

2025-26

Financial Aid Paperwork Checklist

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

Outside Scholarships

_____ Please report to Financial Aid any outside scholarship awards **that will be written to or sent directly to Heidelberg University**. *You do not need to report outside scholarships written or given directly to the student.* Outside Scholarships usually begin coming in at or close to the student's High School Graduation. We encourage all students to wait until after they graduate to begin reporting scholarships. That said, you CAN use this function more than once as scholarships continue to come in.

Please complete the Outside Scholarship form whether or not you will receive scholarships.

<https://www.heidelberg.edu/admission-aid/financial-aid/documents-and-forms>

Once received, we will update the Financial Aid package to include these outside scholarship amounts.

Tuition Payment Plan (TPP)

_____ Once deposited, you will receive further information on choosing a payment plan; applying 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. This is a tool to help you decide your plan for paying your big-ticket items.

The TPP is shared with our Business Office. There may be additional items on the term bill that are not included on the TPP.

Federal Loan Processing

Student Loan Processing after May 1, 2025

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

_____ Login to your **my.heidelberg.edu** account and click on the Financial Aid tile.

- Click on **Offers** at the top of the page to see your Financial Aid offer
- Under the type of loan, click **Take Action**
- Take action will have a **drop down box** to accept, decline or modify your loan.
- Choose one of these and submit

If you choose to accept the Federal loan(s), new requirements will be added to your check list:

_____ Visit www.studentaid.gov/entrance-counseling/ to complete Entrance Counseling

_____ Visit 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, 2024-June 30, 2025: 6.53%

Verification Documents

(if selected for verification, 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 2023 Federal tax information for student and/or parent. (V1 and V5 only)

- If you are not able to locate tax returns you can visit www.irs.gov/transcript to request a copy of your tax return transcript to submit to our office.
- If you are not able to locate your W2s, returns you can visit www.irs.gov/transcript to request a copy of your Wage transcript to submit to our office.

_____ Provide documentation related to identity (must be done in person or with a notary) (V4 and V5 only)

Additional Borrowing Options:

Parent Loan Processing after May 1, 2025

Go to 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, 2024-June 30, 2025: 9.08%*

_____ Apply for a Direct PLUS Loan (add **4.228%** to requested amount to ensure you cover the origination fee)
If parent credit is denied, the student is eligible for up to 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/
Only the credit-approved, first time parent loan borrower needs to complete the MPN

Private Student or Parent Alternative Loan Processing after May 1, 2025

_____ 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.
Please note that all private loans have a 10-14 day waiting period before they are presented to Heidelberg for disbursement. Be sure to figure these days into your timeline for paying. Disbursement begins 10 days prior to the start of each semester.

_____ 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
- Heidelberg merit-based scholarships are renewed as long as the student is full time and has maintained SAP.
- A FAFSA renewal **must** be filed every year to be considered for federal loans and grants, including the Parent PLUS loan.
- 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.
- 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.
- Financial Aid will communicate via the **Student's Admissions Portal and Student's Heidelberg Email Address.**

Work Study Information

- A Job Fair is held at the beginning of each Fall 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.