

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

**SCHOOL of SOCIAL WORK**  
**2018-2019 Academic Year Continuing Student**  
**FINANCIAL AID CHECKLIST**

\_\_\_\_\_ **1. Apply for federal aid resources:**

If you wish to be considered for federal student aid programs, then you must complete a 2018-2019 Free Application for Federal Student Aid (**FAFSA**), which is available at <http://www.fafsa.ed.gov/> .

Be sure to list Tulane's federal school code of **002029**.

\_\_\_\_\_ **2. Complete the 2018-19 Social Work Financial Aid Addendum:**

To insure an accurate offer of financial aid and if you wish to receive full consideration of all financial aid opportunities, complete a 2018-2019 Social Work Financial Aid Addendum, which is found on our web site:

<http://tulane.edu/financialaid/hsc/>.

**NOTE:** PhD and Part time Social Work students attend summer classes as part of their program and these students should complete a **2018 Summer Health Sciences Addendum**.

Most of our forms can be completed online, however, if you need to mail a paper form or document, please mail your documents to our secure processing center.

The address is:

**Tulane University Financial Aid**  
**6823 St. Charles Avenue**  
**Room 205, Building 14**  
**New Orleans, LA 70118**

\_\_\_\_\_ **3. Check the status of your financial aid application online:**

Log into Tulane's online system - Gibson Online. From this site you will be able to proceed to the Financial Aid To Do page, wherein you can see if all necessary requirements have been successfully received.

\_\_\_\_\_ **4. Accept the Terms and Conditions of the Award offer**

You will receive an email notification inviting you to login 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

Conditions of the Award before you are allowed to accept, reduce, or decline aid offered.

- \_\_\_\_\_ **5. Review your financial aid award online, accept, decline, or reduce it:**  
Tulane University will commence the review of completed financial aid applications in the early spring. Shortly after an official financial aid award is processed and offered, you will receive an e-mail advising you that the award has been completed and that you can proceed to Gibson Online to view the award. You may view your award on-line at Gibson Online, as well as **accept, decline, or reduce** specific components of your award offer. **YOU MUST ACCEPT YOUR LOANS in order to receive the loan funds. 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).**
- \_\_\_\_\_ **6. Complete necessary federal loan “entrance” requirements, if applicable:**  
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’s web site: <https://studentloans.gov/>.  
Note: If you completed Graduate and Professional loan entrance counseling last year, you do NOT need to do it again.
- \_\_\_\_\_ **7. Complete necessary loan promissory notes, if applicable:**  
If you will be a **FIRST TIME BORROWER** in the Federal Direct Unsubsidized 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. The **Federal Direct Unsubsidized Loan** and **Federal Graduate PLUS** MPNs are to be completed at the following web site: <https://studentloans.gov/>.  
Note: If you completed a Federal Direct MPN or Federal Graduate PLUS MPN with the Department of Education last year, you do NOT need to do it again.
- \_\_\_\_\_ **8. After your program begins, request your refund from the Billing section of Gibson Online:**  
During the first week of classes, IF you have completed all steps above, your money will credit to Billing (Accounts Receivable). Once the money is there, you can request a refund via the Billing section of Gibson Online.

**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.**

Revised 03/21/18