**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 be completed in VCU’s eServices:**

 **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 **1.** **Log onto eServices, 2. Click the Financial Aid Tab, 3. Click Financial Aid Dashboard 4. Select 2024-2025 Financial Aid Award Year (top right) 5. Read and Accept (at the top)**

 **Complete the Authorization to Use Federal Title IV Funds online – 1. Log onto eServices, 2. Click the Financial Aid Tab. 3. Click Financial Aid Dashboard 4. Click Resources tab. 5. Answer two questions**

 **Accept the Unsubsidized Stafford Loan Online** – **1. Log onto eServices, 2. Click the Financial Aid Tab, 3 Click Financial Aid Dashboard 4. Select 2024-2025 Financial Aid Award Year (top right) 5. Click Offer tab 6. Read and choose the option to either Accept, Decline, or Accept a partial amount for both the fall and spring semesters, and hit confirm. (**Changes can be made during the academic year by contacting Financial Aid**)**

**To be completed at studentaid.gov**

 **Electronically sign the Stafford Loan Master Promissory Note -** If this is the first time you are borrowing as a graduate/professional Unsubsidized Loan, you are **required** to complete a Master Promissory Note (MPN) online. You will need your FSA ID to serve as your electronic signature**:** [**https://studentaid.gov/mpn/**](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 <https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance>

 **Complete a Federal Graduate PLUS Loan Request -** If you need funds in addition to your Unsubsidized loan/scholarships, you may borrow additional loan funds using the Graduate PLUS Loan. To apply: <https://studentaid.gov/plus-app/>

**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/mpn/grad/landing>

**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. The “Direct Deposit Bank Authorization” form can be found at: <https://treasury.vcu.edu/disbursements/-direct-deposit-of-financial-aid/>