

Welcome to IWU! We know that completing the financial aid process can feel overwhelming, but you don't have to navigate it on your own. This checklist is here to guide you through accepting your aid and submitting any needed documents. Our Financial Aid Office is here to support you every step of the way. If you have questions at any point, don't hesitate to reach out. We're always happy to walk through things with you so you can feel confident in your plan and focus on what matters most: making the most of your IWU experience!

## GENERAL

### Accept or Decline All Financial Aid Awards Online

How to accept/decline financial aid (loans and student employment)

1. Log in to [MyIWU](#)
2. Click on "Banner Self Service" on the left side of the screen
3. Click on "Ellucian Banner"
4. Locate "Financial Aid Card" and click on "Your Financial Aid Account"
5. Click on the "Award Offer" tab
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"
  - ▶ **No action needs to be taken on any of the grants and scholarships**

### Check and Submit Missing Financial Aid Documents

How to track financial aid documents (received and missing)

1. Log in to [MyIWU](#)
2. Click on "Banner Self Service" on the left side of the screen
3. Click on "Ellucian Banner"
4. Locate "Financial Aid Card" and click on "Your Financial Aid Account"
5. All missing requirements are found on this "Home" tab
  - ▶ Click on item name and it will take you to the document/action you need to complete
  - ▶ Complete all "Unsatisfied Requirements"
    - You cannot complete IWU Loan Documents until you receive an email from [webmaster@ecsi.net](mailto:webmaster@ecsi.net) with the link and pin required
    - You must accept/decline loans first for all correct missing documents to appear/disappear
    - Completed documents will not be reflected in your Self Service immediately. It could take up to 5 days for some loan documents to be reflected in your Self Service

If you have problems accessing your MyIWU, please contact the IWU Help Desk at (309) 556-3900 or [it@iwu.edu](mailto:it@iwu.edu)  
 If you have any questions about accepting your aid or completing your documents, please call the Financial Aid Office at (309) 556-3096.

## GENERAL (CONTINUED)

### **Outside Scholarship(s)**

- ▶ Send in "Private Scholarship Notification Letter(s)" to IWU Financial Aid Office at [iwufaid@iwu.edu](mailto:iwufaid@iwu.edu)

## STUDENT LOANS (IF AWARDED ONE OF THESE LOANS)

### **Stafford Loans**

- Complete **Direct Loan Entrance Counseling** between May 1 and August 1
- Complete **Direct Loan Master Promissory Note** between May 1 and August 1

### **IWU and/or Nursing Loans**

- Complete Loan Entrance Counseling/Disclosures/Master Promissory Notes between May 15 and August 1
  - ▶ You cannot complete IWU Loan Documents until you receive an email from [webmaster@ecsi.net](mailto:webmaster@ecsi.net) with the link and pin required

## STUDENT EMPLOYMENT (IF PLANNING TO WORK ON CAMPUS THIS YEAR)

- Review **Student Employment Handbook** with other student employment instructions sent via email over the summer
- 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**
  - ▶ Complete the **PLUS Loan Master Promissory Note**
- Apply for a **Private Alternative Loan**
  - ▶ Families should apply through a private lending source (i.e. bank, credit union, etc.)
- Home Equity Loan
  - ▶ Parents should inquire with their mortgage lender concerning the application process and terms and conditions of a home equity loan
- Education Plans (529, College IL, etc.)
  - ▶ Contact the business office at [busnoff@iwu.edu](mailto:busnoff@iwu.edu) or (309) 556-3022 for more information
- Business Office Monthly Payment Plan
  - ▶ You can find more information on billing, payment plans, etc. on the **Business Office Website**

All additional financing should be in place no later than July 14 to avoid late fees.