



Financial Aid Information for Graduate Students

Procedures for Obtaining Financial Aid

Please follow the steps below to obtain student loans.

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

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

- To apply for student loans, complete the FAFSA at www.fafsa.ed.gov.
- This application must be completed annually. (Directions on back side)

STEP 2: Complete the Graduate Award Letter

- Go to www.piedmont.edu. Select the link for Financial Aid, then select Graduate Financial Aid, and download the “Graduate Award letter.”
- Read carefully, complete, and return to Financial Aid via fax (706-778-0708) or mail (Financial Aid, P.O. Box 10, Demorest, GA 30535).

STEP 3: Complete a Master Promissory Note

- Go to 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 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.

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 mailed to students beginning mid-semester.
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QUESTIONS: Contact the Financial Aid Office at 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) 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.
 - a. Application Terms: (2009-10 FAFSA may be completed after January 1, 2009)

<u>Application Terms</u>	<u>FAFSA Year</u>	<u>Tax Year</u>
Fall 2009, Spring 2010, Summer 2010	2009-2010	2008
Fall 2010, Spring 2011, Summer 2011	2010-2011	2009
 - b. 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.
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 wait for receipt a signed award letter

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, and an e-mail notification will be sent to you.

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