

# 2025 Spring Semester Entrance Financial Aid Paperwork Checklist

Office of Financial Aid  
310 E. Market Street  
Tiffin, OH 44883  
419-448-2293  
419-448-2473 Fax  
financial-aid@heidelberg.edu

## Verification Documents

*(You only need to do this if your file has been selected for verification. If selected you will receive information directly from the Financial Aid Office on how to proceed. Additional requirements will be added to your checklist.)*

- \_\_\_\_\_ Verification Worksheet—Complete both sides (V1, V4 or V5)
- \_\_\_\_\_ Provide 2022 Federal tax information for student and/or parent (V1 and V5 only)
  - *In lieu of tax returns, you may choose to complete the IRS data retrieval through the FAFSA. For this option, please visit [www.studentaid.gov](http://www.studentaid.gov) and select make a correction to your FAFSA. The IRS data retrieval option will be offered to you if you are eligible.*
  - *If you are not able to locate tax returns and are not eligible for data retrieval, you can visit [www.irs.gov/transcript](http://www.irs.gov/transcript) to request a copy of your tax return transcript to submit to our office.*
- \_\_\_\_\_ Provide documentation relation to High School Completion (V4 only)
- \_\_\_\_\_ Provide documentation related to identity (V4 and V5 only)

## Outside Scholarships

\_\_\_\_\_ Please report to Financial Aid any outside scholarship awards that will be written to or sent directly to Heidelberg University (*this usually begins happening closer to the High School graduation*). You do not need to report outside scholarships only written or given directly to the student. We will update the Financial Aid Award to include these outside scholarship amounts.

Please complete the Outside Scholarship form whether or not you will receive scholarships.  
<https://www.heidelberg.edu/admission-aid/financial-aid/documents-and-forms>

## Tuition Payment Plan

\_\_\_\_\_ Once deposited and when the time to consider choosing how you will pay your bill comes, you will receive further information on how to choose a payment plan; apply for a loan or a combination of both. You will indicate your preference of one or a combination of the following:

- A payment plan of 1, 2, 4 or 8 payments
- Parent PLUS loan and amount you plan to request
- Parent or Student Private loan and amount you plan to request.

*Please note: this is not a bill. You are simply letting us know your plan for paying.  
Once signed by the student and parent, this form goes to the Business Office for their records.*

## Federal Loan Processing

### Student Loan Processing

Your loans are currently in offered status. To accept or decline your loans, you will need to:

- Login to your OASIS account and click on the Financial Aid tab at the top
- Click Award and then Award Year (be sure to choose 2024-2025)
- Click the Award Offer tab which should have a drop down to accept or decline the loans and the amounts.

**If you choose to accept the Federal Stafford loans, new requirements will be added to your check list:**

\_\_\_\_\_ Visit [www.studentaid.gov/entrance-counseling/](http://www.studentaid.gov/entrance-counseling/) to complete Entrance Counseling

\_\_\_\_\_ Visit [www.studentaid.gov/mpn/](http://www.studentaid.gov/mpn/) to sign the Master Promissory Note (MPN) for undergraduates.

Be sure to sign in as the **student**. Interest rate for loans originated July 1, 2023-June 30, 2024: 5.50%

## **Additional Borrowing Options:**

### **Parent Loan Processing**

Go to [www.studentaid.gov/plus-app/](http://www.studentaid.gov/plus-app/) if your parent plans to borrow a **Parent Loan for Undergraduate Students (PLUS)**. Be sure to sign in as the **parent**. *Interest rate for loans originated July 1, 2023-June 30, 2024: 8.05%*

\_\_\_\_\_ Apply for a Direct PLUS Loan (add **4.228%** to requested amount to ensure you cover the origination fee)  
***If parent credit is denied, student is eligible for an additional \$4,000 in Unsubsidized loan. Heidelberg will be notified of the denial and will automatically add the additional funds to the award.***

\_\_\_\_\_ Complete Master Promissory Note for PLUS (MPN): [www.studentaid.gov/mpn/](http://www.studentaid.gov/mpn/)  
***Only the credit-approved, first time parent loan borrower needs to complete the MPN***

### **Private Student or Parent Alternative Loan Processing**

\_\_\_\_\_ Visit <https://www.heidelberg.edu/admission-aid/financial-aid/types-of-aid/undergraduate-loan-information> to review a list of loan providers historically used by our students at Heidelberg University.

\_\_\_\_\_ Choose lender

\_\_\_\_\_ Complete application  
***Please note that student borrowers will often require a credit worthy co-signer.***

## **Important Financial Aid Information**

- Email: [financial-aid@heidelberg.edu](mailto:financial-aid@heidelberg.edu)
- A FAFSA renewal **must** be filed every year.
- Financial Aid will communicate via the **Student's Admissions Portal and Student's Heidelberg Email Address**.
- Students must maintain Satisfactory Academic Progress (SAP) to renew aid from all sources. Students must pass 67% of their attempted hours and have a 2.0 accumulative GPA after four semesters.
- Heidelberg merit-based scholarships are renewed as long as the student is full time and has maintained SAP.
- A Special Conditions Form is available from the Financial Aid Office to request an appeal for unexpected changes in a family's financial or household circumstances.

## **Work Study Information**

- A Job Fair is held at the beginning of each semester to kick off student employment for the academic year.
- Students will need to complete and submit a Job Card and the required employment verification documentation before they are able to work and be paid. Most student employment jobs pay minimum wage.