

TULANE UNIVERSITY UNDERGRADUATE SOPA
Financial Aid Checklist for 2023-2024



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 **2023-2024 FAFSA**, which became available on 10/01/2022 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 will be used to determine need-based scholarship eligibility.) **Only if you're admitted will your financial aid application be reviewed.**

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

- Complete the 2023-2024 School of Professional Advancement Financial Aid Addendum at <https://financialaid.tulane.edu/forms>. You are encouraged to provide additional information on the addendum which will assist in the accuracy of your award.
- If you were just admitted**, you will receive your Gibson Online login and password (PIN) at the email address you provided in your application materials. 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>
- 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.
- Notify the Tulane Financial Aid Office of any additional financial aid you may receive from other sources (within or outside of Tulane University).

Steps If Borrowing Student Loans

- 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 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) for EACH type of loan**. 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 will 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

- To assure efficient delivery of financial aid funds for personal expenses, sign up for Tulane’s direct deposit processing via the Billing (Accounts Receivable) section of Gibson Online.
- 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: https://studentaccounts.tulane.edu/sites/g/files/rdw806/f/Title_IV_Release_Form_082216.pdf.