

Financial Aid Checklist

A Federal Student Aid Intent Form must be put in place in order to use Federal Student Aid at American Public University System.

Complete your Statement of Intent

- Log into your online campus and click *OTHER FORMS*. The *Federal Student Aid (FSA) Intent Form* is located fourth from the bottom.
- If you intend to use Federal Student Aid, the *FSA Intent Form* must be completed before any registrations are put in place.
- Please put *your FSA Intent Form* in place 4-6 weeks before your intended start date.
- FSA is accepted for most programs. Always check with the Financial Aid Team before changing your program.

Log into your Virtual Financial Aid Office

- The Virtual Financial Aid Office (VFAO) link is located by clicking *My Financial Aid Office* under *Records Menu*; then *Virtual Financial Aid*.
- Make sure to answer all questions in the remaining steps.
- This program works best with Internet Explorer.

Apply for a Department of Education PIN and complete your FAFSA

- Go to www.FAFSA.gov.
- Our school code is 038193.
- We normally receive your FAFSA report within 2-3 business days after you complete or update it. We call this report the ISIR.

If you are using Stafford Loans, sign your Master Promissory Note

- Go to www.studentloans.gov
- You will select Unsubsidized/Subsidized as your loan types.
- Our school is located in Charles Town, West Virginia.

Proceed to Waiting on ISIR step

- The ISIR, which contains the results from your FAFSA, should be on file within 2-3 business days from completion.
- If you cannot move to the next screen in the VFAO within three days after completion of the FAFSA, please contact the Financial Aid Department.

Provide us with any requested documentation

- Fax: 1-877-372-3292
- Email: FSAHelpDesk@apus.edu

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- Submit your package for review**
 - Files are normally reviewed within a week. Please check your Virtual Financial Aid Office for your award letter or for further instructions from your file review team.
- Register for all of your first semester classes**
 - You MUST register for ALL courses you intend to take for the whole 16 week semester BEFORE the semester begins.
 - Failure to finalize all of your registrations could result in reduction or cancellation of certain types of financial aid.
- Choose the correct payment option**
 - Select FSA as your payment type, unless you are using FSA in combination with another type of aid.
 - You must maintain at least half-time status each semester in order to remain eligible for Federal Student Loans.
 - When registering, you must select at least one course that begins in the same month as your FSA Intent Form and have all registrations in place for your full 16 week semester before the semester begins. Failure to have all registrations in place could result in reduction or cancellation of financial aid.
- Deferment of prior Federal Student Loans**
 - Contact your prior lender(s) and request a deferment form. Deferment forms are to be sent to our Registrar at Registrar@apus.edu.
 - Our Registrar will process your enrollment verification.
 - You must maintain at least half-time status to qualify for deferment.