

School of Medicine
School of Public Health and Tropical Medicine
School of Social Work
Office of Financial Aid

**SCHOOL of SOCIAL WORK
2018-2019
ONLINE MASTER OF SOCIAL WORK
INCOMING STUDENT FINANCIAL AID CHECKLIST**

STEPS TO COMPLETE WHEN APPLYING FOR ADMISSION AND FINANCIAL AID

- _____ **1. Learn about the financial aid application steps and deadlines:**
Review our website: <http://www2.tulane.edu/financialaid/hsc/sw/sw-apply.cfm> for important financial aid information, especially the link entitled “Application & Forms” to learn how to apply.

- _____ **2. Apply for federal student aid resources:**
If you wish to be considered for federal student aid programs, then you must complete a **2018-2019 FAFSA**, which became available on 10/01/2017 at <http://www.fafsa.ed.gov/>. Be sure to list Tulane’s federal school code of **002029**. *NOTE: You will be an independent student for U.S. Department of Education aid consideration, and as such, you are not required to provide parental data.* Before Tulane Financial Aid starts the processing of your financial aid application, you must have been accepted for admission by the School of Social Work. You may complete a FAFSA prior to being admitted, but we wait until you’re admitted before we will review the application..

- _____ **3. Be on the lookout for the e-mail receipt of your Tulane Login and Password to access Gibson Online:**
Gibson Online is a secure portal to online services at Tulane University. After you have been accepted by the Admissions Office, they will e-mail your Gibson Online login and password (PIN) to you. From this site you will be able to navigate to the Financial Aid section to review the status of your aid application and determine if any requirements are needed (outstanding) in order to finalize your award.

- _____ **4. Input your Social Security Number when prompted after logging into Gibson Online:**
Gibson Online is a secure portal to online services at Tulane University. AFTER you have given your Tulane Login and password, you can log-in to Tulane's Gibson portal and when prompted, input your Social Security Number (SSN). **If you are not prompted to input your SSN, that means that Tulane already has your SSN in the system.** For exact instructions on how to input your SSN, please go to the following page of our web web site:
<http://www2.tulane.edu/financialaid/hsc/sw/inputting-ssn.cfm>.

- _____ **5. Wait for the Office of Financial Aid to make an official Federal Financial Aid Award Offer:**
The typical timeframe for an awarding process to be completed is approximately 7 to 10 business days from the date the FAFSA is uploaded into the Tulane database. We are unable to load the FAFSA until we have a valid Social Security Number AND you are admitted as a student to Tulane School of Social Work. Occasionally, additional time is needed to make an award if you were selected for the Federal Verification process or if there is a mismatch in your FAFSA and student record data. Please make sure that the personal information you used during the Admission process matches the information on your FAFSA.

STEPS TO COMPLETE AFTER CONFIRMING ADMISSION

- _____ **6. Accept the Terms and Conditions of the Award offer**
You will receive an email notification inviting you to log-in to the Tulane Gibson portal to view the details and messages concerning your award. Before you are able to View your award, you will need to read and Accept the Terms and Conditions of the Award offering. You will login to Gibson Online and Navigate to the Financial Aid tab. You will be prompted to read and accept the Terms and Conditions of the Award before you are allowed to accept, reduce, or decline aid offered.
- _____ **7. Review your financial aid award online and accept, reduce or decline it:**
You will receive an email notification inviting you to log-in to the Tulane Gibson portal to view the details and messages concerning your award. You will be able to **accept, decline, or reduce** specific components of your award offer. **It may be in your best interest to NOT accept all of the loan funds that have been offered. You should establish a budget of your anticipated academic year expenses prior to determining the amount of student loans you intend to borrow (accept). Always reduce your highest cost loans first (such as the Federal Direct Graduate PLUS loan).**
- _____ **8. Complete necessary federal loan “entrance” requirements, if applicable:**
Tulane students that are **FIRST TIME GRADUATE AND PROFESSIONAL BORROWERS** in the Federal Direct Unsubsidized loan program AND/OR in the Federal Direct Graduate PLUS loan program are required to complete Graduate and Professional loan entrance counseling. Complete this requirement online at the following U.S. Department of Education web site: <https://studentloans.gov/>.
- _____ **9. Complete necessary loan Master Promissory Notes, if applicable:**
If you will be a **FIRST TIME BORROWER** in the Federal Direct Loan program OR in the Federal Direct Graduate PLUS loan program, then for **EACH** type of loan, the Department of Education must have a completed Master Promissory Note (MPN) on file. If you are a first time borrower in the Federal Direct loan program, then you must complete **Federal Direct Unsubsidized Loan** and **Federal Graduate PLUS MPNs** at the following web site: <https://studentloans.gov/>.
- _____ **10. Sign up for direct deposit via the Tulane Billing section of Gibson Online:**
To assure efficient delivery of financial aid funds for books, sign up for Tulane’s direct deposit processing via the Billing (Accounts Receivable) section of Gibson Online. The Accounts Receivable website is found here: <https://studentaccounts.tulane.edu/>.
- _____ **11. Re-visit the Tulane Billing section of Gibson Online:**
After classes begin, if you see that your level of aid that was disbursed for each semester has exceeded your billed charges, creating excess for you to use towards your books, then return to the Billing (Accounts Receivable) section of Gibson Online to request your refund of the excess amount.

If you have any questions along the way, please do not hesitate to contact the Tulane University Financial Aid Office. Each Tulane student is assigned a dedicated professional financial aid counselor who is able to work with you with questions concerning the aid application process and the types of aid available. We look forward to assisting you in financing your Tulane Social Work degree through excellent customer service and professional teamwork.

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