

PLEASE REVIEW THE ITEMS BELOW AND USE THIS GUIDE AS A CHECKLIST. TO SET UP UNE ACCOUNTS, GO TO WWW.UNE.EDU/NEWSTUDENTINSTRUCTIONS

COMPLETE THE FAFSA

- The FAFSA is filed yearly and determines your eligibility for federal student aid programs and need-based UNE funds. Apply at studentaid.gov and include UNE's Institution Code: 002050.

VIEW YOUR E-BILL ONLINE

- View your bill by going to to [U-Online](#) > Student Financial Services > Student Accounts > Manage My Bill.
- Parents or Guardians will have access to TouchNet once added as Authorized Users by the student. Authorized Users have access to view the eBill, make payments, set up payment plans, and view the yearly 1098-T tax form.

FEDERAL LOAN REQUIREMENTS

- Students using federal loans need to accept the Terms & Conditions, AND Accept Award (including Federal Work Study, if applicable), and decline the unneeded funds. More information can be found at <https://www.une.edu/sfs/accepting-award>.
- First time borrowers need to complete the Master Promissory Note AND Entrance Counseling at www.studentaid.gov. **Federal loans will not disburse until these requirements have been completed.**

PAYMENT ARRANGEMENTS

- Pay online with a credit card, debit card, checking/savings account, or enroll in UNE's Tuition Payment Plan. Go to www.une.edu/paymentplan for more information.
- Private loans- See [UNE's Private Lender](#) list for details on recommended lenders. Please apply as soon as you receive your eBill to ensure we can certify it by the bill due date. We recommend applying for the entire year; we receive half in the fall and half in the spring.
- Parent PLUS loan- Go to www.studentaid.gov "Parent Borrowers" tab. Use the PARENT FSA ID.
- Checks are payable to the University of New England; please include your student PRN (displayed in upper-right corner of monthly paper billing). Payments may take up to two weeks to receive and post to the student's account – we recommend paying online.

OUTSIDE SCHOLARSHIPS/GRANTS

- Notify SFS by providing copies of letters/notifications of outside scholarships or grants. Federal regulations require consideration of outside resources before financial aid is calculated. You can notify SFS of your scholarship via our [Outside Scholarship Reporting Form](#).

HEALTH INSURANCE

- **All students are charged for health insurance until waiver is completed** (requires company name and policy info.) Complete the waiver/enrollment process ONLINE between July 1 – August 16. Health insurance can only be waived during this period at <https://studentcenter.uhcsr.com/>.

WORK-STUDY REQUIREMENTS

- Students offered work-study funds as part of their financial aid package must submit new hire paperwork found as "Unsatisfied Requirements" on U-Online before applying for on-campus jobs. **NOTE: Work Study funds must be earned by the student and are NOT deducted from the bill.**
- Students can bring paperwork and identification in person to Student Financial Services during New Student Orientation OR in August/September. Please bring original forms (copies will not be accepted) of identification detailed on the I-9 form (driver's license, passport, SS card, birth certificate).

DIRECT DEPOSIT

- Set up Direct Deposit: Uonline.une.edu>login>select personal information>select direct deposit allocation>enter bank routing number, account number, select account type, select "Payroll" for work-study paychecks and "Accounts Payable" for refunds.

COMPLETE AUTHORIZATIONS

- Authorization for Release of Information Form (FERPA) - In compliance with the Family Educational Rights and Privacy Act (FERPA), we must have authorization from a student permitting us to discuss financial information with others.
- Add Authorized Users (online billing) to U-Online > Student Financial Services > Student Accounts > Manage My Bill > Add Authorized Users.
- Answer Title IV Authorization Question- to make a decision regarding Title IV funding follow the instructions included on the Accept Award page.

REVIEW ADDITIONAL INFORMATION

- Obtain a parking permit (Site opens August 1st)- Go to <https://une.thepermitstore.com/>.
- UNE classifies student enrollment status for purposes of financial aid, loan deferments, and VA educational benefits as follows: Full Time: 12-18 credits; ¾ time: 9-11 credits; half-time: 6-8 credits. **Eligibility for UNE Scholarships requires FT enrollment.**