



# STEPS IN THE FINANCIAL AID PROCESS



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## 1 APPLYING FOR AID

- To apply for an OSU-OKC tuition scholarship, visit [osuokc.edu/scholarships](http://osuokc.edu/scholarships).
- To search for external scholarship opportunities, visit [fastweb.com](http://fastweb.com).
- To apply for federal grants and loans, visit [fafsa.ed.gov](http://fafsa.ed.gov).  
The federal school code for OSU-OKC is **009647**.
- To apply for federal aid online, you must apply for and receive an FSA ID at [studentaid.gov/fsaid](http://studentaid.gov/fsaid).

### Priority Deadline for FAFSA completion:

May 31 for fall and November 30 for spring

## 2 ADMISSION AND ENROLLMENT

Students must complete the admissions process and enroll in classes in order to be awarded Federal Aid.

## 3 O-KEY ACCOUNT

The OSU-OKC Financial Aid and Scholarship Office will use email for official notification. Activate your O-Key account early and check email frequently! To activate your account, visit [app.it.okstate.edu/okey](http://app.it.okstate.edu/okey).

## 4 FINANCIAL AID FILE

- Once OSU-OKC receives and reviews your FASFA, additional documents may be needed. It is important to monitor your OSU-OKC or FAFSA email frequently for requests for additional information or documents. **Your financial aid file must be complete before the review process begins; a file is considered complete when you are enrolled and all official transcripts and requested documents are on file with OSU-OKC Admissions/Registrar Services and/or Office of Financial Aid & Scholarships.** Normal processing times (subject to volume during peak enrollment periods):
- Students **not** selected for verification—  
allow **10 business** days from file completion date
- Students **selected** for verification—  
allow **15 business** days from file completion date

## 5 TYPES OF AID

Various types of federal aid are available to assist with education costs to those who qualify. Federal aid may be in the form of grants, work-study and loans. Grants are a type of aid that **does not** require payback; grants include Pell, SEOG and OTAG. The Federal Work Study Program (FWSP) provides part-time employment while you are enrolled in school. Loans are a type of aid that **does** require payback. It is important to understand your options and your obligations regarding federal aid. For more information, visit [studentaid.ed.gov/sa](http://studentaid.ed.gov/sa).

## 6 AWARD NOTIFICATION

Award notification is sent to your OSU-OKC email; make sure you monitor your email frequently. To view details of your award, log in to your account at myOKSTATE. **Federal loans and work study require your formal acceptance or decline.** If you accept student loans, you must complete Loan

Entrance Counseling (each academic year) at [www.studentloans.gov](http://www.studentloans.gov). If you accept federal work study, you must apply for work study positions at [jobs.okstate.edu](http://jobs.okstate.edu) after August 1. All grant awards are accepted on your behalf and require no further action once awarded.

**Important Note:** To avoid over-award situations, please notify the Office of Financial Aid & Scholarships of all external scholarship offers you receive as soon as you become aware of them.

## 7 CHARGING BOOKS

Students may charge **required** textbooks at the OSU-OKC Bookstore to their Business Services account if they have financial aid that exceeds their tuition and fee charges. For more information about charging books please visit the OSU-OKC Bookstore on the second floor of the Student Center.

### THINGS TO REMEMBER:

- Students must keep track of their charges and Business Services account balance.
- Students using their financial aid must have provided Title IV authorization online prior to charging their books. If authorization is not provided, financial aid will not pay their bookstore charges and the student will be responsible for the balance.
- Bookstore charges posted after financial aid refunds have been processed on a student's Business Services account are the responsibility of the student.
- Students whose aid does not cover all of their bookstore charges are responsible for their Business Services balance.

## 8 REFUNDS OF AID

Financial aid funds administered by OSU-OKC will be credited to your Business Services account to pay outstanding balances.

- Funds in excess of outstanding balances will be refunded to you.
- Student loans are credited prior to the first day of classes and those disbursements begin once classes have started.
- FWSP funds are earned by working on campus and students will be paid as an OSU-OKC employee.
- The Business Services Office begins issuing refunds once your account has been credited with funds.
- Refunds issued by check are mailed to the current address listed on your student account; checks are mailed in 7-10 business days.
- Refunds issued by Direct Deposit are processed within 2-4 business days.
- Grant and scholarship awards are credited and disbursed the week after the add/drop period.

For information about Direct Deposit, visit:

[osuokc.edu/directdeposit](http://osuokc.edu/directdeposit)

## 9 LOAN EXIT COUNSELING

Student loan borrowers who are graduating or transferring to another college must cancel their aid for the next semester and complete Loan Exit Counseling at [studentloans.gov](http://studentloans.gov).

### QUESTIONS?

Please contact the OSU-OKC Office of Financial Aid and Scholarships at (405) 945-8646, (405) 945-8681 or email at [finaid@osuokc.edu](mailto:finaid@osuokc.edu).