



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 into MyIWU
 2. Click on “Banner Self Service”
 3. Click on “BSS – My Profile”
 4. Click on the 4 squares in the top left corner
 5. Click on “Banner”
 6. Click on “Student Menu”
 7. Click on “Financial Aid”
 8. Click on “Financial Aid Award Information”
 9. Click on the tab “Award Offer”
 10. 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
 - NO ACTION NEEDS TO BE TAKEN ON ANY OF THE GRANTS AND SCHOLARSHIPS
 11. Click on Submit once you have made all changes
- How to Track Financial Aid Documents (received and missing)
 1. Log into MyIWU
 2. Click on “Banner Self Service”
 3. Click on “BSS – My Profile”
 4. Click on the 4 squares in the top left corner
 5. Click on “Banner”
 6. Click on “Student Menu”
 7. Click on “Financial Aid”
 8. Click on “Financial Aid Award Information”
 9. Home screen shows what items need action
 10. Click on item name and it will take you to the document/action you need to complete
 11. Complete all “Unsatisfied Requirements”
 - Completed documents will not be reflected in your Self Service immediately. It could take up to 5 days for some loan documents
 12. “General Links” at the bottom of the page provide additional information if you have any questions
- Send in Private Scholarship Notification Letter(s) to IWU Financial Aid Office by email, mail or fax

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.

**(More info on back)*



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STUDENT LOANS (if awarded one of these loans)

- Complete Direct Loan Entrance Counseling for Stafford Loan(s) – Between May 1 and August 1
- Complete Direct Loan Master Promissory Note for Stafford Loan(s) – Between May 1 and August 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 a student employment opportunity)

- Review Student Employment Handbook with other student employment instructions sent via email in July and/or August
- Complete and sign I9, Fed W-4, IL State W-4 and bring to the financial Aid Office with required original documents* -- Complete upon arrival to campus

*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 studentaid.gov/plus-app/
- 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