



At Benedictine University, the Office of Financial Aid understands that sometimes applying for federal assistance can be daunting. To assist students in navigating the process, we have provided a list of steps to guide our students through applying for financial assistance.

1. Review Federal requirements for federal student aid eligibility.

To receive federal financial aid, you must:

- Be a U.S. citizen or eligible non-citizen.
- Be enrolled at least half-time in a degree-seeking program (audited, repeated, and other non-credit classes do not apply).
- Making satisfactory academic progress.
- Demonstrate financial need.
- Not be in default on any loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended, at any institution.

2. Apply for and Create a Federal Student Aid (FSA) ID.

The [FSA ID](#) is the username and password that you will use on all federal student aid websites. You will need this FSA ID to complete your FAFSA each year. *If you are a dependent student, your parent will also need to create an FSA ID.*

Create your FSA ID [here](#).

3. Complete your Free Application for Federal Student Aid (FAFSA).

This free application serves as a gateway for all federal, state, and Benedictine University need-based financial assistance. Keep in mind, some funding is awarded on a first-come, first-served basis. Students should complete their [FAFSA](#) as soon as possible each year, starting on October 1st.

Be sure to use the **IRS's Data Retrieval Tool** to import your tax information if it is available to you. If it is not available, you will need federal tax transcripts or tax returns to complete the application. Estimated data can be used and updated later.

Include Benedictine University's federal school code: **001767** so that the results of your FAFSA application will be automatically sent to the BU's Office of Financial Aid. Please be aware that it can take several business days for the Department of Education to process your application.

Complete your FAFSA [here](#).

4. Review your Student Aid Report.

Once your FAFSA has been processed by the Department of Education, you will receive a Student Aid Report (SAR). This email reviews estimates of your eligibility, as well as any additional steps required to receive federal funding.



Approximately 1 out of every 3 FAFSAs is selected to complete a process called verification. If your FAFSA is selected by the Department of Education, you will need to submit additional documents in order to receive aid.

Further information about verification, click [here](#).

Special or Unusual Circumstances Appeal – A family that has experienced a major change in their financial status since filing their FAFSA may submit a formal letter of appeal to pursue an adjustment. All appeals will receive a notification regarding changes made to the student aid report within 60 days.

For further information on Special Circumstance, click [here](#).

5. Review your Financial Offer Notification.

Once the Office of Financial Aid receives your FAFSA results, we begin the process of awarding all accepted students based on their FAFSA. You will receive a financial aid offer notification by mail after your awards have been offered to your account. You can also view your awards on your [MyBenU](#) account.

This award notification will encompass all federal, state, and institutional funding that a student is eligible to receive, including institutional scholarships. These scholarships are based on each student's academic record and are awarded at the time of a student's acceptance by the Admission Office.

For more information about institutional scholarships, click [here](#).

6. Accept or adjust your awards.

Students who wish to decline a financial aid award(s) or reduce the amount of an award or loan must sign and return their award notification within fourteen (14) days of its receipt.

All students using federal student loans for the first time should complete a [Master Promissory Note](#) and [Loan Entrance Counseling](#).

7. If needed, apply for additional funding through local, regional, and national outside scholarships.

Check with your high school guidance office, parents' employers and free scholarship websites such as [BU Outside Scholarships](#), [fastweb scholarships](#), and [US Dept of Labor](#) to locate potential scholarships.