

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.

✓ **Complete the Free Application for Federal Student Aid (FAFSA) online at:**

<http://www.fafsa.ed.gov>.

The FAFSA becomes available on October 1.

Students must complete the FAFSA each academic year with ODU's school code **003728**.

✓ **Be accepted in a degree program at ODU**

Students who are enrolled at Old Dominion University on a non-degree basis are not

eligible for financial aid. Exceptions are made for students accepted in the Teacher Licensure Program that meet the requirements to be considered eligible for financial aid.

Additional documentation is needed. <https://www.odu.edu/tuition-aid/financial-aid/graduate/non-degree-teacher-certification>

✓ **Activate your ODU e-mail account** and check your email account frequently.

E-mail is an official method for communication at ODU. Students are responsible for reading University-related communications in a timely manner.

✓ **Access and accept your award offer online.**

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 e-mail account when the aid offer is available for review.

✓ **Read and accept the Rights and Responsibilities & Conditions for Release of Financial Aid at:**

<http://www.odu.edu/content/dam/odu/offices/student-financial-aid/docs/randrform2015.pdf>

✓ **Submit Required Forms as soon as possible.**

- Submit copies of all VERIFICATION documents and other requested documents (proof of citizenship, social security, etc.) as soon as possible after requested on LEO online.

✓ **Submit an Aid Adjustment Form if you have any of the following to report:**

<http://www.odu.edu/content/dam/odu/offices/student-financial-aid/docs/aid-adjustment-form-2015.pdf>

- 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)**, must be enrolled at least half time (6 or more credits for undergraduate and 4 or more credits for graduate students) to be considered for most aid.
- **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.

*Loans will be prorated for students who fail to notify financial aid of December graduation plan and repayment of funds may be required.

✓ **Complete online loan processing requirements.**

- After accepting a federal loan, you may be required to complete additional documentation for loan processing.
 - Federal Direct Stafford Loan Master Promissory Note – First-Time Federal Direct Stafford Loan borrowers (available at: www.studentloans.gov).
 - Federal Direct Stafford Loan Entrance Counseling – First-Time Federal Direct Stafford Loan borrowers (available at: www.studentloans.gov).

✓ **Complete a Federal Direct PLUS Loan Request form (optional).**

If you are classified as a “dependent” student by the FAFSA and need additional funds, your parent may request a Federal Direct PLUS Loan at studentloans.gov.

- In addition, parents applying for the PLUS loan will also need to submit a PLUS data sheet <https://www.odu.edu/tuition-aid/financial-aid/parents> to the ODU financial aid office.

✓ **Estimate your out-of-pocket expenses by using the tuition calculator.**

<http://blue.odu.edu/admissions/calculator/>

✓ **Pay your remaining balance of your bill.**

All costs that are not covered by your financial aid must be paid by the tuition deadlines:

Fall 2019 Semester – August 26

Spring 2020 Semester – January 13

Payment plans are available through the Office of Finance/Billing Office

See <https://www.odu.edu/finance> for more information.

Financial Aid Counselors

Counselors are assigned according to the student’s last name.

Example, student Amy **Davis** – counselor Ms. Jenkins

Distance Learning Counselors assist students that are online, distance learning, and study abroad

Stacy Jenkins	Counselor A-F	sdjenkin@odu.edu
Angel Baker	Counselor G-M	abaker@odu.edu
Laverne Brown	Counselor N-Z	l4brown@odu.edu
Debra May	Assistant Director Financial Aid Counseling	dmay@odu.edu

Distance Learning/Study Abroad

Margaret Strachan	Sr. Counselor – Distance Learning and Study Abroad	mstracha@odu.edu
Wantonia Gee	Counselor Distance Learning and Study Abroad	wgee@odu.edu
Michael Jefferson	Counselor – Distance Learning and Study Abroad	m1jeffer@odu.edu