



## Procedures for Obtaining Financial Aid

Please follow the steps below to obtain student loans.

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**STEP 1: Complete the FAFSA (Free Application for Federal Student Aid)**

**STEP 2: Complete the Graduate Self-Award Letter**

**STEP 3: Complete a Master Promissory Note**

**STEP 4: Complete Entrance Counseling**

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**STEP 1: Complete the FAFSA (Free Application for Federal Student Aid)**

- To apply for student loans, complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- This application must be completed annually. (Directions on back side)
- **Students must stay enrolled in at least 6 credit hours to receive aid!**

**STEP 2: Complete the Graduate Self-Award Letter**

- Go to [www.piedmont.edu](http://www.piedmont.edu). Select the link for Financial Aid, then select Graduate Financial Aid, and download the "Graduate Self-Award Form."
- Read carefully, complete, and return to Financial Aid via fax (706-778-0701) or mail (Financial Aid, P.O. Box 10, Demorest, GA 30535).

**STEP 3: Complete a Master Promissory Note**

- Go to [www.dlenote.ed.gov](http://www.dlenote.ed.gov), select Complete New MPN for student loans, and choose the "Subsidized/Unsubsidized" option (**not** the "Graduate Plus").
- **The Promissory Note only needs to be completed once every 10 years while at Piedmont.**

**STEP 4: Complete Entrance Counseling**

- Go to [www.dl.ed.gov](http://www.dl.ed.gov) and select the link for "Entrance & Exit Counseling"
  - **The Entrance Counseling only needs to be completed once while at Piedmont, unless you are starting new program or degree.**
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### **What happens next?**

- After the Financial Aid Office receives your FAFSA information from the U.S. Department of Education and your award letter, the type and amount of loans for which you are eligible will be calculated.
  - You will receive an email notifying you of your loan types and loan amounts.
  - When you have completed all the requirements, your financial aid will be approved.
  - The loan funds will be sent directly to the school mid-semester.
  - Refund checks are usually mailed to students around mid-semester; however, this is just an estimate of time.
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**QUESTIONS:** Contact the Financial Aid Office at [finaid@piedmont.edu](mailto:finaid@piedmont.edu) or call 706-776-0114 or 1-800-277-7020

TO RESOLVE APPLICATION OR TECHNOLOGY QUESTIONS PLEASE CALL:

FAFSA: 1-800-4-FED-AID

MASTER PROMISSORY NOTE or ENTRANCE COUNSELING: 1-800-848-0979



## COMPLETING THE FAFSA

1. **Request a Pin:** Go to the FAFSA website ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) and request a PIN number by clicking the link to the PIN Site. A PIN will be sent to you within two business days.
2. **Complete your FAFSA** and sign it using your PIN at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - a. Application Terms: (2010-2011 FAFSA may be completed after January 1, 2010)

<u>Application Terms</u>	<u>FAFSA Year</u>	<u>Tax Year</u>
Fall 2009, Spring 2010, Summer 2010	2009-2010	2008
<b>Fall 2010, Spring 2011, Summer 2011</b>	<b>2010-2011</b>	<b>2009</b>
  - b. Use the “Before Beginning the FAFSA” guide at [www.fafsa.ed.gov/before001.htm](http://www.fafsa.ed.gov/before001.htm) for helpful advice and time-saving tips
  - c. Piedmont’s Federal School Code is **001588**.
3. **Review your Student Aid Report:** A copy of your submitted FAFSA, called a “Student Aid Report” (SAR), will be emailed to you. Review and make any necessary corrections at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
4. **Allow for processing time:** It will take up to one week for Piedmont to receive your processed FAFSA. Once we receive it, we will either:
  - a. Process your signed award letter or send you one if we have not received one from you.

**OR**

  - b. Send you verification paperwork to complete (30% of FAFSA filers are selected to verify the information they entered). After the verification is complete, we will process your signed award letter or send you one if it is not on file.

***NOTE: The FAFSA must be updated annually in order to receive loans for a new school year.***