

2023-2024 FINANCIAL AID TIPS

How to Accept Your Award Offer

1. Go to www.xula.edu website to log into your Banner Web account.
2. From the website click **QUICK LINKS – Online Resources – Banner Web**.
3. Enter your User ID and your password, select **"Student and Financial Aid"**.
4. Click on **"Virtual Financial Aid Office"**, then on **"Electronic Award Offer"**.
5. Click on **"Award Offer by Aid Year"** and select the **"Aid year July 2023-June 2024"** aid year from the drop down menu, then click **"Submit"**.
6. To accept or decline your awards, click on **"Accept Award Offer"** tab. Make sure you **accept** or **decline ALL** loans or work-study award (if applicable), prior to clicking on the **"Submit Decision"** button.

How to Check On Your [Verification] Requirements

1. Visit www.xula.edu
2. From the website click **QUICK LINKS – Online Resources – Banner Web**.
3. Enter your User ID and password select **"Student and Financial Aid"**.
4. Click on **"Virtual Financial Aid Office"** then **"My Eligibility"**.
5. Click on **"Student Requirements"**.

How to Apply for a Federal Direct Parent PLUS Loan

The Federal Direct Parent PLUS Loan is offered to the parents of dependent undergraduate students to assist with the dependent student's educational expenses. This loan is only a part of the student's financial aid offer package to inform the student and parent of the maximum amount the parent is eligible to borrow. This loan is a credit-based loan. Therefore, this offer is not a guarantee that this loan will be approved by the federal government. If the parent desires for this loan to be applied to the student's financial aid offer package as *accepted*, the parent must *first* complete the Direct Parent PLUS Loan Application on the Department of Education's website at www.studentaid.gov and the credit result must be *approved*.

Listed below are the directions to complete the plus loan credit check:

To Request the Parent PLUS:

- Go to studentaid.gov (secure site)
- Choose **"Parent Borrowers"** and choose **"Apply for a PLUS Loan"**.
- Sign in using parent **FSA ID** and password.
- Proceed to complete the **PLUS Application and read the results**.
- Complete the **PLUS Loan Agreement- Master Promissory Note (MPN)** if you are a first-time borrower or if you have had an endorser on a previous PLUS loan.
- Complete **the XULA Authorization Form**: Within three (3) business days after the Direct PLUS loan has been approved, the XULA Financial Aid Office will send XULA certification form to the parent's email address that was provided on the FAFSA.
- **Complete, Submit and Return the XULA Authorization Form**: Once this form is submitted back to the XULA Financial Aid Office the form will be reviewed and the loan will appear as *accepted* on the student's Banner Web.

If Your PLUS Loan Request Is Denied:

There are three possible courses of action:

1. Appeal the credit decision:
 - Call Direct Loans at 1-800-557-7394.
 - Appeal online at studentaid.gov
2. Pursue the PLUS with an endorser (cosigner):
 - Complete online at studentaid.gov
3. Student requests additional unsubsidized loan in lieu of the **PLUS**:
 - The parent and student are required to complete the Non Co-Endorser Form, which is available on our XULA Financial aid webpage.

Note: The maximum amount of additional unsubsidized loans is up to \$4,000 per year for students with fewer than 90 earned credit hours, and up to \$5,000 per year for students with 90 or more earned credit hours.

- **Complete the XULA Authorization Form: Within three (3) business days after the Direct PLUS loan has been approved, the XULA Financial Aid Office will send XULA authorization form to the parent's email address that was provided on the FAFSA.**
- **Complete, Submit and Return the XULA Authorization Form: Once this form is submitted back to the XULA Financial Aid Office the form will be reviewed and the loan will appear as accepted on the student's Banner Web.**

NOTE: Your monthly repayments begin 60 days after the Federal Direct PLUS Loan has been fully disbursed usually after the second spring disbursement. Contact Direct Loan Servicing to inquire about your scheduled monthly repayment plan or to inquire about the possibility of temporarily postponing your monthly repayments (called an administrative forbearance).

How to Complete the Direct Loan Master Promissory Note

1. Go to www.studentaid.gov website.
2. You should sign in under **Log In** using FSA ID User Name and Password, which is also used to sign the FAFSA. If you are unsure of your FSA ID, it can be retrieved by going to <https://fsaid.ed.gov>.
3. When the next page opens, select **Complete Loan Agreement (Master Promissory Note)** under "I want to:" and then make sure you are selecting the correct loan type.
4. In the school's name section, be sure to select **Xavier University of Louisiana**.
5. Complete the Personal Information and Personal References sections. If you see a red "X" next to a field it means that the information you entered is either invalid or was not entered in the correct format.
6. Terms & Conditions section- You must open each section (C, D, E & F) in order to precede. Click the box at the bottom of the page to acknowledge that you reviewed the terms and click "Continue". On the next page, review all of the information you entered, and then sign your name at the bottom. If the data is correct then click on the **"Sign"** button.
7. You must click on the HTML Version link in order to **Review your Master Promissory Note**, once you have reviewed the note click on the **"Continue"** button. The next page should then say "Thank you for submitting the MPN . . .". We will receive notification that you have completed your master promissory note within 24 to 72 business hours.

How to Complete the Direct Loan Entrance Counseling

1. Go to www.studentaid.gov website.
2. You should sign in under **Log In** using FSA ID User Name and Password, which is also used to sign the FAFSA. If you are unsure of your FSA ID, it can be retrieved by going to <https://fsaid.ed.gov>.
3. When the next page opens, select **Complete Entrance Counseling** from the menu in the center of the page.
4. Based on your classification, answer the question "I am an undergraduate student" or "graduate school professional student".
5. Complete the counseling session quiz that takes about 20 minutes to complete.
6. To print the confirmation page, click on the print button. Save this page as proof of completion. We will receive notification that you have completed your entrance counseling within 24 to 72 hours.

How to Request IRS Verification of Nonfiling Confirmation Letter

Please submit the following documentation listed above to the Financial Aid Office:

**Please note: Individuals who have never filed taxes will only be able to obtain this item by requesting through the mail (instructions included below).*

Online Instructions:

1. Go to www.irs.gov/individuals/get-transcript. Click "Get Transcript Online" and make sure to read all required items.
2. If a login has already been created, continue by putting in your username. If a login has not been created, click "Get started and follow instructions to create a login. After enrolling for the first time, enter the address exactly as it appears on your tax return.
3. Once logged in or a login has been created, select the reason the transcript is needed: Higher Ed/Student Aid.
4. The * symbol will indicate the availability of a Verification of Non-Filing Letter for the year. Click the year that you are requesting a Verification of Non-Filing letter for, and a pop-up will appear. Make sure that any pop-up blockers you may have are disabled for this feature.

Telephone Instructions:

1. Call the IRS at 1-800-829-1040.
2. Press # for desired language.
3. Select **"Option 2"** for tax transcripts.
4. Press "1" for tax Transcripts
5. Press "4" for Tax History
6. Press "2" for Tax History
7. Enter SSN or Tax ID #
8. If SSN or Tax ID# is not verified, wait on the line until a representative is able to assist you.

Mail Instructions:

1. Complete IRS [Form 4506-T](#).
2. To make a request by mail, check box 7.
3. Mail the Form to the IRS. The Verification of Non-Filing Letter will be mailed to you within 10 Business Days.
4. Once the Confirmation of Non-Filing Letter is received, submit a copy to the Office of Student Financial Aid and Scholarships through the way requested.

Tax Filers can request a transcript, free of charge, by ordering online or by telephone request.

How to Request a 2021 IRS Tax Return Transcript

Telephone Instructions:

1. Call the IRS at 1-800-908-9946.
2. Tax filers must follow prompts to enter information.
3. Select **"Option 2"** to request an **IRS Return Transcript** and then enter **"2021"**.
4. Once successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days. IRS Tax Return Transcripts requested by telephone **cannot** be sent directly to a third party by the IRS.

Online Instructions:

1. Go to www.irs.gov.
2. Click "Get Your Tax Record."
3. Click "Get Transcript by mail." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." Enter the tax filer's information and then click "Continue"
4. In the Tax Year field, select **"2021"**.
5. Once successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days. IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.