

HOW TO CHECK YOUR FINANCIAL AID STATUS: MISSING DOCUMENTS

You have completed the FAFSA application and we have loaded that information into our system. The Department of Education may require us to collect additional documents from your before we process any aid. Below are instruction for logging into the MyHSSU Portal to view these missing documents.

1. Go to Harris-Stowe State University’s Student Portal and login using the user name and password you received from the HSSU Office of Admission: <https://live.hssu.edu/ics>. Contact the office of Admission if you have any question about logging into the MyHSSU Portal.
2. Click on the *Admissions Tab* at the top of the screen.
3. Click on the *Application/Financial Aid Status* link on the left side of the screen. Here you can view your Admission Status, Folder Items, Financial Aid Document Tracking, and Financial Aid Awards.
4. Scroll down and select *View Financial Aid Document Tracking*.

Financial Aid Document Tracking

→ [View Financial Aid Document Tracking](#) ←

5. Make sure the Award Year at the top says “**2019-2020 Academic Year**”. The top section has documents that have not been received. Please give us 72 hours to update our system with received documents.

Financial Aid Document Tracking - Missing/Received Documents

Financial Aid Documents for: Yellow, Johnny Lee,, Jr

Award Year:

Below is a list of documents required to process your Financial Aid for this award year. You can click on the document to get a better explanation and a link to complete the document. The link to an outside website may require you to log in using your FSA ID. All of the documents are needed to process your financial aid.

| Missing Documents | Document Title | Source | Status | Due Date |
|-------------------|--|--------|--------------|------------|
| | On-line Loan Counseling | N/A | Not Received | 07/01/2014 |
| | Loan Request Form | N/A | Not Received | 01/29/2019 |
| | Loan Agreement (MPN) | N/A | Not Received | 01/29/2019 |
| | Parent Tax Transcript | N/A | Not Received | 01/29/2019 |
| | Student Tax Transcript | N/A | Not Received | 01/29/2019 |
| | Income Verification Form | N/A | Not Received | 01/29/2019 |

Below is a summary of the documents we have received to process your Financial Aid for this award year. If all the documents listed are received then we will file.

| Received Documents | Document Title | Source | Status | Last Updated |
|--------------------|--------------------------------|--------|----------|--------------|
| | FAFSA Received | N/A | Received | 01/29/2019 |

6. Click on the Document Title to get more information or to complete/submit the document to our office. Some forms are submitted electronically (you may need your FSA ID) and others must be printed, completed, signed and sent into the HSSU Office of Financial Assistance.
7. The **Loan Request Form** is how you tell us you want a student loan. If we are requesting **Income Verification forms and Tax Transcripts** those **must** be received by HSSU or you will risk losing financial aid eligibility, your room in the dorm, and your classes.

HARRIS-STOWE
STATE UNIVERSITY
OFFICE OF FINANCIAL ASSISTANCE

Applying for a Direct Parent PLUS Loan

Direct Parent PLUS Loans are loans for parents of dependent undergraduate students that help pay for educational expenses not covered by other financial aid. To qualify for a Direct PLUS Loan, you must be:

- The biological or adoptive parent of the student, or
- The spouse of the parent and your income and assets were reported on the Free Application for Federal Student Aid (FAFSA®), or would be reported if a FAFSA® were filed.

If the parent is denied for the Direct Parent PLUS Loan, your student will qualify for up to an additional \$4,000 in unsubsidized loans.

If you are approved for the Direct PLUS Loan but do not wish to borrow the money, you may decline the award by notifying our office via email at FinancialAssistance@hssu.edu; your student will need to contact the Office of the Bursar to discuss payment options and establish a payment arrangement in order to secure their classes.

1. PARENTs must log into StudentLoans.gov using their own FSA ID and select "Apply for a Direct PLUS Loan" then choose Direct PLUS Loan Application for Parents. For assistance with your FSA ID, please call 1-800-557-7394.
2. The Award Year is 2019 - 2020 and the Loan Period should coordinate with the beginning and ending dates for the academic school year (i.e. August 2019 – May 2020).
3. Be sure to request enough for the entire year and not just one semester. **Refer to the award letter to determine the amount needed to cover charges for the full year.** Amounts approved can only be awarded up to your student's maximum budget allowance or your requested amount after all other aid sources are considered.
4. If you are approved for the loan and want to take out the loan make sure that you **complete the MPN process** at the end of the application if you do not the loan funds will not be sent in to HSSU.

Students must also complete their Loan Agreement-Master Promissory Note (MPN) and complete Entrance Counseling for their Student Loans

The Federal Government **requires** you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming. Once you've completed the counseling, you also **must** complete the Master Promissory Note (MPN); the MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s).

Failure to complete these steps will result in your loans being removed from your account.

For each of these tasks you have to Log in to StudentLoans.gov using your FSA ID. Students must log in using their own FSA ID, for assistance with your FSA ID, call 1-800-557-7394.

1. **Complete Entrance Counseling**– For Students only
 - Select **Complete Loan Counseling** then select **Entrance Counseling**
2. **Complete Loan Agreement (Master Promissory Note)** – For Students only
 - Select **Complete Loan Agreement (Master Promissory Note)** then select **MPN for Subsidized/Unsubsidized Loans.**

Once these tasks have been completed the Department of Education will notify us and your loans will be processed and ready for you to start school.