial Aid"
    - c. Select the appropriate aid year
    - d. Accept/Decline Awards
  (Grants and scholarships are automatically accepted because they do not need to be repaid. No action needed.)
    Direct Stafford loans
    - a. These must be repaid, so we do not assume that you want them.
    - b. If the loans are in estimated status – they will show "Est" in front of the award – you cannot accept. They will be updated once all documents are reviewed.
      Example:

Est	Direct Subsidized Loan
Est	Direct Unsubsidized Loan

_____ **Search for scholarships:** Look for scholarships in your local area and on the web. You can start with our web site:
http://daytonabeach.erau.edu/financial-aid/scholarships/

____   **Setup Auxiliary Access**
- Students must grant access for us to share information with others, such as your parents.
- Log in to ERNIE > Campus Solutions Student Center > Auxiliary Access

____   **Determine how to pay the remaining balance. Options:**
- **Federal Parent PLUS Loan**
  a. Go to www.studentloans.gov – sign in with **PARENT** FSA ID and FSA password
  b. Request a Direct PLUS loan
  c. Select Parent PLUS
  d. After loan is approved, you will be directed to complete MPN – a required step
- **Private Loan**

You can start on the Financial Aid web page: http://daytonabeach.erau.edu/financial-aid/loans/index.html

- **Payment Plans:**
  Contact the Bursar Office – 386-226-6285

✈ Finances are the student's responsibility.

✈ Financial Aid is dynamic – it changes. Keep an eye on it.

✈ Academic performance directly affects the cost of education.

  ▶ Help is available. Use the Tutoring Center – early and often.

✈ Apply for scholarships throughout your academic career.

✈ Don't borrow more than absolutely necessary.

✈ Get to know your Financial Aid Counselor.

Questions? Call us 24/7 at: 386-226-6300 or toll-free: 855-661-7968

Live online support also available by accessing:

http://daytonabeach.erau.edu/financial-aid/

Follow us on Twitter: ERAU_DBFinAid