

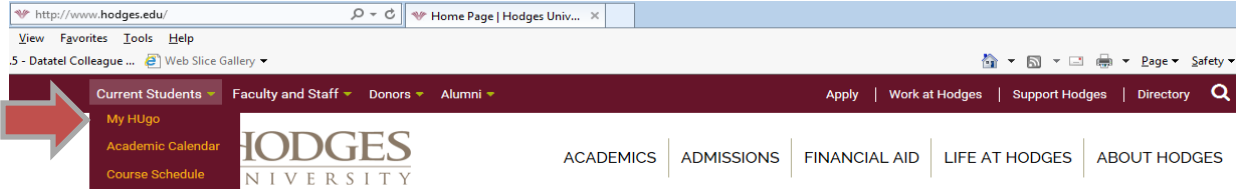


# NEW STUDENT FINANCIAL AID INSTRUCTIONS

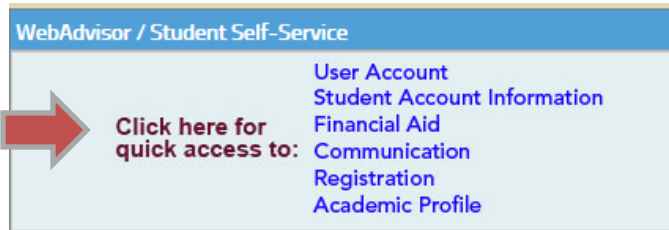
If you are interested in applying for financial aid (federal and state grants and/or direct student loans), please complete the items listed below and please provide a copy of your photo ID/Driver's License and if applicable, a copy of your I-94 or Resident Alien Card. On the back, you will find step-by-step instructions that will assist you in completing these required documents.

**Access Financial Aid Self-Service:**

- o Using your username and password, log into My HUGO:



- o Click on WebAdvisor/Student Self-Service:

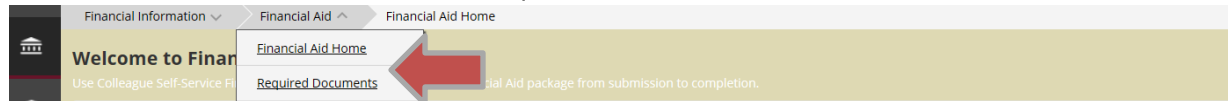


- o Click on Financial Aid:

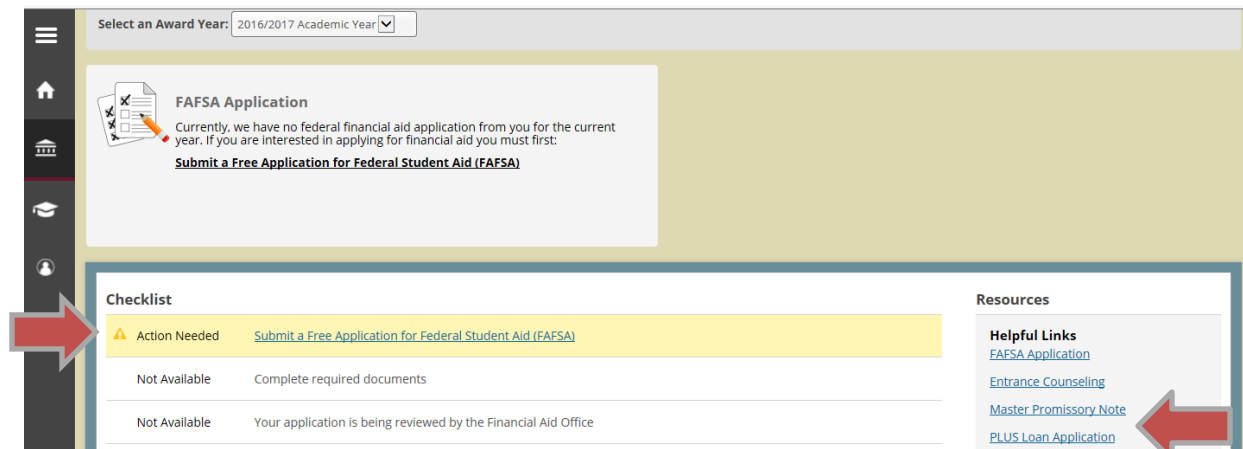


**View Your Required Documents:**

- o Under the Financial Aid tab, click on Required Documents:



- o Click on the Action Needed items in the Checklist section:



- Complete the 2017-2018 FAFSA (Free Application for Federal Student Aid) using your 2015 tax returns.
- Complete Entrance Counseling and the Direct Loan Master Promissory Note if you are interested in student loans.
- Dependent Students Only: A parent MUST complete a PLUS Loan Application.

If you have any questions while completing these forms, please feel free to contact the Office of Student Financial Aid at: 239-938-7758 | 800-466-0019 | Fax: 239-938-7889 | Email: [Finaid@hodges.edu](mailto:Finaid@hodges.edu). Our office hours are Monday-Thursday 10:00 AM - 6:30 PM and Friday 10:00 AM - 1:00 PM. Once all required documents have been completed, the Office of Student Financial Aid will review and process your financial aid application and file.

## How To Create An FSA ID:

- Step 1: Log into: <https://fsaid.ed.gov/npas/index.htm>. Click on Create An FSA ID.
- Step 2: Enter your email address. Create a username and password.
- Step 3: Enter your Social Security number, date of birth, and name.
- Step 4: Complete contact information and challenge questions and answers.
- Step 4: Review your information and read and accept the terms and conditions.

*If applicable, parents must create their own FSA ID. Use of another person's FSA ID constitutes fraud. Only use your own FSA ID information.*

## How To Complete The 2017-2018 FAFSA:

- Step 1: Complete the FAFSA at: [www.fafsa.gov](http://www.fafsa.gov).
  - o Click "Start A New FAFSA" if you are completing a FAFSA for the first time or if you are a returning user, click "Login".
  - o Check "Enter your (the Student's) FSA ID". Enter your FSA ID username or verified email address and FSA ID password.
- Step 2: Click "Start 2017-2018 FAFSA".
- Step 3: Create a Save Key for temporary use in order to return and complete the FAFSA.
- Step 4: Complete all boxes on the following screens with accurate information. Click "next" after completing each screen.
- Step 5: Be sure to complete your high school information accurately and confirm.
- Step 6: **Add Hodges University's school code, 030375 to your school selection.**
- Step 7: When the Student Tax Information screen appears, you must manually enter the 2015 tax information from the tax form submitted to the IRS onto the FAFSA. To do so, you will need a copy of your completed 2015 tax return as well as your spouse's tax return (if filed separately) for the 2017-2018 FAFSA. **If you are a dependent student, you will also need your parent(s) tax return.**
- Step 8: Review your information, make any necessary changes, and **electronically sign your FAFSA using your FSA ID.**
  - o **If you are a dependent student, an electronic parent signature is required using an FSA ID** (A parent can apply for an FSA ID at: <https://fsaid.ed.gov/npas/index.htm>. Be sure that the parent's name is entered as it appears on their social security card).
- Step 9: **Submit your electronically signed FAFSA and print a copy of your confirmation page for your records.**

*If you are having any difficulties, click in the box to reveal the "Help and Hints" to help you answer each question. You can also click on the "Help" button on the upper left corner of the page or you can also contact the Office of Student Financial Aid for assistance.*

## How To Complete Entrance Counseling:

The Federal Government requires student loan borrowers to complete an entrance counseling session to ensure that you understand the rights and responsibilities of being a student loan borrower. The counseling session provides information about how to manage student loans, both during and after college. You will need 20-30 minutes to read and complete the entrance counseling.

To complete the Direct Loan Entrance Counseling:

- Step 1: Log into: [www.studentloans.gov](http://www.studentloans.gov)
- Step 2: Click on the green "Log In" button.
- Step 3: Enter your FSA ID username or email address and your FSA ID password.
- Step 4: Click on "Complete Counseling".
- Step 5: Click on "Entrance Counseling: Start Entrance Counseling".
- Step 6: Enter school state: "Florida", school name: "Hodges University". Click "Notify This School". Select "Student Type". Click "Continue".
- Step 7: Complete all purple boxes with the correct answer.
- Step 8: When completed, click "Submit Counseling". You will be notified via email that your counseling has been completed.
- Step 9: As proof of counseling being completed, log into: [www.studentloans.gov](http://www.studentloans.gov) using your FSA ID and select "View Completed Counseling" in the left navigation bar. **Print a copy of your confirmation page for your records.**

## How To Complete The Direct Loan Master Promissory Note:

The Direct Loan Master Promissory Note is a legal document in which you agree to repay your Federal Direct Subsidized and Unsubsidized Student Loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Use your FSA ID to complete the MPN. **You will need to wait 2 to 3 business days after receiving your FSA ID confirmation via your email before completing your MPN.**

- Step 1: Log into: [www.studentloans.gov](http://www.studentloans.gov) using your FSA ID. Click on "Complete a Master Promissory Note". This link is also where the parent of a dependent student would apply for a Federal Direct Parent PLUS Loan.
- Step 2: Click "Subsidized/Unsubsidized" for the type of loan you would like to receive (approved parents for a Federal Direct Parent PLUS Loan will click on "PLUS MPN for Parents").
- Step 3: Complete borrower and school information: "Hodges University", then select "Continue".
- Step 4: Complete personal references of two people that do not share the same address or phone number as you, then select "Continue".
- Step 5: Read through the terms & conditions. (Click on and read all sections C thru G or it will not allow you to continue).
- Step 6: Check section F which verifies that you have read all the sections and then select "Continue".
- Step 7: **Review and sign your MPN** and make sure to type in your name at the bottom of the page and click "Sign".
- Step 8: Review your MPN, scroll down to the bottom of the page, and submit.

Once the Office of Student Financial Aid has reviewed and processed your financial aid application and file, you must review and accept your financial aid award package and review and sign your financial aid award letter.

**Review and Accept Your Financial Aid Award Package:**

- o Log into My HUGO and click on WebAdvisor/Student Self-Service.
- o Under the Financial Aid tab, click on My Awards:

Financial Information > Financial Aid > Financial Aid Home

Welcome to Financial Aid

Use Colleague Self-Service For Financial Aid. Use the Financial Aid package from submission to completion.

Select an Award Year: 2016/2017 Academic Year

**My Awards**  
You can accept or decline awards, and update your loan amounts.

Select an Award Year: 2016/2017 Academic Year

**You have the following Awards**  
Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.

**Scholarships and Grants** \$6,262.00  
Money you don't have to pay back

Award	Status	Total Awarded Amount	Summer 2016 Award Period	Fall 2016 Award Period	Winter 2017 Award Period	Fall 2017 Award Period
<b>Pell Grant</b> <a href="#">View award</a>	Accepted	\$4,362.00	\$1,454.00	\$2,908.00	\$0.00	\$0.00
<b>FL Resident Access Grant</b> <a href="#">View award</a>	Accepted	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00
<b>FL Student Assistance Grant</b> <a href="#">View award</a>	Accepted	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00

**Review and Sign Your Financial Aid Award Letter:**

- o Under the Financial Aid tab, click on Award Letter:

Financial Information > Financial Aid > Financial Aid Home

Welcome to Financial Aid

Use Colleague Self-Service For Financial Aid. Use the Financial Aid package from submission to completion.

Select an Award Year: 2016/2017 Academic Year

**Award Letter**  
Please complete the electronic signature or print and deliver to the Financial Aid Office.

Select an Award Year: 2016/2017 Academic Year

**You accepted your award package on 11/10/2016.**

2016/2017 Academic Year \$10,662.00

[Award Letter](#)

**HODGES UNIVERSITY**

**HUGO**  
4501 Colonial Blvd  
Fort Myers, FL 33966

Date: 11/16/2016  
Student ID: 0123456  
Award Year: 2016/2017 Academic Year

Dear HUGO,

Based on the information that you have provided, the estimated financial assistance indicated below may be available to you for the terms designated. If you have loans, your Federal Direct