Financial Aid Checklist

This Financial Aid Checklist details actions you are required to take, including those required for disbursement of financial aid funds to your student bill, and actions that we strongly recommend you take once financial aid has been awarded.

- **Activate your ODU e-mail account.** E-mail is an official method for communication at ODU because it delivers information in a convenient, timely, cost effective, and environmentally aware manner. Students are responsible for reading in a timely manner University-related communications sent to their official ODU student e-mail account. The Office of Financial Aid uses students’ ODU’s E-MAIL to provide financial aid information, to request documentation to support financial aid application data, and to provide financial aid application status and award information.


- **Accept your Award offer online.** Students’ award notifications/offer will be POSTED FOR ACCEPTANCE via LEO-ONLINE.
  - Failure to review and accept financial aid offers via Leo-online may result in cancellation of your Federal and/or state awards. **Email notification will be sent to your odu email account when the aid offer is available for review.** All notifications are based on full time enrollment. If you will not enroll full time, an aid adjustment change form will be required.

- **Complete and submit an aid adjustment Form if needed,** [http://www.odu.edu/admission/financial-aid/forms](http://www.odu.edu/admission/financial-aid/forms).

- **Submit an Aid Adjustment Form if you have any of the following to report:**
  - Changes to the eligibility factors listed on the Statement of Student Responsibility and Conditions for Release of Financial Aid,
  - Financial aid awards not listed on your aid offer including scholarships awarded by other ODU departments or outside agencies,
  - Enrollment status changes (If you will not enroll full time),
  - December graduation plans (federal loans must be prorated per regulations)

  If any changes to your financial aid awards are required, a revised aid offer notification may be requested.

- **Submit copies of all documents requested as reflected on your LeoOnline account.**
  - Submit copies of all VERIFICATION documents needed by **June 1**, in order for aid to be disbursed by tuition deadline.
  - Submit copies of all other requested documents (proof of citizenship, social security, etc.) as soon as possible after requested on LeoOnline.

- **Complete online loan documents if you have accepted a Federal Direct Subsidized/Unsubsidized student loan.**
  - Electronically sign the Master Promissory Note (available at: [www.studentloans.gov](http://www.studentloans.gov)). **Notifications will be sent to borrower when available around mid-July.**
  - Complete Federal Direct Loan Entrance Counseling (available at: [www.studentloans.gov](http://www.studentloans.gov)).

- **Complete a Federal Direct PLUS Loan Request form (optional).** If you are a classified as a “dependent” student by the FAFSA and need additional funds, your parent may request a Federal Direct PLUS Loan at [http://www.odu.edu/admission/financial-aid/parents](http://www.odu.edu/admission/financial-aid/parents). In addition, parents applying for the PLUS loan will also need to complete their plus applications online at studentloans.gov after June 16.

Old Dominion University is an equal opportunity, affirmative action institution. Minorities, women, veterans, and individuals with disabilities are strongly encouraged to apply.