

# RADFORD UNIVERSITY

Financial Aid Office · P.O. Box 6905 · Radford, VA 24142  
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## Guide to Applying for Financial Aid

The Financial Aid application process can be daunting, it is our hope that this guide will give you a starting point to ensure the application process is smooth and easy from beginning to end.

- Apply for a FAFSA PIN to complete the online application
  - A PIN number is required for the student and the parent, both will be required to complete the FAFSA application
- File your FAFSA before Radford's priority deadline of February 15<sup>th</sup>
  - Be sure to include Radford's school code on your FAFSA when submitting RU Code - 003732
  - When you submit your FAFSA it can take up to a week for the processing center to review and finalize your application, be sure to submit it early so you can be sure it is processed by the deadline
  - Students will be packaged according to the date when their application is finalized (all requested documents are received and reviewed)
- Check your email regularly – we recommend at least once a week
  - The RU Financial Aid Office will begin communicating with you via email once we have started your FAFSA review process.
  - We send notifications to the email address submitted on the FAFSA.
- Respond to all email requests you receive
  - If we are requesting additional documents from you and you have submitted them more than a week prior to receiving an additional request please follow up to the email immediately
  - If your application is selected for verification we may request a copy of your most recent Tax Return, W-2 forms, and an institutional verification form
- Include your student's name and ID number on every document that you send to our office
  - Everything we process is based on the student's name and ID number combination, it is critical that this information be included on each document sent to the office
- Watch your email for your award notification
  - Your award notification (the information regarding awards offered to you for the upcoming year) will tell you the exact dollar figure of your financial aid award package
  - You will need to follow the directions to log on to the Portal and accept or decline the awards offered to you, this must be done as soon as possible (no later than 30 days) after you receive the notification
- Complete your loan requirements
  - All students who complete the application review process successfully will be offered Direct Loans, there are additional requirements that must be completed before you will receive these funds

- Complete the Subsidized/Unsubsidized Entrance Interview and Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov)
  - This site uses the information you submitted on the FAFSA (SSN/DOB/Name) to link your application, so ensure the information matches when you complete your loan requirements
- Visit the Financial Aid Office during New Student Orientation (Quest) to see if there are any additional requirements that need to be completed
- Review your e-bill (typically sent in early August) with anyone who may be helping you pay for your education –
  - E-Bill's are sent to the student's RU email address
- Pay your outstanding balance prior to the deadline to ensure that you remain enrolled in your classes
- Sign up for direct deposit to have any financial aid refund deposited directly to your checking/savings account
  - Direct deposit is not required, but can expedite the refund process. This will prevent you from waiting on a paper check to be mailed.
- Apply for a bookstore voucher using the online application available on the portal on your My Accounts tab
  - If your e-bill shows a credit on your account you may use a portion of that overage (up to \$550) to help purchase your books by applying for a book voucher