SCHOOL of PROFESSIONAL ADVANCEMENT
GRADUATE ONLINE DEGREE PROGRAMS
INCOMING STUDENT FINANCIAL AID CHECKLIST
2019-2020

STEPS TO COMPLETE WHEN APPLYING FOR FINANCIAL AID

_____1. Learn about the financial aid application steps and deadlines:
Review our website for important financial aid information, especially https://financialaid.tulane.edu/apply, to learn how to apply.

_____2. Apply for federal student aid resources:
If you wish to be considered for federal student aid programs, then you must complete a 2019-2020 FAFSA, which became available in October 2018 at http://www.fafsa.ed.gov/. Be sure to list Tulane’s federal school code of 002029. You may complete a FAFSA prior to being admitted, but we wait until you’re admitted before we review the FAFSA.

_____3. Complete the appropriate on-line Financial Aid Addendum:
You are encouraged to complete the 2019-2020 School of Professional Advancement Financial Aid Addendum available at https://financialaid.tulane.edu/forms.

_____4. Look for the e-mail receipt of your Tulane Login and Password to access Gibson Online:
Gibson Online is a secure portal to online services at Tulane University. After you have been accepted by the Admissions Office, they will email your Gibson Online login and password (PIN) to you. From this site you will be able to navigate to the Financial Aid section to review the status of your aid application and determine if any outstanding requirements are needed in order to finalize your award.

_____5. Input your Social Security Number when prompted:
Gibson Online is a secure portal to online services at Tulane University, and after you have received a Tulane Login and password, you can log in to Tulane's Gibson portal. When prompted, input your Social Security Number (SSN). If you are not prompted to input your SSN, that means that Tulane already has your SSN in the system or that the system does not recognize you as a U.S. citizen or permanent resident.

_____6. Wait for the Office of Financial Aid to make an official Federal Financial Aid Award Offer:
The FAFSA is reviewed once a valid SSN is input into Gibson Online AND you have been admitted as a student to Tulane School of Professional Advancement. Generally, the review takes a week. Occasionally, additional time is needed to make an award if the office is particularly busy and/or you have been selected for the Federal Verification process. If there is a mismatch in your FAFSA and student record data, the review may be permanently on hold. With that in mind, please make sure that the personal information you used during the Admission process matches the information on your FAFSA.
STEPS TO COMPLETE AFTER CONFIRMING ADMISSION

7. Accept the Terms and Conditions of the Award offer:
You will receive an email notification inviting you to log in to the Tulane Gibson portal to view the details and messages concerning your award once it has been reviewed. Navigate to the Financial Aid tab, where you will be prompted to read and accept the Terms and Conditions of the award before you are allowed to view, accept, reduce, or decline aid offered.

8. Review your financial aid award online and decide what to accept:
You will receive an email notification inviting you to log-in to the Tulane Gibson portal to view the details and messages concerning your award. You will be able to accept, decline, or reduce specific components of your award offer. It may be in your best interest to NOT accept all of 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 accept to borrow. Always reduce your highest cost loans first (such as the Federal Direct Graduate PLUS loan). Please note the deadline for deciding: federal loan offers are no longer valid once the semester is over or you are no longer academically active for the semester, whichever comes first.

9. Complete necessary federal loan entrance counseling, if applicable:
Tulane students who are first-time Federal Direct Loan borrowers are required to complete loan entrance counseling. Complete this requirement online at the following U.S. Department of Education web site: https://studentloans.gov/.

10. Complete necessary loan Master Promissory Notes, if applicable:
If you will be a first-time borrower in the Federal Direct loan program, you must complete Federal Direct Subsidized/Unsubsidized Loan MPN at the following web site: https://studentloans.gov/.

11. Sign up for direct deposit on the Billing section of Tulane’s Gibson Online:
To assure efficient delivery of financial aid funds for books, sign up for Tulane’s direct deposit processing via the Billing (Accounts Receivable) section of Gibson Online. The Accounts Receivable website is found here: https://studentaccounts.tulane.edu/.

12. Review the Billing section of Tulane’s Gibson Online:
After classes begin, if you see that your level of aid that was disbursed for each semester has exceeded your billed charges, creating excess for you to use towards other allowable educational expenses, such as books and supplies, then return to the Billing (Accounts Receivable) section of Gibson Online to request your refund of the excess amount.

If you have any questions along the way, please do not hesitate to contact the Tulane University Financial Aid Office. Each Tulane student is assigned a dedicated professional financial aid counselor who is able to work with you with questions concerning the aid application process and the types of aid available. We look forward to assisting you in financing your Tulane master's degree through excellent customer service and professional teamwork.

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