

The following steps will help you complete all processes to be sure your financial aid disburses in a timely manner. Please use this form as a check off sheet to be sure you have all steps completed. Be sure to check your CWC EMAIL on a regular basis.

STEP 1: REVIEW AND SIGN YOUR FINANCIAL AID OFFER

Attached is your 2021-22 Financial Aid Offer. Please read and review each document included in this packet. Please sign and return your Financial Aid Offer to CWC's Rustler Central.

STEP 2: SELECT A REFUND PREFERENCE (if applicable)

If you are expecting a refund/overage to be disbursed to you – you will need select a refund preference with BankMobile. For more information about BankMobile, visit this link <http://bankmobiledisbursements.com/refundchoices/>.

STUDENT LOAN PROCESS STEPS - if you are accepting and are requesting a student loan – the following additional steps need to be completed:

STEP 1: COMPLETE THE 2021-2022 STUDENT LOAN APPLICATION REQUEST FORM

Indicate on this form which loan type (Direct Subsidized / Direct Unsubsidized), which term(s), and how much you want to borrow for the 2021-2022 school year.

STEP 2: COMPLETE YOUR ANNUAL STUDENT LOAN ACKNOWLEDGMENT IF YOU HAVE ACTIVE STUDENT LOANS

- From any computer with internet access, log-on to: <https://studentaid.gov/>.
- Log in using your FSA ID and password (this is the same log in and password for completing your FAFSA application). If you do not remember your FSA ID and/or password, click on 'Forgot my Username' or 'Forgot my Password' links to retrieve them.
- Once logged in scroll down and on the right hand side of the screen under "MY RESOURCES" click on "Complete Annual Student Loan Acknowledgement".
- Click the **Start** button (on the right side).
- Next, you are taken to your dashboard where you can view all active Federal Aid including grants and active student loans.
- Look at your information and confirm it is all correct. Scroll to the bottom of the check the box "I understand the amount of aid I have received".
- Click "Submit". CWC will get confirmation this has been completed within 24 to 48 hours.

STEP 3: COMPLETE ON-LINE STUDENT LOAN ENTRANCE COUNSELING

- Once you are logged into <https://studentaid.gov/> hover over 'COMPLETE AID PROCESS' and click on 'Complete Entrance Counseling' from the drop down menu then click the **Start** button (on the right side).
- Next, under the Add School to Notify (on the left side – choose Wyoming and Central Wyoming College), it will populate our address, click on the **NOTIFY THIS SCHOOL button**. Next select 'I am completing the entrance counseling to receive Direct Loans as an undergraduate student'. Read and follow the prompts to get through all 5 sections (Understand Your Loans, Manage Your Spending, Plan to Repay, Avoid Default, Finances: A Priority). Once you have completed all five sections, you will have completed the Entrance Counseling requirement.

STEP 4: COMPLETE YOUR MASTER PROMISSORY NOTE

- Once logged into <https://studentaid.gov/>, hover over 'COMPLETE AID PROCESS' and click on 'Complete Master Promissory Note' from the drop down box.
- Under Select the type of Direct Loan MPN you would like to preview or complete, find MPN for Subsidized/ Unsubsidized Loans, then click the **Start** button (on the right side).
- You will fill in all information under the 4 sections (Information, References, Review & Edit, Sign & Submit).
- Your MPN will be electronically sent to CWC Rustler Central within 24 to 48 hours, so we recommend that you print page 1 of the MPN and bring or email it to CWC's Rustler Central. Print a copy of your MPN for your records.

LOAN CANCELLATION INFORMATION

Any time prior to disbursement of the loan, you may cancel all or part of the loan by notifying CWC Rustler Central. No origination fee, guarantee fee, or interest will be charged on the amount of the loan that is cancelled. Any time within 120 days of disbursement, you may pay back all or part of the loan. The loan fees will be reduced or eliminated in proportion to the amount returned.