

**TULANE UNIVERSITY SCHOOL OF LAW**  
Financial Aid Checklist for 2024-2025



### Initial Application Steps

- Review all the information applicable to applying for financial aid that is on our website: <https://financialaid.tulane.edu/resources/how-financial-aid-works>
- If you wish to be considered for federal student aid programs, then you must complete a **2024-2025 FAFSA**, which became available on 12/31/2023 at <https://studentaid.gov/>. Be sure to list Tulane's federal school code of **002029**. (NOTE: You will be an independent student for U.S. Department of Education aid consideration, and as such, you are not required to provide parental data; HOWEVER reported parental data may be used to determine other scholarship eligibility.) **Only if you are admitted will your financial aid application be reviewed.** Newly admitted students will receive a Tentative Financial Aid Award Letter in late spring. Once deposits are finalized, aid will be offered through Tulane's Gibson Online.

### After You Have Been Admitted or If You Are A Returning Student

- If you were just admitted and have deposited**, you will receive your Gibson Online login and password (PIN) at the email address you provided in your application materials (typically in July). After logging in to Gibson Online, input your Social Security Number when prompted. Tulane's Gibson provides a secure portal to online services at Tulane University, so you can enter your SSN in a safe and secure manner. If you are not prompted to input your SSN, that means that Tulane already has your SSN on record.
- View your "To Do" list on your Gibson Portal. Upload all requested documentation directly to Tulane using our secure upload tool at <https://finaidforms.tulane.edu/Home/Account/Login>. You may also contact us directly at [lawfinancialaid@tulane.edu](mailto:lawfinancialaid@tulane.edu).
- Monitor your financial aid application status via Tulane's secure on-line Gibson portal. Upon Tulane's review of your financial aid application materials, you will receive an e-mail notification (sent to your Tulane e-mail address) notifying you to securely navigate to Tulane's on-line Gibson portal to view your award details.

## Steps If Borrowing Student Loans

- Complete the FAFSA** (Free Application for Federal Student Aid) at [www.studentaid.gov](http://www.studentaid.gov)
- Complete Entrance Counseling** Go to <https://studentaid.gov/>, sign in with your FAFSA FSA Id, social security number, name and date of birth, go to the "Complete Aid Process" drop-down tab, and click "Complete Entrance Counseling." Entrance Counseling will ensure your understanding of financial aid basics, is required, and will take approximately 30 minutes to complete.
- Sign Master Promissory Notes (MPN)** Note: You must have two references who do not live with you, and your driver's license number to complete the applications. Go to <https://studentaid.gov/> and sign in, go to the "Complete Aid Process" drop-down tab, then click "Complete Master Promissory Note." First, complete a MPN for the Federal Direct Unsubsidized Loan. When you are done with the Federal Direct Unsubsidized Loan, complete the MPN for the Federal Direct Graduate PLUS loan. Once you have completed your MPN's, click on "Completed MPNs" on the left side of the screen to verify the MPN's that you submitted and to print a copy for your records.
- Credit Check for Direct Graduate PLUS Loans.** To be sure that you have passed the Department of Education's credit guidelines to obtain a Direct Graduate PLUS loan you may sign into <https://studentaid.gov/>, click "Apply for Aid" on the right drop-down at the top of the screen, then click "Apply for a Grad PLUS". BEFORE YOU CONTINUE: If you have placed a security freeze on your credit file, you must lift or remove the freeze at each credit bureau before you continue. Your application will not be processed if you have a security freeze. Then a credit module will run and you will receive notification of your approval or denial fairly quickly. If your application is denied due to adverse credit, follow the directions provided in your letter of denial or call the Financial Aid Office for further assistance. You should check your credit report annually at [www.annualcreditreport.com](http://www.annualcreditreport.com) to make sure that you do not have any derogatory comments. NOTE: when the Financial Aid Office originates a Graduate PLUS loan a credit check is ordered automatically if a credit check was not already performed within the previous 120 days.
- Apply for a Private Loan** If you chose a private loan over a Federal Direct Graduate PLUS loan you will need to decline the Graduate PLUS portion of your award on Gibson Online. In order for the Financial Aid Office to certify your private educational loan you will also need to submit the name of the lender and amount of the loan (which may be up to the cost of attendance less any other aid you have accepted). For a list of Tulane Universities Preferred lenders please visit: <https://www.elmselect.com/oll/SchoolLenderList/?schoolId=8282>
- Accept the Terms & Conditions via Gibson on-line (instructions can be found here): <https://financialaid.tulane.edu/resources/how-financial-aid-works/accepting-your-aid-award>), then accept/decline/reduce aid that has been offered. Review all messages contained with your award. **It may be in your best interest to NOT accept all the loan funds that have been offered. You should establish a budget of your anticipated academic year expenses prior to determining the amount of student loans you intend to borrow (accept). Always reduce your highest cost loans first (such as the Federal Direct Graduate PLUS loan).**
- Continue to monitor your financial aid application status via your Gibson portal for any additional "TO DO" items needing to be completed and/or submitted.
- Via the Tulane Gibson portal you **MUST ACCEPT** the level of Federal Direct Unsubsidized and/or Grad PLUS Loan that has been offered. Only after you have accepted a loan will Tulane officially submit certification of your loan(s) to the U.S. Department of Education for processing. Every year you must accept a level of loans offered to initiate the certification.
- Recognize that your Federal Direct student loan(s) will not disburse at the start of the semester unless **both** the MPN and Entrance Counseling have been successfully completed.

## Final Steps

- If you anticipate that your financial aid will exceed your tuition and fee costs for the semester, resulting in an excess amount that will be refunded to you for other educational expenses (such costs associated with living expenses), visit the Billing tab of your Gibson Online account to set-up Direct Deposit and Request a Refund <https://studentaccounts.tulane.edu/content/refund-disbursement>
- Visit the Accounts Receivable Office website to complete a Title IV Release Form: [https://studentaccounts.tulane.edu/sites/g/files/rdw806/f/Title\\_IV\\_Release\\_Form\\_082216.pdf](https://studentaccounts.tulane.edu/sites/g/files/rdw806/f/Title_IV_Release_Form_082216.pdf) .
- Identify your Tulane financial aid counselor, who is always available to help answer any questions you might have throughout the aid application process. To find your counselor's name and contact information visit our website: <https://financialaid.tulane.edu/meet-us/counselors/certain-law-degrees>