

Financial Aid Paperwork Checklist

REQUIRED DOCUMENTS:

Tuition Payment Plan

_____ Decide and indicate how you plan to pay (cash, loans or combination) the **Total Due Heidelberg**

_____ Sign and return one copy to the Financial Aid Office

Verification Worksheet (if required)

_____ Complete both sides of the 2019-2020 Verification Worksheet immediately

_____ Provide federal tax information for student and/or parent – “Get Transcript” through mail or online from the IRS at www.irs.gov/transcript. Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.” Forward to Heidelberg once received.

FEDERAL LOAN PROCESSING:

Student Loan Processing

Go to www.studentloans.gov if you plan to borrow a Subsidized/Unsubsidized Loan (Federal Direct Loans) and complete the following. Be sure to sign in as the student.

_____ Entrance Counseling

_____ Complete Loan Agreement for Subsidized/Unsubsidized Loan (MPN)

Parent Loan Processing | Please wait until after April 1, 2019

Go to www.studentloans.gov if your parent plans to borrow a Parent Loan for Undergraduate Students (PLUS). Your parent should log in using their FSD ID and complete the following:

_____ Apply for a Direct PLUS Loan

If parent credit is denied, student is eligible for additional \$4,000 unsubsidized loan. Heidelberg will be notified of the denial and will send out a revised Tuition Payment Plan.

_____ Complete Loan Agreement for PLUS (MPN)

Only credit-approved first time parent loan borrower needs to complete a MPN

PRIVATE STUDENT OR PARENT ALTERNATIVE LOAN PROCESSING—APPLY AFTER APRIL 1, 2019

Go to www.heidelberg.edu/aid/documents for the loan link.

_____ Choose lender

_____ Complete application with a credit worthy co-signer (if applicable)

OUTSIDE SCHOLARSHIPS

_____ Please report to Financial Aid any outside awards so we can update your payment plan.



310 E. Market St. | Tiffin, OH 44883
419.448.2293 | financial-aid@heidelberg.edu

IMPORTANT FINANCIAL AID INFORMATION

- Email: financial-aid@heidelberg.edu
- FAFSA must be filed yearly.
- We communicate via student's Heidelberg email address.
- Student 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 cumulative grade-point average after four semesters.
- Heidelberg merit-based scholarships are renewed as long as student has maintained the required GPA.
- Special Conditions Form is available online at our Documents and Forms page if your family's income changes.
- Online Documents and Forms page: www.heidelberg.edu/aid/documents

WORK STUDY INFORMATION

- Work Study Handbook is online and shows list of departments and contacts: www.heidelberg.edu/work-study
- Students apply directly with departments on campus.
- Job fair will be held the first week of classes in the Fall semester.
- Minimum wage
- Process requires paperwork with Business Office before working



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