

This checklist is a guide to help you prioritize, stay on track with financial aid deadlines, and make sure that your financial aid file is complete.

| <u>Item</u> | <u>Due Date</u> |
|---|---|
| <input type="checkbox"/> Award letter <ol style="list-style-type: none"> 1. Read your award letter, Award Enclosure & this Checklist carefully. 2. Submit missing documents listed on award letter within 30 days (loan documents deadlines below). 3. The amounts listed on your award letter are the maximum you are eligible to receive. If you wish to reduce or decline any award, then adjust the amount on the letter, sign, and return it to the Financial Aid Office within 30 days. (See worksheet on back to determine how much you need.) 4. You may need to file verification paperwork. If you need to file, the Financial Aid Office will send you specific documents. 5. If you accept all aid offered, you do not need to notify us. Please see Applying for Loans section below. | 30 days after receiving Award letter |
| <input type="checkbox"/> PHEAA Grant (PA Residents Only) <ol style="list-style-type: none"> 1. Monitor student & parent email addresses listed on FAFSA for emails from PHEAA. 2. Submit any documents or information requested directly to PHEAA. 3. If PHEAA notifies you of a grant amount that DIFFERS from the amount on your award letter from Moore, <u>please let the financial aid office know</u>. The amount on your award letter is an ESTIMATE. 4. Contact PHEAA directly at 1-800-692-7392 or at www.pheaa.org if you have any questions. | PHEAA ASAP |
| <input type="checkbox"/> Tuition and Housing Deposit <p>After filling out the enrollment reply form, which is when you decide to commit to attending Moore, you will need to pay out of pocket for the tuition deposit as well as a housing deposit if you are planning to live on campus. The tuition deposit is \$350 and housing is \$250.</p> | After Committing to Moore |
| Applying for Loans | |
| <input type="checkbox"/> Subsidized/Unsubsidized Direct Loans <ol style="list-style-type: none"> 1. New borrowers need to complete the Master Promissory Note online at www.studentloans.gov (instructions enclosed). 2. New borrowers need to complete Entrance Counseling online at www.studentloans.gov (instructions enclosed). | By Dec 1 |
| <input type="checkbox"/> Direct PLUS Loan (for parents) <ol style="list-style-type: none"> 1. New Borrowers need to complete the Parent PLUS Loan Request (credit check) online at www.studentloans.gov (instructions enclosed). 2. Print a copy of the screen showing the credit decision. <ol style="list-style-type: none"> a. If approved, then continue to step 3. b. If denied, then follow instructions to appeal the credit decision or add an endorser. c. Notify Financial Aid if you will not appeal credit denial & want additional Unsubsidized Loan for student. 3. New Borrowers need to complete the Parent PLUS Master Promissory Note (MPN) online at www.studentloans.gov (instructions enclosed) after getting PLUS Loan Request credit approval. 4. Prior Borrowers only need to complete the PLUS Loan Request online at www.studentloans.gov. 5. Parents with prior credit denial need to complete the PLUS Loan Request online at www.studentloans.gov if pursuing additional Unsubsidized Loan for student. | By Dec 1 |
| <input type="checkbox"/> Alternative Loan for students <p>Alternative Loans are private student loans that typically have higher interest rates & are not governed by the U.S. Department of Education. You must be credit approved to borrow & most require a credit worthy co-borrower. Terms vary from lender to lender, so you are encouraged to compare. We suggest that alternative loans be used only after all other financial options have been exhausted. Moore College of Art & Design does not recommend any particular lender. However, you can compare different lenders if you go to elmselect.com/v4/.</p> | By Jan 1 |
| <input type="checkbox"/> Payment Plan <p>Payment plans can be made using Self-Service and CashNet. Payment plans start each semester and consist of five payments made over the course of that semester. One payment is made each month. Please note that the first payment is due when you start the plan along with a \$35 fee to set it up.</p> | Beginning of Each Month |

☐ **Federal Work-Study****Prior to beginning job assignment**

1. Make sure you qualify for Federal Work Study- it must be listed on your award letter!
2. **New Students** will need to complete a payroll packet (available from the Financial Aid Office during orientation) prior to working.
3. **New Students** will need to complete a Work Study contract (available from the Financial Aid Office) prior to working.
4. **Returning students** who have worked before will only need to complete a new work study contract prior to working.

☐ **Insurance Waiver**

Each undergraduate student enrolled in 12 credits or more is automatically enrolled in Health Insurance that is a part of their cost of attendance. If you would like to stay on your current insurance plan, you have the ability to waive the school's insurance. In order to be eligible to waive Moore's insurance, you must be insured on another plan. All students *must* have insurance. Undergraduate International Students are automatically enrolled in the insurance plan at registration and may not waive out of the coverage.

☐ **Foundations Supply Kit****During Orientation**

Each first-year students will be taking foundations classes. For these classes, students will need to purchase the Foundations Supply Kit during the week of Freshman Orientation. This is an out-of-pocket cost that is not eligible for financial aid. Anticipate the cost to be about \$465, but this cost can change. The official cost of the kit will be announced during Orientation.

How to calculate how much you need for tuition & other education related expenses:

1. Refer to the Financial Aid Award Enclosure sheet.
2. Using the costs provided in the "Determining Your Award" section, add up your expected tuition, fees, room & board & other costs for the year to get your **TOTAL COSTS** in box A below.
3. Add up the scholarship & grant aid listed on your award letter in box B below.
4. Also in box B, add to the scholarship & grant aid the amount of Subsidized & Unsubsidized Direct Loans that you plan to borrow to get your **Total Aid**.
5. Subtract your **Total Aid** from your **TOTAL COSTS** in box C below.
6. If there is a balance, this is where the PARENT PLUS or an alternative loan can be used to bridge the gap. These loans can be used to pay for living expenses, books & supplies, or transportation costs.
7. Remember to factor in origination fees of 1.073% for Subsidized/Unsubsidized & 4.292% for Parent PLUS Direct Loans. These amounts will be deducted before the loan proceeds are sent to the school.

A.

| | |
|--------------------|---------|
| Tuition | _____ |
| Fees | _____ |
| Room/Board | _____ |
| Books/Supplies | _____ |
| Computer | _____ |
| Transportation | + _____ |
| TOTAL COSTS | _____ |

B.

| | |
|---------------------------------|---------|
| Moore College Scholarship/Grant | _____ |
| Federal Pell Grant | _____ |
| PHEAA/State Grant | _____ |
| Other scholarship(s)/grant(s) | _____ |
| Subsidized Direct Loan | _____ |
| Unsubsidized Direct Loan | + _____ |
| Total Aid | _____ |

C.

| | |
|------------------------------------|---------|
| TOTAL COSTS | _____ |
| Total Aid | - _____ |
| Additional Financing Needed | _____ |

The Business Office at Moore College of Art & Design offers a payment plan. Additional information regarding the payment plan will be sent with your tuition statement.

Questions? Please feel free to contact the Financial Aid Office at (215) 965-4041.