



ILLINOIS WESLEYAN
UNIVERSITY

FINANCIAL AID CHECKLIST

GENERAL

Accept or Decline All Financial Aid Awards Online

- How to Accept/Decline Financial Aid (loans and student employment)
 1. Log in to [MyIWU](#)
 2. Click on “Banner Self Service” on the left side of the screen
 3. Click on “Ellucian Banner”
 4. Locate Financial Aid Card and Click on “Your Financial Aid Account”
 5. Click on the “Award Offer” tab
 6. To accept and/or decline aid, click on the “Select” box under Take Action
 - Choose Accept/Decline/Modify in the drop-down menu next to each award
 7. Click on Submit

NO ACTION NEEDS TO BE TAKEN ON ANY OF THE GRANTS AND SCHOLARSHIPS

Check and Submit Missing Financial Aid Documents

- How to Track Financial Aid Documents (received and missing)
 1. Log into [MyIWU](#)
 2. Click on “Banner Self Service” on the left side of the screen
 3. Click on “Ellucian Banner”
 4. Locate the “Financial Aid” Card and Click on "Your Financial Aid Account"
 5. All missing requirements are found on this "Home" tab
 - Click on item name and it will take you to the document/action you need to complete
 - Complete all “Unsatisfied Requirements”
 - You cannot complete IWU Loan Documents until you receive an email from webmaster@ecsi.net with the link and pin required
 - You must accept/decline loans first for all correct missing documents to appear/disappear
 - Completed documents will not be reflected in your Self Service immediately. It could take up to 5 days for some loan documents

Outside Scholarship(s)

- Send in Private Scholarship Notification Letter(s) to IWU Financial Aid Office at iwufaid@iwu.edu

If you have problems accessing your MyIWU, please call the IWU Help Desk at 309-556-3900.

If you have any questions about accepting your aid, or completing your documents, please call the Financial Aid Office at 309-556-3096.



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STUDENT LOANS (if awarded one of these loans)

- Complete [Direct Loan Entrance Counseling](#) for Stafford Loan(s) – Between May 1 and August 1
- Complete [Direct Loan Master Promissory Note](#) for Stafford Loan(s) – Between May 1 and August 1
- Complete IWU and/or Nursing Loan Entrance Counseling/Disclosures/Master Promissory Notes – Between May 15 and August 1
 - You cannot complete IWU Loan Documents until you receive an email from webmaster@ecsi.net with the link and pin required

STUDENT EMPLOYMENT (if planning to work on campus this year)

- Review Student Employment Handbook with other student employment instructions sent via email in July and/or August
- Complete and sign I9, Fed W-4, IL State W-4 and bring to the financial Aid Office with required original documents* -- Complete upon arrival to campus

*Federal Law requires you to present documents that establish both identity and employment authorization. Examples are an unexpired US passport OR one of the following: a driver's license, state ID, school ID AND one of the following: a certified birth certificate, social security card. **Federal Law requires the original documents**; copies and faxes cannot be accepted.

OTHER FINANCING OPTIONS

- Apply for [Federal Direct Parent PLUS Loan](#)
 - Complete the [PLUS Loan Master Promissory Note](#)
- Apply for a [Private Alternative Loan](#)
 - Families should apply through a private lending source (i.e. bank, credit union, etc.)
- Home Equity Loan
 - Parents should inquire with their mortgage lender concerning the application process and terms and conditions of a home equity loan
- Education Plans (529, College IL, etc.)
 - Contact the business office at busnoff@iwu.edu or 309-556-3022 for more information
- Business Office Monthly Payment Plan
 - You can find more information on billing, payment plans, etc. on the [Business Office Website](#)

All additional financing should be in place no later than July 14th to avoid late fees.