Working Through Your Financial Aid Office (FAO) Milestones

Information You Will Need To Get Started
- Your Free Application for Federal Student Aid (FAFSA) results
- Tax information, if selected for verification (i.e. Tax Return Transcript, W2)
- Your planned budget and existing resources to pay for school (i.e. Tuition Assistance (TA), scholarships, cash contributions)

Verify Student Information
- Review your contact and demographic information to verify it is correct.
  *If the incorrect address is listed in the FAO but the correct address is on file in your ecampus no further action is needed. Any updates to personal contact information should always be made in your ecampus.*

Verify School Information
- Verify your Program of Study, planned budget start date, year in school (grade level), housing status, high school diploma type, and whether or not you have already received a Bachelor’s degree.
  *If information is incorrect, contact Financial Aid Advising at finaid@apus.edu or 1-855-731-9218.*

Apply for Financial Aid - Estimated Cash Contribution
- Enter your anticipated credit hours for each semester of the academic year.
- List funding resources you plan on using to pay for educational costs during your academic year.
  *This includes but is not limited to cash, scholarships, and TA.*
- Review estimated federal loan amounts presented. Consider your educational expenses and be sure you are not borrowing more than you need.
  *This is your tentative eligibility. You have the option to decrease the amount or enter zero if you do not want to borrow loans. If you do not want loans, will you be provided another opportunity at the “Select Lender” milestone to communicate to the university that you “Will Not Participate” in borrowing.*

Apply for Financial Aid – Steps Required
*The remaining milestones will be outlined for you and must be completed to receive an award.*

Complete FAFSA – Apply for FSA ID
- Determine if you have an FSA ID. If not, this milestone will provide you a link and opportunity to obtain one.
- Complete the FAFSA at www.fafsa.ed.gov, if not already completed.

Preliminary Required Documents
- If required – enter your dependency status (Model) and Expected Family Contribution (EFC).
- If required – provide parent information (first name, last name, and email).
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Select Lender

- If you wish to receive federal loan funding, choose “Federal Direct Student Loan Program” from the drop down menu, then “Select” prior to continuing to the next milestone.
  *This will direct you to [www.studentloans.gov](http://www.studentloans.gov) to complete a Master Promissory Note (MPN), which is required for disbursement.*
- If you do not wish to receive federal loans, select “Will Not Participate” from the drop down menu.
  *Verify that you have entered “0” within the “Apply for Financial Aid – Estimated Cash Contributions” milestone. If a “0” was entered the “Select Lender” milestone should not be a requirement.*

ISIR Status – Institutional Student Information Record

- Ensure your FAFSA has been completed with our school code, 038193.
  *You will not be able to move beyond this milestone until your ISIR is received by the school. It will take 2-3 business days to receive the ISIR once your FAFSA is submitted.*

Review Tentative Award

- You are provided another opportunity to confirm your planned enrollment and funding contributions.
- A tentative financial plan is calculated and presented for review.

Complete Required Documents

- Document Requirements will be assigned based on your FAFSA results and as needed.
- Select each requirement link for information on what is needed.

Wait for Document to be Received

- Ensure any documents you must provide have been submitted appropriately (i.e. mailed, faxed, uploaded, or completed electronically).

Submit Package for Approval

- After submitting, allow seven business days for email notification of an award package approval or a request for further action.
  *If approved, review your award letter which outlines the details of your financial aid package.*
  *If rejected, comments will provide further information and guidance.*

Stay Attentive to Email Notifications

- Monitoring and maintaining your eligibility is an ongoing process. Eligibility can change and even an approved award may later be rejected. If this happens, updates in the FAO and email notifications will provide you information on any required actions or document needed.