The following information is for NAU - Extended Campuses students.

To receive most types of financial aid you must be admitted into a degree-seeking program.

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| 1. | You may apply for financial aid as an applicant; you will be considered for financial aid once you have been admitted to the university. To check on the status of your application, please contact the appropriate admissions office.  
   - Undergraduate Admissions www.nau.edu/admissions 855.628.6333 or admissions@nau.edu  
   - Graduate College www.nau.edu/gradcol 800.426.8315 ext. 4348 or graduate@nau.edu |
| 2. | Obtain a PIN at [www.pin.ed.gov](http://www.pin.ed.gov), if you have not already received one from the federal processor.  
   Your PIN will allow you to access, complete, and electronically sign your FAFSA or Renewal FAFSA, make corrections to your Student Aid Report (SAR), and to complete Entrance Counseling (for first-time borrowers at NAU) and Exit Counseling (required if you drop below part-time, withdraw or graduate). You should never give your PIN to anyone. Be sure to keep your PIN in a safe place.  
   • Undergraduate Admissions www.nau.edu/admissions 855.628.6333 or admissions@nau.edu  
   • Graduate College www.nau.edu/gradcol 800.426.8315 ext. 4348 or graduate@nau.edu  
| 3. | Submit a completed FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using information from the requested income tax returns (preferably by February 14 to be awarded limited grant funding for those who are eligible). **NAU Federal School Code: 001082**  
   Use the FAFSA 2012-2013 for the fall 2012, winter 2012, spring 2013, and summer 2013 terms.  
| 4. | Obtain access to LOUIE ([Lumberjack Online University Information Environment](http://www.nau.edu/louie)) at [www.nau.edu/louie](http://www.nau.edu/louie) to check your financial aid award and disbursement status online. Use LOUIE to search and enroll in classes, check your current class schedule, review your grade reports, check for Holds, To-Do List items, and more.  
   **IMPORTANT:** Ensure that ALL steps on your LOUIE To-Do List are complete to avoid service fee charges.*  
| 5. | Obtain and use your NAU email account. The university considers email an official form of communication. You will receive important email notifications from the Office of Student Financial Aid and other NAU departments. **Take the time to review your NAU email on a regular basis at [www.my.nau.edu](http://www.my.nau.edu)**.  
   If you have questions regarding your NAU email or need other technical support, please contact the Student Technology Center at 888-520-7215 or ask-stc@nau.edu.  
| 6. | Once your file is complete it will go through a verification process. You may be required to submit further documentation before your financial aid can be awarded. Check your To-Do List on LOUIE to make sure your file is complete and verified.*  
   NAU also participates in the federal Quality Assurance Program which helps us improve financial aid services and processes. If chosen as a participant, you will be required to provide additional documentation for verification purposes after the disbursement of awards.  

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*Note: Service fee charges will be avoided if all steps on your LOUIE To-Do List are completed.*

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7. Complete Loan Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov) if you are a first-time loan borrower to NAU. Be sure to have your PIN on hand – you will need it to complete this process.

8. Sign Electronic Master Promissory Note. If you have never signed an Electronic Master Promissory Note (EMPN) before and you wish to accept a student loan, you will need to visit [www.studentloans.gov](http://www.studentloans.gov) and, using your Federal PIN, sign your EMPN.

9. Complete your Certification Statement. Log on to LOUIE at [www.nau.edu/louie](http://www.nau.edu/louie) and see your To Do List.

10. Enroll in all of the hours you indicated on the FAFSA (hours for which you are funded). You can view how many hours for which you are funded by logging on to your LOUIE account, selecting Financial Aid and scrolling down to Term Summary for Aid Year. Your funded hours will be under FA Load. **IMPORTANT!** If you indicated on your FAFSA that you will be full-time then you either must enroll as a full-time student or contact our office to have your class load and financial aid adjusted accordingly to avoid delays in getting your financial aid funds.*

   - **Graduate students:** 5 hours = part time, 9 hours = full time
   - **Undergraduate students:** 6 hours = part time, 12 hours = full time

   Dual-enrollment: Apply for a [consortium agreement](http://nau.edu/FinAid/Other-Programs/Dual-Enrollment/) if you want to receive financial aid based on your combined enrollment at NAU and another institution.

11. Sign up for Direct Deposit on LOUIE. Go to the LOUIE Student Center. Click on Finances. Click on Direct Deposit. You will need your savings or checking account number and the routing number for your United States bank or credit union. If you do not have a direct deposit account, your financial aid refund will be mailed in the form of a check to your ‘Refund’ address (on LOUIE). Checks are not available for in-person pick up.

12. If you have been awarded financial aid or a scholarship, check your LOUIE account to ensure your aid will cover your tuition and fees. **World Wide University:** Out-of-state, online student? Click on WWU link in LOUIE to see if you are eligible for this reduced tuition rate.

13. If financial aid does not cover your tuition and fees, be sure to pay this balance by the due date listed on your bill. If your tuition balance is greater than $500, you will be automatically placed on a Tuition Payment Plan for a non-refundable $125 service fee. **Save $40 by self-enrolling in the plan!** Submit the online form before the due date for a reduced service fee of $85. Go to: [http://nau.edu/SDAS/Payment/Payment_Plan/](http://nau.edu/SDAS/Payment/Payment_Plan/)

   **Reminder:** The summer and winter terms do NOT have an automatic Tuition Payment Plan. If you do not have enough financial aid to cover your summer/winter tuition, your classes will be dropped for non-payment. Visit [www.nau.edu/louie](http://www.nau.edu/louie) to see your charges.

14. Keep your home, mailing, and refund addresses current in LOUIE.

*Delays or incompletion of critical tasks will cause your aid to not disburse. Additionally, you may incur late fees, have your classes dropped, and/or be placed on the Tuition Payment Plan and charged a non-refundable service fee of $125.*