FINANCIAL AID CHECKLIST

STEP 1 – Applying for Financial Aid:

- **Know the Financial Aid Deadlines!** ASU has a financial aid deadline for **each** term. Apply early to ensure you meet the deadline, which means that all requested items are received in our office by the deadline date.

Fall 2026 Deadline:	June 1st, 2026	(use 2026-27 FAFSA)
Spring 2027 Deadline:	November 1st, 2026	(use 2026-27 FAFSA)
Summer 2027 Deadline:	April 1st, 2027	(use 2026-27 FAFSA)

- **Electronically submit your FAFSA!** Go to www.studentaid.gov to complete your FAFSA - be sure to include the School Code: **001544**. Please complete your FAFSA at least 30 days prior to the published deadline to allow enough time for the school to receive your FAFSA and for you to submit any additional documentation.
- **Respond timely to any request for verification/documentation!** The Department of Education randomly selects FAFSA applications for verification. If your FAFSA is selected, you will be required to submit additional documentation.

  See Outstanding Requirements below for more information on how to complete the verification process

  Note: It can take up to 4 weeks once you have submitted all required documentation to award your file.
- **Please make sure that your Banner Web account is active!** Your Banner Web account will be created 72 hours after you have been accepted into the University. Communication and status updates are made on Banner Web or sent to your ASU email account so it is important that you access these often. For technology support, please email: helpdesk@asurams.edu.
- **Financial aid does not transfer from one school to another!** If you are a **transfer student,** you will need to add the 001544 school code to your FAFSA **and cancel all pending** loans or grants at the school where you last attended. After requesting cancellation at your previous school, please notify ASU that your loans and grants have been cancelled at ifinaid@asurams.edu.

  ⟶**Helpful Tip**: *Aid will not show as canceled until your previous school reports the cancelation to the Department of Education-we cannot proceed with processing a file until aid shows fully canceled.*

STEP 2 -- How To View Your Outstanding Requirements:

Please follow these steps:

1. Go to www.asurams.edu
2. Hover over Student Resources and select Student Resources
3. Click Banner Web Students, on the top left of the page
4. Enter your username and password for Single Sign On (SSO)
5. Click "**Sign in**" (you will be prompted to complete authentication)
6. Select FinAid SS Dash Board
7. Here you will see all satisfied and unsatisfied requirements.
8. Clicking the downward arrow (🡇)will display the instructions for this step.
9. Some requirements are also a hyperlink and will direct you to the web page required for this item.
10. **Selecting the Award Y**ear from the drop down menu will allow you to check your status for a different year.

→ ALL UNSATISFIED requirements will show at the top portion of the screen. The code "Verify" remains outstanding until the verification process is completed, which can take up to 4 weeks.

If you have been selected for verification, please go to asurams.studentforms.com.

- If you are a **New User**, login with your ASU email username and password**. You must be an admitted student to begin the verification process.** Please contact 229-500-4358 if you are having trouble
- logging in.

STEP 3 -- How to Accept Your Awards:

Check Banner Web frequently to review your financial aid award(s)! If you are awarded student loans**,** you must follow the instructions to accept them on Banner. You may accept full or partial amounts. **Remember that the amount accepted will be split in half between two semesters, unless otherwise noted.** If you have a one semester loan, your loan will have two disbursements during the semester. **NOTE:** You must be attending at least 6 credit hours to receive a student loan. Please follow these steps, **once logged into Banner Web**:

1. Click the "**Award Offer**" tab, **verify that you are reviewing the correct award year**.
2. Next to the loan you would like to accept, under the "Take Action" column select your decision.
3. If you would like to accept a partial amount select "modify" and then under the appropriate term select modify again and enter your chosen amount.
4. Review your entry and click "Submit"

STEP 4 -- Next Steps After You Accept Your Awards:

- ***Complete Loan Entrance Counseling*** *at* ***www.studentaid.gov*** *using your FSA User ID and password*
  ⟶**Helpful Tip**: *Loans will not disburse until this step has been completed and confirmation received by ASU*

- ***Sign Your Master Promissory Note (MPN)*** *at* ***www.studentaid.gov*** *using your FSA User ID and password*
  ⟶**Helpful Tip**: *Loans will not disburse until this step has been completed and confirmation received by ASU*

- **To apply for a Parent PLUS Loan,** please have your **parent** visit ***www.studentaid.gov*** to submit a PLUS Loan application using the parent FSA User ID and password. A credit check will be performed during the application process and a decision will be made once the application is submitted.

  - ***If the PLUS loan is denied****, your parent must select* ***"Will not Pursue PLUS loan"*** *during the application process for the school to award a student additional loan funding. Any other option selected will result in needing a new PLUS loan application so that the school can award additional loan funding.*

  - ***If the PLUS loan is approved****, your parent must complete a* ***Parent PLUS Master Promissory Note*** *at* ***www.studentaid.gov*** *using their FSA User ID and password. The PLUS Loan will not disburse until this step has been completed and confirmation received by ASU*

How To Check Your Satisfactory Academic Progress (SAP) Status:

Please follow these steps one logged into Banner Web:

1. From the Banner Web Home page, select FinAid SS Dash Board
2. Click "**Satisfactory Academic Progress" tab**
3. Your Current status is displayed at the top of the box
4. **If you are on suspension you can submit an appeal (if you had extenuating circumstances) at https://asurams.studentforms.com**