



Financial Aid/Student Account Checklist

Financial Aid – gradfinaid@ashland.edu or 419-289-5003

Have all your financial aid processes been completed?

Criteria	Website	Completed	N/A
FAFSA filed	studentaid.gov/fafsa	<input type="checkbox"/>	<input type="checkbox"/>
Offer letter reviewed	selfservice.ashland.edu/Student	<input type="checkbox"/>	<input type="checkbox"/>
Master Promissory Note (MPN) submitted (new borrowers only)	studentaid.gov/mpn "Complete Aid Process – Complete Master Promissory Note – MPN for Graduate/Professional Students"	<input type="checkbox"/>	<input type="checkbox"/>
Loan Entrance Counseling completed (new borrowers only)	studentaid.gov "Complete Aid Process-Complete Entrance Counseling"	<input type="checkbox"/>	<input type="checkbox"/>
Verification paperwork submitted (only upon request of Fin Aid Office)	ashland.edu/finaid-forms	<input type="checkbox"/>	<input type="checkbox"/>
Annual Student Loan Acknowledgement completed	studentaid.gov/asla/	<input type="checkbox"/>	<input type="checkbox"/>
Outside Scholarships (Students must notify the Financial Aid office of any outside scholarships they are awarded)	gradfinaid@ashland.edu	<input type="checkbox"/>	<input type="checkbox"/>

Private loans / Grad PLUS loans

Criteria	Website to Complete	Completed	N/A
Application submitted	ashland.edu/student-loans	<input type="checkbox"/>	<input type="checkbox"/>
Credit approved by Private Loan Lender	ashland.edu/student-loans	<input type="checkbox"/>	<input type="checkbox"/>
Application approved for Grad PLUS Loan	studentaid.gov "Apply for Loan – Apply for a PLUS Loan – Apply for Grad PLUS Loan"	<input type="checkbox"/>	<input type="checkbox"/>
MPN submitted for Grad PLUS Loan (new borrowers only)	studentaid.gov/mpn "Complete Aid Process – Complete Master Promissory Note – MPN for Graduate/Professional Students"	<input type="checkbox"/>	<input type="checkbox"/>

Student Accounts – busoff@ashland.edu or 419-289-5022

Is your entire balance covered?

Criteria	Website	Completed	N/A
All discounts, scholarships and awards are credited on account	selfservice.ashland.edu/Student	<input type="checkbox"/>	<input type="checkbox"/>
Payment Plan for remaining balance has been created (if applicable)	selfservice.ashland.edu/Student Instructions at ashland.edu/tuition	<input type="checkbox"/>	<input type="checkbox"/>
One-time payment has been made (if applicable)	selfservice.ashland.edu/Student Instructions at ashland.edu/tuition	<input type="checkbox"/>	<input type="checkbox"/>
Add third party to account to make payments and receive notifications	selfservice.ashland.edu/Student Instructions at ashland.edu/tuition	<input type="checkbox"/>	<input type="checkbox"/>
Sign up for Direct Deposit electronically for efficient and secure receipt of refund (if applicable)	selfservice.ashland.edu/Student Banking Information Instructions at ashland.edu/tuition	<input type="checkbox"/>	<input type="checkbox"/>
Health Insurance-if needed	Contact Student Accounts for application information	<input type="checkbox"/>	<input type="checkbox"/>

Reserve Textbooks-August 1st at www.ashlandbookstore.com *Please note: some material(s) may be digital. *

IMPORTANT INFORMATION FROM STUDENT ACCOUNTS AND FINANCIAL AID

Please login to selfservice.ashland.edu/Student to view your most up-to-date account information. Please be advised that if the student has not filled out a Financial Release form, our offices will only be able to discuss account information with the student. This [form](https://www.ashland.edu/finaid-forms) can be found at www.ashland.edu/finaid-forms

Please remember that Federal Financial Aid and Alternative Loans will be applied to your account **10 days prior to the start of classes** and are not subtracted from your account balance. Such Federal Financial Aid is as follows:

- Federal Unsubsidized Loans
- Federal PLUS Loans (Graduate)

Please take anticipated aid on your offer letter into account when calculating your payment amount. If you notice anticipated aid is not listed, make sure the following financial aid steps have been completed:

- All financial aid application and loan processes may be completed online at ashland.edu/administration/financial-aid/graduate-students. Review your financial aid offer letter on selfservice.ashland.edu/Student, compare it to your bill, and make sure you have completed necessary steps to secure all funds.
- If our office has requested any paperwork from you, please submit it as soon as possible either by email to gradfinaid@ashland.edu or fax to 419-289-5976. **Note processing times on all forms.**
- For any questions about financial aid, or to schedule an appointment please contact your financial aid counselor immediately.
- **OUTSIDE SCHOLARSHIPS:** Students must notify the Financial Aid Office of any outside scholarships they are awarded.

First Letter of Graduate Student's Last Name	Financial Aid Counselor	Email	Phone
A - D	Jamie Jarvis	jjarvis2@ashland.edu	419-289-5855
E-J, S-Z	Tim Johnson	tjohns19@ashland.edu	419-289-5913
K - R	Dawn Langdon	dlangdon@ashland.edu	419-289-5891

PAYMENT OPTIONS

Login into your student account at selfservice.ashland.edu/Student to make a payment or set up a payment plan through CASHNet.

- Electronic Checks (ACH) can be utilized with **no** service fee.
- Domestic credit/debit card payments will be assessed a 2.75% non-refundable service fee.
- Corporate Reimbursement payments are due 30 days after the end of the semester.
- Payments by mail: Please note Student ID in memo, send check to Student Accounts, Ashland University, 401 College Ave., Ashland, Ohio 44805.
- Set up a Payment Plan though CASHNet to spread the cost of a semester over up to 5 installments.
- Assign parents/third parties to your account in order to make payments and review your bill or make payment on your account.

Terms of Payment

- Interest will be charged on all past due balances at a rate of 1.5% monthly.
- Only students with a balance under \$1,000.00 will be allowed to register for subsequent semesters.
- Graduating students must have accounts paid in full before they can receive their diploma and/or transcript(s).
- No person may have a transcript until his/her account is paid in full.

If you have any questions about your bill, please contact Student Accounts at busoff@ashland.edu or 419-289-5022, Monday-Friday from 8 am - 4 pm.