



STEPS IN THE FINANCIAL AID PROCESS

8

REFUNDS OF AID



1

APPLY FOR AID



2

GET ADMITTED AND ENROLL



7

CHARGING BOOKS



9

LOAN EXIT COUNSELING

3

ACTIVATE O-KEY



6

AWARD NOTIFICATION



5

TYPES OF AID



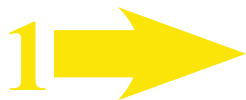
4

COMPLETE YOUR FINANCIAL AID FILE



Steps in the Financial Aid Process

Step 1 : Apply for Aid



- To apply for an OSU-OKC Tuition Scholarship, visit www.osuokc.edu/scholarships.
 - To search for external scholarship opportunities, visit www.fastweb.com.
 - To apply for Federal Grants & Loans, visit www.fafsa.ed.gov. The federal school code for OSU-OKC is 009647.
 - To apply for Federal aid online, you must apply for and receive a personal identification number (PIN) at www.pin.ed.gov.
- Priority deadlines for financial aid application are **May 31 for Fall** and **November 30 for Spring**.



Step 2 : Get Admitted and Enroll

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



Step 3 : Activate Your O-Key KEY ACTIVATION

The Financial Aid and Scholarship Office will utilize email as its official notification mode. You are strongly encouraged to activate your O-Key account so that you can receive these email messages and gain access to Web for Students. To activate your account, visit: <https://app.it.okstate.edu/okey/>



Step 4 : Complete Your Financial Aid File

Once OSU-OKC receives and reviews your processed FASFA, additional documents may be requested. Applicants should monitor their OSU-OKC or FAFSA email addresses for notifications requesting information from the Financial Aid Office. Following are normal processing times applicants should allow for the review of their file, provided they have enrolled. All timelines are subject to volume, especially during peak enrollment periods.

Students not selected for verification: allow ten business days from file completion date.

Students selected for verification: allow fifteen business days from file completion date.

Important Notice: Transcripts from all colleges/universities previously attended must be received in the OSU-OKC Admissions/Registrar Services Office before your eligibility for federal student aid can be determined.



Step 5 : Types of Aid

For those who qualify, federal grants are available in the form of Pell, Supplemental Educational Opportunity Grant (**SEOG**), and Oklahoma Tuition Aid Grant (**OTAG**). Federal Work Study Program (**FWSP**) and loans are available for students attending at least half time (six credit hours). Loans come in the form of Federal Direct Subsidized and Unsubsidized Loans, and Federal Direct Parent Loan (PLUS), as well as Private Loans, which are credit based. Parents of dependent students are responsible for applying for the credit-based Plus Loan.



Step 6 : Award Notification

Your eligibility for scholarships and federal aid will be determined based on your cost of attendance, enrollment status, and external aid offers. Once eligibility has been determined, you will receive an email notification informing you that your awards are ready to be viewed and acted upon via Web for Students. All grant awards are accepted on your behalf; therefore you are not required to accept these types of awards. You must "Take Action" by either accepting or declining aid offers of federal loans or federal work-study. If you have been offered and choose to accept student loans, you must complete Loan Entrance Counseling (**each academic year**) at www.studentloans.gov. If you are offered and are accepting federal work-study, you must visit with Gil Smith, Job Placement/Enrollment Management Specialist, anytime after August 1st to apply for available work-study jobs.

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



Step 7 : Charging Books

In order to charge books, you must have been awarded aid that exceeds your tuition charges. Students who have not been awarded or failed to meet the priority deadlines listed above will need a plan for book expenses. We encourage students in this situation to explore the Rent-A-Text option offered by Follett Bookstore. For more information, visit www.rent-a-text.com



Step 8 : Refunds of Aid

Financial aid funds administered by OSU-OKC will be credited to students' Business Services accounts to pay outstanding balances. Funds in excess of outstanding balances will be refunded to the student. Loans are credited prior to school beginning and grants and scholarships will be credited beginning the week after census (add/drop period). FWSP funds are earned by working on campus and students will be paid as an OSU-OKC employee. The Business Services Office will begin issuing refunds immediately after your account has been credited with funds. Refunds will be mailed to the current address that is in the OSU-OKC computer system, unless you sign up for Direct Deposit with the Business Services Office. Please contact the Business Services Office for sign-up information. If direct deposit is set up, excess funds can be deposited within two days; otherwise funds will be mailed in 7-10 business days.



Step 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 www.studentloans.gov



Still have 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.