

# YOUR NEXT STEPS WITH FINANCIAL AID

Use your Ursa account to manage your financial aid. Through your Ursa account, you will be able to accept or decline your financial aid, view changes to your award, review outstanding requirements, complete required forms, read messages from Financial Aid and much more.



## IMPORTANT FINANCIAL AID DATES

### HOW TO ACCEPT YOUR FINANCIAL AID

- LOG INTO YOUR URSA ACCOUNT**  
Visit [ursa.unco.edu](http://ursa.unco.edu) to log into your account.
- CLICK ON THE "FINANCIAL" TAB**  
There will be a link to your financial aid award letter and requirements in the lower right hand corner. Select the drop down box, and choose the current academic year and submit.
- REVIEW YOUR AWARD LETTER AND REQUIREMENTS**  
Select the "Terms and Conditions" tab, and read all the information before submitting the "I Accept" button and moving to the next step.
- ACCEPT OR DECLINE YOUR AWARD**  
You must accept, decline or adjust the aid offered to you. Do not leave anything in "Offered" status. You have 20 days to review and accept your award after your award is posted or it may be canceled. If you decline your Federal Direct Stafford or Plus loans, it may be possible to reinstate them later. Please see below for additional loan requirements.

### ADDITIONAL FINANCIAL AID REQUIREMENTS

#### STUDENT LOAN REQUIREMENTS FOR FIRST-TIME BORROWERS

First-time borrowers are required to complete Loan Entrance Counseling and a Master Promissory Note (MPN). Students accepting either Federal Stafford Loans or Federal Perkins Loans will have requirements on URSA to complete both Loan Entrance Counseling and MPN(s). You will need your Federal Student Aid ID (FSA ID) to sign the MPN online. You can retrieve your FSA ID at [fsaid.ed.gov](http://fsaid.ed.gov).

#### PARENT LOAN REQUIREMENTS

If you were offered a Parent Plus Loan and your parents wish to receive the funds, they will need to visit [studentloans.gov](http://studentloans.gov) to complete a Parent PLUS Credit Check and MPN. The parent applying for the Parent Loan will need their FSA ID; the FSA ID can be retrieved at [fsaid.ed.gov](http://fsaid.ed.gov). The Parent Loan MPN and credit check should be completed once the parent is prompted via postal mail from the Department of Education. UNC will receive the results of the credit check electronically.

*Please Note: The parent that applies for the PLUS loan must also be the one to complete the MPN. Double-check your information for accuracy to avoid delays.*

#### NOW

- If you are planning on taking out a student loan, be sure to complete the Entrance Counseling and sign the Master Promissory Note at <http://studentloans.gov/myDirectLoan>.

#### JUNE 15

- Check your URSA account regularly for updates under the "Financial" tab and turn in any information or documentation that has a "red" flag next to it.
- Accept or Decline your Financial Aid.
- Contact the Office of Financial Aid with any questions you may have.

#### OCTOBER 1

- FAFSA is open for Fall 2019 academic year. For more information, see back.



UNIVERSITY OF  
**NORTHERN  
COLORADO**

Office of Financial Aid  
Carter Hall 1005  
Phone: (970) 351-2502  
Email: [ofa@unco.edu](mailto:ofa@unco.edu)  
[unco.edu/financial-aid](http://unco.edu/financial-aid)  
Office Hours:  
8am – 5pm, Monday - Friday

## WORK-STUDY

If you have been awarded Work-Study, it will be posted on your Financial Aid Award Letter in your Ursa account. To begin your job search, you can visit Handshake online job bank at [unco.joinhandshake.com](http://unco.joinhandshake.com). Once you have been hired, you can earn up to the total amount of your work-study award by receiving a paycheck for hours worked per academic year.

## HOW TO RECEIVE YOUR FINANCIAL AID

### REGISTER FOR CLASSES

Financial Aid will not disburse unless you are registered at UNC at least half-time. All students awarded aid must be registered for at least 12 credits to be considered full-time. Be sure to let Financial Aid know if you plan to enroll less than full-time so required adjustments can be made.

### ALL REQUIREMENTS MUST BE COMPLETED AND ON FILE

All requirements must be completed in order to receive your financial aid.

### PAYING YOUR UNIVERSITY BILL WITH YOUR FINANCIAL AID

If all requirements are met, your financial aid will be applied directly to your university bill. The amounts are reflected on your bill. You must pay your total bill by the 10th day of class of the semester. To learn more about Bear Pay, UNC's new monthly pay plan, go to: [www.unco.edu/bearpay](http://www.unco.edu/bearpay).

### REFUND

If the amount of your financial aid exceeds the amount due to the university, then the Office of Accounting Services will refund the balance of your aid for the term by direct deposit or a check. If the amount is less, then you will have a balance due to the university. If you anticipate receiving a refund, then you can arrange a direct deposit to your bank account by completing the direct deposit form and returning it to the Payroll Office. The form is located online, visit <http://bit.ly/UNCdepositform>.

## OUTSIDE SCHOLARSHIPS

If you receive outside scholarships or assistance at any time during the award year, you must report these to the Office of Financial Aid as it could affect other financial aid that you are receiving.

## WHAT YOU NEED TO KNOW ABOUT THE FAFSA

You and your parent(s) will be able to file the 2019-20 FAFSA using your completed 2017 federal tax return starting October 1. You'll want to complete the FAFSA every year to be eligible for financial aid. We strongly encourage you to use the IRS Data Retrieval Tool (DRT) to import your tax and income information into your FAFSA.

## USEFUL FINANCIAL AID TERMS

**AWARD** the total amount of all grants, loans, work-study and scholarships offered to the student

**FEDERAL STUDENT AID ID (FSA ID)** gives you access to Federal Student Aid's online systems and can serve as your legal signature

**FULL-TIME** registered for at least 12 credits during a semester

**GRANT** need-based financial aid that does not need to be paid back

**LOAN** money loaned to be repaid with interest

**MASTER PROMISSORY NOTE** legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education

**PART-TIME** registered for fewer than 12 but more than six credits during a semester

**SCHOLARSHIP** money awarded to help pay for education, usually for students who meet specific requirements

**URSA** UNC's online point of access to secure information and tools. Used by students to manage their registration, view their grades, view and pay their student bills, receive notifications and messages about their financial aid, complete student forms and more



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