

**Tulane Law Financial Aid Office**

## Tulane Law School Loan Checklist 2018-2019

<input type="checkbox"/>	<b>Complete the 2018-2019 FAFSA</b> (Free Application for Federal Student Aid) at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>	<b>Every Year</b>
<input type="checkbox"/>	<b>Federal Direct Loans: Complete Entrance Counseling</b> Go to <a href="http://www.studentloans.gov">www.studentloans.gov</a> , sign in with your FAFSA FSA Id, social security number, name and date of birth, and then click “ <i>Complete Entrance Counseling.</i> ” Entrance Counseling will ensure your understanding of financial aid basics, is required, and will take approximately 30 minutes to complete.	<b>Once: First year borrowing for your program of study</b>
<input type="checkbox"/>	<b>Federal Direct Loans: Sign Master Promissory Note (MPN)</b> Note: You must have two references who do not live with you, and your driver’s license number to complete the applications. Go to <a href="http://www.studentloans.gov">www.studentloans.gov</a> and sign in. Click “ <i>Complete Master Promissory Note.</i> ” Complete a MPN for the Federal Direct Unsubsidized Loan. Once you have completed your MPN, click on “ <i>Completed MPNs</i> ” on the left side of the screen to verify the MPN that you submitted and to print a copy for your records.	<b>Once: First year borrowing for your program of study</b>
<input type="checkbox"/>	<b>Apply for a Private Loan</b> If you chose a private loan over a Federal Direct Unsubsidized loan you will need to decline the Federal Direct Unsubsidized Loan on Gibson Online. In order for the Financial Aid Office to certify your private educational loan you will also need to submit the name of the lender and amount of the loan (which may be up to the cost of attendance less any other aid you have accepted). For a list of Tulane Universities Preferred lenders please visit: <a href="https://www.elmselect.com/oll/SchoolLenderList/?schoolId=8282">https://www.elmselect.com/oll/SchoolLenderList/?schoolId=8282</a>	<b>Every Loan Request</b>
<b>*****Items to Complete After Completing Entrance Counseling and Signing MPN*****</b>		
<input type="checkbox"/>	<b>Check Gibson Online Financial Aid tab for any outstanding requirements</b> for example, you are required to provide a signed copy of your latest federal tax return along with other documents before we can finalize your financial aid package if you are selected for federal verification. Log in here <a href="https://gibson.tulane.edu/">https://gibson.tulane.edu/</a> .	<b>Every Year</b>
<input type="checkbox"/>	<b>Accept Your Student Loan Awards</b> You will receive an email from the Law School Financial Aid Office which indicates the amount of federal loan you are eligible for. You will be asked to reply to this email with confirmation of the amount that you would like in loan. Loan amounts can be offered up to the Cost of Attendance. This includes tuition and a small book allowance.	<b>Every Year</b>
<input type="checkbox"/>	<b>Disbursement of Financial Aid:</b> Financial Aid disburses on the first day of classes provided all requirements for it have been met. It disburses to your Tulane student account.	<b>Every Loan Disbursement</b>
<input type="checkbox"/>	<b>Request a Refund</b> through Gibson Online Your student account may become eligible for a credit balance refund if new payments/credits have overpaid your account. Refunds are not granted for anticipated payments, such as financial aid not yet disbursed. Students with a credit balance (displayed as a negative number) may set up a Direct Deposit to their bank account and request a refund through Gibson Online. Please allow 1 -3 business days for a response to your request as all requests are processed in the order in which they are received. If approved, the status of your request will be updated to Approved and your account will be debited with a refund transaction. Once the refund transaction is posted, your funds will be disbursed either by direct deposit or a mailed check. Please visit <a href="https://pandora.tcs.tulane.edu/acctrec/tn_refunds.asp#1">https://pandora.tcs.tulane.edu/acctrec/tn_refunds.asp#1</a> for instructions on setting up Direct Deposit and Requesting a Refund.	<b>Every Loan Disbursement</b>