



ILLINOIS WESLEYAN
UNIVERSITY
FINANCIAL AID CHECKLIST

GENERAL

- Accept or Decline All Financial Aid Awards Online
- Check and Submit Missing Financial Aid Documents

How to Accept/Decline Financial Aid and How to Track Financial Aid Documents (received and missing).

1. Log in MyIWU
2. Click on “Banner Self Service”
3. Click on “Student Dashboard”
4. Click on “Financial Aid”
5. Click on the tab “Award Offer”
6. To accept and/or decline aid, click on the “Select” box under Take Action
 - Choose Accept/Decline/Modify in the drop down menu next to each award
7. Click on Submit once you have made all changes

8. Log in MyIWU- Student Self Service Dashboard
9. Click on “Financial Aid”
10. Home screen shows what items need action
11. Click on item name and it will take you to the document/action you need to complete
12. Complete all Unsatisfied Requirements
 - Completed documents will not be reflected in your Self Service immediately. It could take up to 5 days to be updated due to Truth in Lending Act (TILA) Laws.
13. “General Links” at the bottom of the page provide additional information if you have any questions

If you have problems accessing your MyIWU, please call the IWU Help Desk at 309-556-3900.

If you have any questions about accepting your aid, or completing your documents, please call the Financial Aid Office at 309-556-3096.

- Send in Private Scholarship Notification Letter(s) to IWU Financial Aid Office by mail or fax.

STUDENT LOANS (if awarded one of these loans)

- Complete Direct Loan Entrance Counseling for Stafford Loan(s) – Between May 1 and Aug 1
- Complete Direct Loan Master Promissory Note for Stafford Loan(s) – Between May 1 and Aug 1
- Complete IWU and/or Nursing Loan Entrance Counseling/Disclosures/Master Promissory Notes – Between May 15 and August 1 (email from webmaster@ecsi.net will inform you it is ready to complete)

STUDENT EMPLOYMENT (if awarded student employment opportunity)

- Receive/Read Student Employment Handbook with other student employment instructions sent in July
- Complete and sign I9/W4 employment forms and bring to the Financial Aid Office with required original documents* - complete upon arrival to campus in the Fall

*Federal Law requires you to present documents that establish both identity and employment authorization. Examples are: an unexpired US passport OR one of the following: a driver's license, state ID, school ID AND one of the following: a certified birth certificate, Social Security card. **Federal Law requires the original documents**; copies and faxes cannot be accepted.

OTHER FINANCING OPTIONS

- Apply for Federal Direct Parent PLUS Loan - April-July preferred
 - a. Please ensure you complete the Master Promissory Note in addition to completing the credit application
 - b. PLUS Loan applications are processed online at studentloans.gov
- Apply for a Private Alternative Loan - April-July preferred
 - a. Families should apply through a private lending source (i.e. bank, credit union, etc...)
- Home Equity Loan - April-July preferred
 - a. Parents should inquire with their mortgage lender concerning the application process and terms and conditions of a home equity loan