

# Financial Aid Checklist

## Institutional Scholarships

- Sign your award letter and return it to the financial aid office
- Scholarships will be posted to your account the first week of classes
- Scholarships will reflect the *exact* number of credit hours that you take and will be adjusted as this changes
- Outside scholarships are posted to your account as they are received

## Federal Loans – Stafford Unsubsidized

- Return, via e-mail, the acceptance of your electronic award letter
- Complete the following at [www.studentloans.org](http://www.studentloans.org)
  - Entrance Counseling
  - Master Promissory Note (first time borrowers at Garrett only)
- Loans will be disbursed *after* the last add/drop day for the semester. It takes 1-2 days to disburse all loans
- If you do not see the loan on your account, please be sure that you have completed the above. If you have and there is still no disbursement, please see Margaret Hallen, director, financial aid
- REMEMBER: the receipt of outside funds, not already accounted for in your award letter, *may change the total amount of your loan*

## Federal Loans – Perkins

- Perkins loans must be accepted, via e-mail, to be valid
- You must submit the following for a Perkins loan disbursement (disbursement will be after the last add/drop day)
  - The Perkins Application
  - The Perkins Master Promissory Note (first time borrowers at Garrett only)
  - A Federal Tax Verification Form
  - A signed copy of your submitted 2011 taxes
  - A copy of all your 2011 W-2's

## Federal Work-Study

- If you have accepted federal work-study, you will need to submit the following:
  - A Federal Tax Verification Form
  - A signed copy of your submitted 2011 taxes
  - A copy of all your 2011 W-2's
- Positions are listed on MyGETS, under Financial Aid. As positions become available through the year, they will be added here
- On campus positions are very limited, but we do offer several off-campus opportunities to mentor children in various settings. Please see Margaret Hallen, director, financial aid for more information