



Financial Aid/Student Account Checklist

Financial Aid – financialaid@ashland.edu or 419-289-5002

Have all your financial aid processes been completed?

Criteria	Website to Complete	Completed	N/A
FAFSA filed	studentaid.gov/fafsa	<input type="checkbox"/>	<input type="checkbox"/>
Offer letter reviewed	selfservice.ashland.edu/Student	<input type="checkbox"/>	<input type="checkbox"/>
Master Promissory Note (MPN) submitted (new borrowers only)	studentaid.gov/mpn "Complete Aid Process – Complete Master Promissory Note – MPN for Undergraduates"	<input type="checkbox"/>	<input type="checkbox"/>
Loan Entrance Counseling completed (new borrowers only)	studentaid.gov "Complete Aid Process-Complete Entrance Counseling"	<input type="checkbox"/>	<input type="checkbox"/>
Verification paperwork submitted (only upon request of Fin Aid Office)	https://www.ashland.edu/finaid-forms	<input type="checkbox"/>	<input type="checkbox"/>
Annual Student Loan Acknowledgement completed	studentaid.gov/asla/	<input type="checkbox"/>	<input type="checkbox"/>
Outside Scholarships (Students must notify the Financial Aid Office of any outside scholarships they are awarded.)	financialaid@ashland.edu	<input type="checkbox"/>	<input type="checkbox"/>

Private loans / Parent loans

Criteria	Website to Complete	Completed	N/A
Application submitted	ashland.edu/student-loans	<input type="checkbox"/>	<input type="checkbox"/>
Credit approved by Private Loan Lender	ashland.edu/student-loans	<input type="checkbox"/>	<input type="checkbox"/>
Application approved for Parent PLUS Loan	studentaid.gov "Apply for Loan – Apply for a Plus Loan – Apply for Parent Plus Loan"	<input type="checkbox"/>	<input type="checkbox"/>
MPN submitted for Parent PLUS Loan (new parent borrowers only)	studentaid.gov "Complete Aid Process – Complete Master Promissory Note – MPN for Parents"	<input type="checkbox"/>	<input type="checkbox"/>

Student Accounts – busoff@ashland.edu or 419-289-5022

Is your entire balance covered?

Criteria	Website	Completed	N/A
Health insurance waived	wellfleetstudent.com	<input type="checkbox"/>	<input type="checkbox"/>
All scholarships and awards are credited on account	selfservice.ashland.edu/Student	<input type="checkbox"/>	<input type="checkbox"/>
Payment Plan for remaining balance has been created (if applicable)	selfservice.ashland.edu/Student Instructions at ashland.edu/tuition	<input type="checkbox"/>	<input type="checkbox"/>
One-time payment has been made (if applicable)	selfservice.ashland.edu/Student Instructions at ashland.edu/tuition	<input type="checkbox"/>	<input type="checkbox"/>
Add parents / third party to account to make payments and receive notifications	selfservice.ashland.edu/Student Instructions at ashland.edu/tuition	<input type="checkbox"/>	<input type="checkbox"/>
Sign up for Direct Deposit electronically for efficient and secure receipt of refund (if applicable)	selfservice.ashland.edu/Student Banking Information Instructions at ashland.edu/tuition	<input type="checkbox"/>	<input type="checkbox"/>

Residence Life – reslife@ashland.edu or 419-289-5303

Are you ready to move in? Are you approved to live off-campus?

On-campus students

Criteria	Contact for questions / assistance	Completed	N/A
Registered as a full-time student (12 credit hours or more)	academic-advising@ashland.edu	<input type="checkbox"/>	<input type="checkbox"/>
Housing application complete / assignment received	housing.ashland.edu	<input type="checkbox"/>	<input type="checkbox"/>
Verify move-in date/time sent to your AU email by Res Life	reslife@ashland.edu	<input type="checkbox"/>	<input type="checkbox"/>

Off-campus students

Off-campus application complete	housing.ashland.edu	<input type="checkbox"/>	<input type="checkbox"/>
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Reserve Textbooks-August 1st at www.ashlandbookstore.com *Please note: some material(s) may be digital. *

IMPORTANT INFORMATION FROM STUDENT ACCOUNTS AND FINANCIAL AID

Please login to selfservice.ashland.edu/Student to view your most up-to-date account information. Please be advised that if the student has not filled out a Financial Release form, our offices will only be able to discuss account information with the student. This form can be found at www.ashland.edu/finaid-forms.

Please remember that Federal Financial Aid and Alternative Loans will be applied to your account **10 days prior to the start of classes** and are not subtracted from your account balance until that time. Such Federal Financial Aid is as follows:

- Federal Subsidized Loans
- Federal Unsubsidized Loans
- Federal PLUS Loans (Parent and Graduate)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grants
- Federal Teach Grants

Please take anticipated aid on your offer letter into account when calculating your payment amount. If you notice anticipated aid is not listed, make sure the following financial aid steps have been completed:

- All financial aid application processes may be completed online at www.ashland.edu/administration/financial-aid/current-students
- Review your financial aid offer letter on Self Service (selfservice.ashland.edu/Student), compare it to your bill, and make sure you have completed necessary steps to secure all funds.
- Loan processes are available at www.ashland.edu/student-loans
- If our office has requested any paperwork from you, please submit it as soon as possible either by email to financialaid@ashland.edu or fax to 419-289-5976. **Note processing times on all forms.**
- For any questions about financial aid, or to schedule an appointment please contact your financial aid immediately.
- **OUTSIDE SCHOLARSHIPS:** Students must notify the Financial Aid Office of any outside scholarships they are awarded.

First Letter of Student's Last Name	Financial Aid Counselor	Email	Phone
A – C	Dawn Langdon	dlangdon@ashland.edu	419-289-5891
D – G	Tim Johnson	tjohns19@ashland.edu	419-289-5913
H – L	Jamie Jarvis	jjarvis2@ashland.edu	419-289-5855
M - P	Rachel Molnar	rmolnar@ashland.edu	419-289-5914
Q – S	Lori Oney	loney2@ashland.edu	419-207-5519
T - Z	Steve Howell	showell@ashland.edu	419-289-5944

If you already have health insurance, you will need to complete a waiver to remove our coverage/charge as soon as possible, but no later than **September 27, 2021**. New students will need to create an account in order to complete the enrollment or waiver process. Returning students should use their login information they created for 2020-2021 school year. Please go to www.wellfleetstudent.com, search Ashland University, click Enroll or Waive, then Waive Insurance. Please make sure to go all the way through until you get a successful submission confirmation. Paper waivers will **NOT** be accepted. Additional information can be found at www.ashland.edu/administration/student-accounts/student-health-insurance.

PAYMENT OPTIONS

Login into your student account at selfservice.ashland.edu/Student to make a payment or set up a payment plan through CASHNet.

- Electronic Checks (ACH) can be utilized with **no service fee**.
- Domestic credit/debit card payments will be assessed a 2.75% non-refundable service fee.
- Payments by mail: Please note Student ID in memo, send check to Student Accounts, Ashland University, 401 College Ave., Ashland, Ohio 44805.
- Set up a Payment Plan through CASHNet to spread the cost of a semester over up to 5 installments.
- Assign parents/third parties to your account in order to make payments and review your bill or make payment on your account.

Terms of Payment

- The balance of a student's account must be covered before a student can move into any University facilities.
- Interest will be charged on all past due balances at a rate of 1.5% monthly.
- Only students with a balance under \$1,000.00 will be allowed to register for subsequent semesters.
- Graduating students must have accounts paid in full before they can receive their diploma and/or transcript(s).
- No person may have a transcript until his/her account is paid in full.

If you have any questions about your bill, please contact Student Accounts at busoff@ashland.edu or 419-289-5022, Monday-Friday from 8 am-4 pm.