**VCU School of Medicine Financial Aid Checklist**

*The Financial Aid Checklist details actions you are required to take, including those required for disbursement of financial aid funds to your student bill, and actions that we strongly recommend you take once your financial aid has been awarded.*

**To be completed in VCU’s eServices:**

 **Complete the Authorization to Use Federal Title IV Funds online –** This is done electronically. **1. Log onto eServices, 2. Click the Financial Aid Tab, 3. Click Financial Aid Dashboard 4. Select Award Year 2023-2024 (top right) 5. Click “Resources” Tab, 6. Answer all questions required.**

 **Voluntary Consent to Participate in Electronic Transactions (Required)** - Federal Financial Aid guidelines require that schools obtain a student's Voluntary Consent to Participate in Electronic Transactions. At VCU, e-mail is the official method of communication so your consent is necessary for our office to communicate with you. **1. Log onto eServices, 2. Click the Financial Aid Tab, 3. Click Financial Aid Dashboard 4. Select Award Year 2023-2024 (top right) 5. Click “Resources” Tab, 6. Read and choose Accept.**

 **Accept the Unsubsidized Stafford Loan Online** – **1. Log onto eServices, 2. Click the Financial Aid Tab, 3. Click Financial Aid Dashboard 4. Select Award Year 2023-2024 (top right), 5. Click Award Offer Tab 6. Read and choose option to either Accept, Decline or Accept a partial amount for both the fall and spring semesters. (**Changes can be made during the academic year if you want to change your loan amounts**)**

**To be completed at studentaid.gov**

 **Electronically sign the Stafford Loan Master Promissory Note -** If this is your first time you are borrowing as a graduate/professional student (either a Direct Unsubsidized Stafford Loan and/orthe Federal Graduate PLUS Loan), you are **required** to complete an electronic Master Promissory Note (MPN) online. You will need your FSA ID to serve as your electronic signature**:** <https://studentaid.gov/mpn/>

 C**omplete Federal Direct Loan Entrance Counseling -** If this is your first time borrowing as a graduate/professional student you are **required** to complete an Entrance Counseling session online. This is done at: [https://studentaid.gov/entrance-counseling/](https://studentaid.gov/entrance-counseling/%20)

 **Complete a Federal Graduate PLUS Loan Request -** If you need funds in addition to your Federal Direct Unsubsidized Stafford loan and/or any scholarships you may have received, you may borrow additional loan funds using the Federal Direct Graduate PLUS Loan. To apply for these funds, you will need to apply online: <https://studentaid.gov/app/launchPLUS.action?plusType=gradPlus>

**Complete a Federal Graduate PLUS loan Master Promissory Note:** A separate Master Promissory Note is required for the Graduate PLUS loan. This can be completed at: <https://studentaid.gov/app/launchMpn.action?mpnType=gradPlusMpn>

**Highly Recommended Action to safely receive financial aid refunds**

 **Sign up for Direct Deposit (strongly recommended) -** When financial aid funds exceed university charges, a refund is processed by Student Accounting to assist with the purchases of books, supplies, and other educational or living expenses. Direct Deposit of your refund is faster, easier, and more secure than mail delivery of a paper check. Please complete the electronic “Direct Deposit Bank Authorization” form: use this [link](https://urldefense.com/v3/__https:/treasury.vcu.edu/disbursements/direct-deposit-of-financial-aid/__;!!JqxBPMk!jbi_P0v7TWhofg83dxeJWDdy4LJJCBARudmEz6LALAMrVLTJbV2DNtRZzY3Z9xfAGkybQUYYAtlVBgPxU0c$)

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