



## Marylhurst University Financial Aid Checklist for 2009-2010 Academic Year

### Step One: "Review Your Award" (after award letter is received from Financial Aid Office)

- Review award information to confirm your aid is awarded for the correct terms and is based on the correct number of credits per term.
- If you want to revise your award, complete and submit *Request for Revision of Financial Aid* form to reduce any amount of aid listed or to request revision of award based on changes in credits per term.
- If you have special or changed circumstances since you initially applied for aid, you can submit the *Request for Re-Evaluation of Financial Need* form for 2009-2010. This form is available at our Web site [www.marylhurst.edu/financialaid](http://www.marylhurst.edu/financialaid) in the "Forms" section.

### Step Two: "Secure Your Loans" (if you want to borrow the loans listed on your award)

- Complete and return the *Loan Confirmation* form to confirm the type and amount of loan you want to borrow.
- If you are a first-time borrower at Marylhurst University, complete the "Loan Entrance Counseling" requirement for each type of loan you have been awarded at [www.mappingyourfuture.org](http://www.mappingyourfuture.org), or by going to the Marylhurst University financial aid Web site [www.marylhurst.edu/financialaid](http://www.marylhurst.edu/financialaid) and clicking on the "Apply for Loans" link.
- If you are a first-time borrower at Marylhurst University, select a lender and complete the loan "Master Promissory Note" by going to the Marylhurst University financial aid Web site [www.marylhurst.edu/financialaid](http://www.marylhurst.edu/financialaid) and clicking on the "Apply for Loans" link, and following the directions listed for the type of loan you have been awarded.

### Step Three: "Secure Your Scholarships" (if scholarships are a part of your award)

- Submit to the Financial Aid Office a Thank-You letter and photo for the donor of your scholarship. (Information/instructions should be included with award letter.)

### Step Four: "Finding a Federal Work-Study Position" (if eligible for work-study)

- Go to the Financial Aid Office and complete the *Federal Work-Study Employment Application*.
- Take the job application form to the department you want to interview with.
- If you are hired, take the completed application form to the Human Resources Department.
- In the Human Resources Department, complete the hiring paperwork (I-9 and W-4 forms).

### Step Five: "Register for Classes"

- Each term register for the number of credits your aid is based on. Financial aid cannot be disbursed each term until you are registered for the number of credits the Financial Aid Office used to prepare your financial aid award.