



2025-2026 Undergraduate Student Financial Aid Checklist

- Accept or Decline any Federal Loans or Federal Work Study on your aid offer.** Access your WOU Portal, then click on the WolfWeb icon > Financial Aid > Financial Aid Dashboard, to access the following:

TAB NAME	WHAT TO DO
<input type="checkbox"/> Home Screen	Review and respond to any outstanding items on your account. Review and respond to “Pay for Prior Year Institutional Charges with Title IV Aid” and “Pay for Non-Institutional Charges with Title IV Aid” —we recommend yes for both. If you select No, you will need to pay non-institutional charges using non-federal funds.
<input type="checkbox"/> Award Offer	If you accept Federal Work Study, login to Handshake in the WOU Portal to find a job either on or off campus. If you accepted any federal loan(s), go to https://studentaid.gov to complete Entrance Loan Counseling and sign a Master Promissory Note.
<input type="checkbox"/> Financial Aid History	View the history of the funds you have been awarded for each year while attending WOU.
<input type="checkbox"/> Resources	Read the terms and conditions of accepting Federal Student Aid (i.e., report any changes to your enrollment status, maintain Satisfactory Academic Progress (SAP), and report all outside scholarships to WOU)
<input type="checkbox"/> Notifications	If you completely withdraw from a term during the year , come here to learn how much aid for the term you are eligible to retain and how much will need to be repaid, based on your last day of attendance.
<input type="checkbox"/> Satisfactory Academic Progress	View your financial aid Satisfactory Academic Progress (SAP) status (i.e., Good Standing, Action Plan, or Probation). View the SAP policy at https://wou.edu/finaid .

- If you plan to attend less than full time—submit a Revision Request Form.**
The Financial Aid Office packages aid based on full-time enrollment each term. **To receive federal loans, you must be enrolled for at least 6 credits (half-time).** Additionally, to receive WOU institutional funds (i.e., Merit Scholarships, WOU Tuition Remission, DCS, BTS, etc.) **you must enroll in a minimum of 9 WOU credits each term.** You can find the Revision Request form in the Financial Aid tab in WolfWeb.
- If you accepted Federal Student Loans and are borrowing at WOU for the 1st time—**You are required to complete Entrance Loan Counseling and a Master Promissory Note for disbursements of federal student loans at <https://studentaid.gov>.



- If you have private scholarships or a third-party resource**—these will be included in your award offer totals after the Accounting & Business Services Office posts them to your student account.
- If you were awarded Federal Work Study**—You may search for a Federal Work Study job using WolfLink on your Portal. Students with Federal Work Study jobs are paid each month by the Payroll Office, based on hours worked. See our [Federal Work Study](https://wou.edu/finaid/paying-for-college/types-of-aid/) information at <https://wou.edu/finaid/paying-for-college/types-of-aid/>.
- Do you have enough Financial Aid?** There are limits to federal loans and grants a student may receive. If you need additional financial aid, these two loan options are available to undergraduate students:
 - Federal Parent PLUS Loan**—Parents of dependent undergraduate students may apply for a Federal Direct Parent PLUS Loan. The Parent PLUS Loan is a credit-based loan that can be used to cover the cost of attendance. The application will be available after **April 1, 2025**. See our [Parent PLUS Loan](https://wou.edu/finaid/parents-families/general-information/) page for additional details (<https://wou.edu/finaid/parents-families/general-information/>).
 - Private Educational Loan**—These student loans are credit-based and are obtained directly through a financial institution. The Financial Aid Office certifies private student loan amounts within the student's cost of attendance. Students should research private loan options carefully to see if a loan is right for them. WOU does not recommend any specific lenders, and we never recommend a student obtain a direct-to-consumer loan, as these loans generally have high interest rates and fees, and less favorable repayment plans than Federal Direct Loans.
- Students, would you like to allow a parent or guardian to contact the Financial Aid Office and/or the Accounting and Business Services Office on your behalf?** If so, you may submit a Student Consent to Release Information form (found in the Financial Aid tab in WolfWeb) to either the Financial Aid and/or Accounting and Business Services Office. The form allows you to list a parent, guardian, or other (agency or individual) to call for information on your account. Students complete this form and students should share the passcode with those they are including on the release form. *Note: The Financial Aid Office will not disclose parent financial information to others who are not listed on the FAFSA. The Student Consent to Release Information form is valid for 1 year but may be renewed by submitting a new form each year.*
- Learn how to maintain your Financial Aid eligibility**—www.wou.edu/finaid/managing-my-aid/eligibility
- Review Your Rights & Responsibilities along with Consumer Information**—
 - <http://www.wou.edu/finaid/managing-my-aid/student-rights-responsibilities/>
 - <http://www.wou.edu/finaid/managing-my-aid/consumer-information/>

For questions related to paying your bill, see the Accounting and Business Services webpage at wou.edu/business, by phone at (503) 838-8201, by email at businessoffice@wou.edu, or login to your WolfWeb account > Student Menu > Account Summary by Term.

This document is available in alternative formats. Please give reasonable notice to the Financial Aid Office.