



Office of Financial Aid and Scholarships (OFAS)
Ball State University, Lucina Hall, Room 245
Muncie, Indiana 47306-0880
<http://www.bsu.edu/finaid>

Telephone # 765-285-5600
Toll free # 800-227-4017
FAX 765-285-4247
E-mail finaid@bsu.edu

Financial Aid Checklist

- File the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov. The FAFSA must be received by the federal processor by **April 15** each year for priority consideration for Ball State and State of Indiana programs.
- Respond immediately to any requests for additional information from Ball State or the Indiana Commission for Higher Education (ICHE) monitor our Ball State email account closely for important notifications.
- Check your state grant status through ScholarTrack at <https://scholartrack.che.in.gov/>
- Review the Financial Aid "Terms and Conditions" at https://www.bsu.edu/admissions/financial-aid-and-scholarships/award/financial-aid-awarding-overview#tab_responsibilitiesofreceivingfinancialaid
- If you are borrowing a Federal Stafford Loan, accept the loan in Self-Service Banner (SSB) at my.bsu.edu by July 15 for priority service.
- First-time borrowers in the Federal Stafford Loan Program must complete loan entrance counseling and a Master Promissory Note (MPN) at www.studentaid.gov.
- If borrowing from the Federal Direct Parent PLUS Loan program, submit the application at www.studentaid.gov by July 15 for priority service. First-time PLUS loan borrowers at Ball State University must complete loan entrance counseling & a Master Promissory Note (MPN) at the website.
- Learn about proxy access here <https://www.bsu.edu/about/administrativeoffices/registrar/personal-information-and-services/proxyaccessinformation>.
- If you want your parent(s) to get billing notices, access to view your bill and the ability to pay online, get more information here <https://www.bsu.edu/about/administrativeoffices/bursar/pay-a-bill>.
- If you are expecting a refund of excess financial aid, we encourage you to register for direct deposit at <https://www.bsu.edu/about/administrativeoffices/accounts-payable/signup> prior to financial aid disbursement. If you do not register for direct deposit and have a refund, a paper check will be mailed.