Without this step you will be ineligible to receive any financial aid assistance.

COMPLETE YOUR FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) ONLINE at www.fafsa.gov The FAFSA must be completed by March 24, 2015. The school code for Bethune-Cookman is 001467. To ensure a more timely completion of your Financial Aid application, PLEASE CHOOSE THE IRS DATA RETRIEVAL OPTION when completing the FAFSA. The IRS data retrieval option is available within 1-2 weeks of electronically filing your taxes and within 6-8 weeks of filing a paper federal tax return. For assistance with your FAFSA, go to the following website: http://www.finaid.ucsb.edu/fasasimplification and your parent (if you are dependent student) will need a PIN to electronically sign your FAFSA. If you don’t have a PIN, you can apply for one at the time you electronically sign your FAFSA.

SUBMIT THE REQUIRED DOCUMENTS – To check the status of your financial aid awards and to find out what forms are required go to https://pfweb.cookman.edu/NetPartnerStudent. These forms may be Dynamic Forms that are filled out and submitted online. Parent AND student will need to create a separate username and password that they will use for all future forms. Both accounts will need a separate email address. The student will always be the person to start every form. Dependent forms will required the parent to complete the following: review and sign the form, enter additional information, and/or upload required documentation. B-CU ID is required for all forms. All required forms and supporting documents must be submitted by April 24, 2015. Submitting incomplete forms without the supporting documents will delay the processing of your financial aid.

COMPLETE YOUR FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) form. FERPA ensures the privacy of your student aid records by requiring prior written consent before disclosing personal information to a third-party. This form can be accessed at https://pfweb.cookman.edu/NetPartnerStudent.

COMPLETE THE FLORIDA RESIDENT ACCESS GRANT (FRAG) APPLICATION - (FLORIDA RESIDENTS ONLY) In order to qualify for Florida State funds you must complete the FRAG at https://pfweb.cookman.edu/NetPartnerStudent Florida residents are required to provide two forms of Florida Residency documentation. These documents MUST prove residency for at least 12 consecutive months. If you are a dependent student, you must provide proof that your parent(s) are Florida residents.

COMPLETE VERIFICATION – Only if selected by FAFSA or B-CU for verification Review information sent to you from the Financial Aid Office. If you have been selected for Verification, you and your Parent (if a dependent student) must (1) select the IRS Data Retrieval Option in the FAFSA. If you are not eligible for the IRS Data Retrieval Option, submit copies of your 2014 Federal IRS Tax Transcripts. A 2014 IRS tax transcript can be obtained by visiting https://www.irs.gov/transcript. (2) Complete the 2015-2016 Verification Worksheet available online at https://pfweb.cookman.edu/NetPartnerStudent. There are six different versions of the Verification Worksheet (V1-V6). Be sure to review your financial aid notice to determine which one you should submit. See Step 5 for on-line access to your financial aid status and forms.

COMPLETE THE BETHUNE-COOKMAN SCHOLARSHIP APPLICATION - To be considered for institutional scholarships, please complete the B-CU scholarship application at https://cookman.scholarships.ngwebsolutions.com. ALL APPLICATIONS MUST BE IN BEFORE THE MAY 1, 2015 DEADLINE OR THEY WILL NOT BE CONSIDERED.

COMPLETE THE MASTER PROMISSORY NOTE (MPN) AND ENTRANCE COUNSELING for your Direct Federal Stafford loans. MPN/Entrance Counseling only have to be completed once. Both the MPN and Entrance Counseling can be completed at the following website www.studentloans.gov.

APPLY FOR THE DIRECT PLUS LOAN – After you have been awarded financial aid, have your Parent apply for a DIRECT PLUS LOAN to assist with your college expenses. Even if the loan is denied; you may still qualify for an Additional Unsubsidized Stafford loan for $4,000 (if you are a freshman or sophomore) and $5,000 (if you are a junior or a senior). The application will be available after April 28, 2015.
- Submit a completed “Federal Direct PLUS Loan Application for Parents” go to www.studentloans.gov.
- If approved, your parent(s) must complete a Master Promissory Note. Your parent(s) must electronically sign using the same Parent PIN# used to complete the FAFSA. The funds will not be released until these requirements are met.

ACCEPT YOUR AWARDS – To check your award status and accept your awards click on the “Your awards” Tab in the Online Financial Aid System at https://pfweb.cookman.edu/NetPartnerStudent. If your financial aid application is incomplete and you’re missing required documentation you will not be able to accept your awards. You must complete the application process and accept your awards by August 1, 2015 or your funds will not be released to your student account.

APPLY FOR PRIVATE ALTERNATIVE STUDENT LOAN - Private loans help bridge the remaining amount of funds needed for your education. A separate application is required directly with the lender. Below are a few lenders you and your Parent may want to consider.
- Undergraduate loans: http://www.elmselect.com/link/query?schoollid=497&programTypeld=1
- Graduate link: http://www.elmselect.com/link/query?schoollid=497&programTypeld=2

01/23/2015
**HAVE YOU APPLIED FOR FINANCIAL AID?**

**PRIORITIES, EXPECTATIONS, AND DEADLINES**

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**APPLY for Financial Aid Online**

- Go to FAFSA on the web at [www.fafsa.gov](http://www.fafsa.gov) and complete the application for the **2015-2016 Academic Year**.
- Request a Federal PIN. (*Both student and parent of the dependent student(s) need a separate PIN number.*)
- List “Bethune-Cookman University” and the B-CU Federal Code (001467) as a school of choice in the FAFSA.
- Opt to use the IRS Data Retrieval Tool in the FAFSA for accurate tax information and quicker processing.
- Sign your FASFA. The student and parent(s) must sign the FAFSA electronically using separate PIN numbers.
- Follow-up on your FAFSA application with B-CU Office of Student Financial Aid after 7 business days at 1.800.553.9369. All forms are completed online, however additional documentation may be faxed to 386.481.2621 or may be emailed to bcufa.imaging@cookman.edu. Submission of all required information at the same time the form(s) are completed will expedite processing. Forms without required documentation will not be processed.

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**How do I check my Financial Aid Status and accept my awards online?**

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1. Through [https://pfweb.cookman.edu/NetPartnerStudent](https://pfweb.cookman.edu/NetPartnerStudent) you can view your financial aid online, (i.e. status of your applications, award letter, student loan history and received or missing forms.) On this site you can also accept your awards online. Follow the steps below:

2. Next, go to the **Accept Awards** tab ![Accept Awards](accept_awards.png). You will be prompted to authorize B-CU to process your awards and to release your awards to B-CU Bursar Office to apply to your student account. You must click the “Submit Button” at the bottom of the page, before proceeding to “Accept” your awards. Next, you will have the option of **accepting and/or declining** the awards. Do not forget to click the “Submit Button” at the bottom of the page. Once you are finished, make sure to log out of the system.

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**How do you check your B-CU Financial Aid Account status?**

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3. Go to the Bethune-Cookman University Online Financial Aid System homepage at [https://pfweb.cookman.edu/NetPartnerStudent/](https://pfweb.cookman.edu/NetPartnerStudent/).

4. Once you are on the Online Financial Aid System Homepage you will need to login using your BCU Student ID Number (*Ex: 123456*) and PIN (*Will be the same as Wildcat Web*).

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**STUDENTS COME FIRST!**

Please call the Office of Student Financial Aid if you have any questions at 1.800.553.9369 or email [financialaid@cookman.edu](mailto:financialaid@cookman.edu)