Students must complete the Free Application for Federal Student Aid (FAFSA) http://www.fafsa.gov to determine if they are eligible to receive financial aid

BANNER LOGIN INSTRUCTIONS
- Log onto www.susla.edu
- Click on *Banner web services* (bottom left of screen)
- Click *Enter Secure area*
- Enter User ID and Pin (Your User ID is your 9 digit SUSLA ID or your SSN; your pin is your six digit birth date in MMDDYY format, Example: Birthday October 7, 1988 – You will enter 100788)

FINANCIAL AID UNSATISFIED REQUIREMENTS
1. Click **Student Information, Grades, and Financial Aid**
2. Click **Financial Aid**
3. Click **My Overall Status of Financial Aid**
4. Select **Award Year**
5. Click on **Unsatisfied Requirements** (click on each requirement, complete and print)

   If you are selected for verification, you must submit your tax transcript from (2) years prior (ex. 2015 tax transcript for the 2017-2018 academic year) or non-filers statement from the IRS by visiting a local IRS Office or ordering the tax-transcript online at www.irs.gov.

ACCEPTING AND PAYING FEES PROCEDURE

For students with 100% Financial Aid:
1. Click **Student Services and Financial Aid (TAB at top of page)**
2. Click **Financial Aid**
3. Click **My Award Information**
4. Click **Award by Aid Year** and select current Aid Year ex. **2017-2018**
5. Click **Terms and Conditions (TAB)** and read/accept
6. Click **Accept Award Offer (TAB)**
7. Click **Accept/Decline** applicable awards (required for Direct Loans)
   a. You may also reduce Loans to Partial Amounts
8. Click **Submit Decision**
9. View Unsatisfied Disbursement Requirements
   a. Direct Loan Entrance Counseling and a Loan Master Promissory Note must be completed prior to disbursements of Loans
   b. Additional requirements must be satisfied or aid will not be processed
10. Click **Student Services and Financial Aid (TAB)**
11. Click **Accept/Pay Fees**
12. Click **Select Term** and choose the term you are enrolling
13. Enter PIN (**login password**), First and Last Name **exactly as shown in Banner**
14. Click **Accept Fees**
15. Click **Get Fee Sheet** to print paid receipt

Direct Student and *Parent Plus Loan Borrowers

Students and Parents interested in borrowing loans to help offset educational expenses must complete:
1) Online Entrance Loan Counseling and 2) the Direct Loan Master Promissory Note.

*Parent Borrowers must also complete the *Parent Plus Direct Loan Request form.*

Complete online Loan Entrance Counseling

First-time Federal Student Loan Borrowers must complete loan entrance counseling and have a **30-day delay on loan disbursements**.

Complete *Federal Direct Loan Entrance Counseling* at www.studentloans.gov.

Complete the Direct Loan Master Promissory Note (MPN)

Master Promissory Note (MPN)

The MPN is a promissory note that can be used to make one or more loans for one or more academic years (up to 10 years). A separate MPN is required for Direct Stafford loans and Parent PLUS loans.

Undergraduate Direct Stafford subsidized and unsubsidized borrowers under the Direct Loan Program will sign one promissory note, which can be used for all of that program's loans over multiple academic years.

Parent PLUS loan borrowers can only take out this loan on a dependent undergraduate student's behalf. This loan is contingent upon an approved credit check.

All Direct Loan Master Promissory notes can be accessed and e-signed. An electronic MPN can be completed. Read the information below to understand how the electronic MPN process works. We estimate that it will take 30 minutes to complete the electronic MPN process. **Make sure you allow enough time to complete the entire process in a single session. If you exit the website before submitting your signed MPN and return later, you will have to start over beginning with Step 1.**

Complete a *Direct Loan Master Promissory Note* – Parent and Student borrowers must Complete the Master Promissory Note (MPN) at: www.studentloans.gov.

Monitor Your Financial Aid Status on Banner

- You are responsible for monitoring your status.
- Check your admissions and financial aid statuses on Banner frequently.
- Check for notifications on your SUSLA student email account.

Communications regarding your financial aid will come via your Banner Student account and your SUSLA email account. Federal regulations require all student loan borrowers to participate in exit loan counseling whenever they drop below half-time enrollment status (six hours), withdraw, or graduate. Students must also meet *Satisfactory Academic Progress* to maintain financial aid eligibility. If you have any further questions, email us at financialaid@susla.edu, view the Financial Aid webpage or call us at (318) 670-9221.

For loan questions, contact Jasheika Dennis at jdennis@susla.edu or 318-670-9231