Financial Aid Checklist

Complete the Free Application for Federal Student Aid (FAFSA)

- Complete the Free Application for Federal Student Aid (FAFSA) to start the financial aid process. The FAFSA is available January 1st for the upcoming academic year.
- **UNC Asheville’s Federal School Code is 002907**
  UNC Asheville’s Priority FAFSA filing date is March 1st. Students whose FAFSA has been received and processed by the processor by this date will be considered first for certain institutional grants.
- The student and parent must each obtain a (PIN) password. The (PIN) password serves as your electronic signature. Please make sure both you and your parent (if your parent’s signature is required) sign the FAFSA or it will be rejected. Please be sure to keep all (PIN’s) passwords in a safe location.

Complete any outstanding financial aid requirements

- If additional documents are required, you will be notified via your UNC Asheville email. All incomplete requirements can be viewed via UNC Asheville’s OnePort.
- If selected for Verification, UNC Asheville contracted with The School Serving Center (SSC) https://www.sscwp.org to complete the verification process. SSC will also notify you by email of missing documents needed to complete this process.

Complete a FERPA release (Proxy)

- If you wish for UNC Asheville to release your financial aid information to a parent or other members of your family, you must voluntarily waive your right to privacy under the Family Educational Rights and Privacy Act (FERPA).
- Instructions for completing the Proxy can be found at the Office of the Registrar website.

Receive award notification email

- Once the FAFSA is received and all awarding requirements are met, you will receive an award notification email. Your official award notification can be viewed via UNC Asheville’s OnePort.

Accept Award Terms and Conditions online via UNC Asheville OnePort

- Select Award Terms and Conditions. Read the information in the Terms and Conditions tab carefully. You will not be able to accept your financial aid award until you read and accept the Terms and Conditions.

Accept Loans online via UNC Asheville OnePort

- All students must accept or decline loans online via UNC Asheville OnePort. Students may accept full or partial loan amounts. This is a one-time acceptance process that must be completed each academic year.
- Changes in loan amounts after accepting, reducing or declining the loans will require student to complete the Student Loan Adjustment Form located https://financialaid.unca.edu/forms.

Complete Loan Entrance Counseling (Required for First Time Borrowers)

- All new or transfer students must complete loan entrance counseling. You can satisfy this requirement by completing the entrance interview module at https://studentloans.gov.
Complete and Submit the Master Promissory Note (MPN) to Direct Lending

- Only for first time borrowers & transfer students
- If you are receiving a Federal Student Loan and/or a PLUS Loan, Direct Lending must receive the MPN in order for the funds to disburse to UNC Asheville. The MPN can be signed at https://studentloans.gov.
- Parent Plus Loans will not defer your bill until our office has received notification that the Master Promissory Note has been signed and the loan has been credit approved.
- If you have a Federal Perkins Loan, please see the Student Accounts Office to complete the Master Promissory Note.

Important Dates to Remember

- January 1st earliest date to file a FAFSA
- March 1st Priority FAFSA filing date.
- Mid-March-Early April the Financial Aid Office starts the awarding process for new incoming freshman and transfer students.
- March-Students notify the Office of Financial Aid of any outside scholarships they have received.
- Mid-April Summer School Applications are due to the Financial Aid Office.
- Mid-May Students notified if they have not met the SAP Policy for Financial Aid Eligibility.
- Early August-Payment due to the Office of Student Accounts for fall classes.
- August- (Census Day) 10 days after the first day of classes Fall enrollment hours are locked for SAP purposes.
- Early December-Payment due to the Office of Student Accounts for spring semester.
- November 1 (Spring Students): Priority filing date for Spring Semester.

Other Important Information

Refund Check

- If you are due a refund check and have satisfied all requirements, you may receive your refund check by the first day of classes. You will be notified via UNC Asheville email from the Office of Student Accounts stating your refund check is ready.

Review Satisfactory Academic Progress Policy (SAP)

- The Satisfactory Academic Progress Policy (SAP) is a federal policy that can prevent students from receiving financial aid due to inadequate academic progress. You can view your status by going through the Financial Aid section and selecting Academic Progress Tab. Your SAP status is based on your enrollment that is locked at the end of the Schedule Adjustment period (which is usually the first week of classes). After having read the policy, please contact our office if you have further questions.