



## TULANE UNIVERSITY RETURNING UNDERGRADUATE Financial Aid Checklist for 2025-2026

### Initial Application Steps

- ☐ Review all of 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 **2025-2026 FAFSA**, at <https://studentaid.gov/>. Be sure to list Tulane's federal school code of **002029**.
- ☐ If you wish to be considered for Tulane need-based scholarship, then you must complete **BOTH** the **2025-2026** Free Application for Federal Aid (FAFSA) AND the **2025-2026** College Service Scholarship (CSS Profile) Application
- ☐ 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>
- ☐ Monitor your financial aid application status via Tulane's secure on-line Gibson portal.

### Steps After Receiving Award Notification

- ☐ 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.
- ☐ 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.
- ☐ Notify the Tulane Financial Aid Office of any additional financial aid you may receive from other sources (within or outside of Tulane University).
- ☐ 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.

## Steps If Borrowing Student Loans

- ☐ Via the Tulane Gibson portal you **MUST ACCEPT** the level of Federal Direct Subsidized and/or Unsubsidized 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 processing.
- ☐ If you are a first-time borrower of a Federal Direct student loan you must complete a **Federal Direct Loan Master Promissory Note (MPN)**. Navigate to <https://studentaid.gov/mpn/subunsub/landing> to successfully complete the necessary on-line MPN. Once completed and loan funds disburse, the MPN is valid for up to 10 years.
- ☐ If you are a first-time borrower of a Federal Direct student loan you must complete **Federal Direct Loan Entrance Counseling**. This requires that you navigate to <https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance> to successfully complete the necessary on-line tutorial referred to as Entrance Counseling. This step does not need to be repeated in future years; however, you'll be required to complete similar on-line Exit Counseling upon the end of your Tulane enrollment.
- ☐ 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.
- ☐ Students wishing to borrow a non-federal, private alternative educational loan should review the informational material Tulane provides on this topic, which is found on our website: <https://financialaid.tulane.edu/types-of-aid/loans/private-alternative>. Other private loan lenders may be found in addition to those identified on the website. The choice of lender is yours.

## Final Steps

- ☐ 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>.
- ☐ 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 the direct deposit refund process AND visit the Accounts Receivable Office website to complete a Title IV Release Form: [Professional Letter \(tulane.edu\)](https://financialaid.tulane.edu/professional-letter).