

## Financial Aid Process Checklist for 2021-2022

This checklist was designed to help students understand the steps required to receive financial aid at The University of Kansas Medical Center. It is only for reference for students and does not need to be returned to the Student Financial Aid team.

Please contact the Student Financial Aid Office (**SFAO**) if you have questions about this process. We can be reached Monday-Friday, 10am-2pm, at 913-588-5170 or by emailing [financialaid@kumc.edu](mailto:financialaid@kumc.edu).

1. Complete the 2021-2022 Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/> after October 1, 2020. Our school code for the FAFSA is 001948. Our PRIORITY deadline is March 1, 2021, though late applicants are still eligible for financial aid.
2. You will need your FSA ID to complete the FAFSA and required supporting documents. If you have forgotten it, you are able to obtain it when completing your FAFSA. You will also need your FSA ID to access your federal student loan records at <https://studentaid.gov/>.
3. You and the school will receive results of the FAFSA in the form of a Student Aid Report (SAR).
4. If necessary, SFAO will send you a missing information e-mail requesting information required to complete the awarding process. Your application will remain in a pending status until the requested information is received. Once all requested information is received, your file will be reviewed for accuracy and completeness. You will only be contacted at this point IF additional information is required.
5. Once your completed file has been reviewed, financial aid awards are offered.
6. You will be notified by KUMC e-mail that awards are offered on your Assign Awards screen on Enroll & Pay. The email will have instructions on where and how to access and accept or decline awards on Enroll & Pay. Prior to accepting your awards, review your prior federal loan balances at <https://studentaid.gov/>.
7. If you accepted a Federal Direct Student Loan and this is the first Direct Loan you have borrowed, you are required to complete an electronic **Master Promissory Note** (eMPN) online at <https://studentaid.gov/>.
8. If you are a first time Federal Direct Student Loan borrower you are required to complete the Loan Entrance Counseling and Quiz. You can complete this requirement at <https://studentaid.gov/>.
9. For loans in summer 2021 and beyond, all federal loan borrowers must complete Annual Student Loan Acknowledgement (ASLA) at <https://studentaid.gov/asla/>. **This is a new requirement and is necessary each year before a loan is disbursed.**
10. SFAO will make every attempt to process the financial aid that you accepted by the scheduled due date for tuition and fees. Staff may be required to work with various entities to receive funds by the scheduled due date.
11. Financial Aid funds will be applied to your KUMC student fee account at KUMC. Any outstanding charges will be deducted from the aid applied. The student fee account at KUMC includes educational tuition and fee charges. Typically, one half of your aid is credited to your account for the fall term and the other half is credited for spring term. Any remaining amount due must be paid by the due date to the [Student Financial Accounting Office](#). If you are expecting a refund you will be notified by an email from [Student Financial Accounting](#) when your refund is available. Accounting recommends that you sign up for Direct Deposit to have excess funds deposited to an account you designate. You can sign up for direct deposit on Enroll & Pay in the Student Center section.