



Financial Aid & Student Accounts Requirements

Complete all the steps under each section to finish the requirements for Financial Aid and Student Accounts.

Financial Aid

p: 330-823-2674 e: finaid@mountunion.edu

1. Review Your Award Offer

- You received an email and text message with a link to your financial aid offer.
- Review your estimated costs. Refer to your billing statement for your final balance.

Estimated Balance without Loans

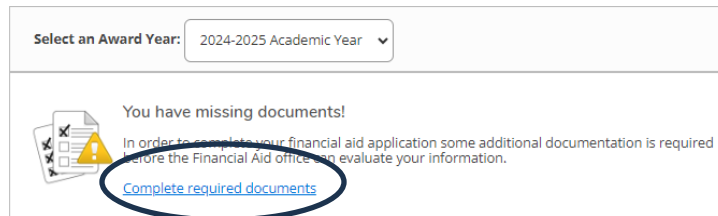
Estimated Balance with Loans

2. Complete Your Required Documents

- Go to your Financial Aid tab in [Self-Service](#)



- Click "Complete Required Documents" on your checklist



- Complete your required documents before **July 31st**.

Select an Award Year: 2024-2025 Academic Year

Document	Explanation
24-25 Accept/Decline Awards	You have one or more awards in an offered status. Please go to the "My Awards" section and accept or decline your awards.
24-25 Statement of Ed Purpose	You are required to submit a Identity and Statement of Educational Purpose. Please contact our office at 330-823-2674 or ... more

3. Review Loan Options

If you need loans to pay your balance, review and apply for any of the options below.

Federal Subsidized and Unsubsidized Loans

- Included in your financial aid offer if you filed a FAFSA. Subsidized does not accumulate interest while you're in school. Unsubsidized does accumulate interest while you're in school.
- Accept your loans under "My Awards" in Self-Service
- Complete [Loan Entrance Counseling](#) and a [Master Promissory Note \(MPN\)](#) at studentaid.gov.
- Interest rate is 6.52% and loan fee is 1.057%

Federal Parent PLUS Loan

- Federal loan a parent can borrow in their own name and apply to your education. Payments can be deferred until after graduation.
- The maximum annual amount is \$20,000 with an overall limit of \$65,000.
- Interest rate is 9.07% and loan fee is 4.228%
- If your parent is denied, you will be eligible for an additional \$4000 Unsubsidized Loan.
- Apply at [studentaid.gov](#).

Private Loan

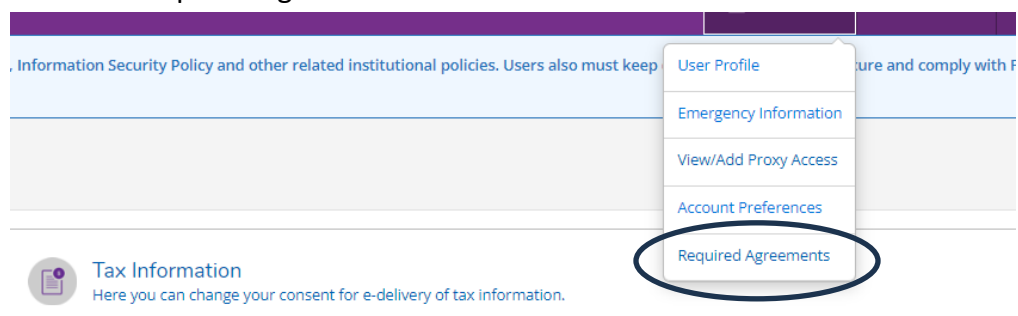
- A student or parent loan from a bank or credit union.
- Interest rates, fees, and repayment option are different for each lender.
- Review a list of lenders at [choice.fastproducts.org/FastChoice/home/308300](#)

Student Accounts

p: 330-823-6554 e: billing@mountunion.edu

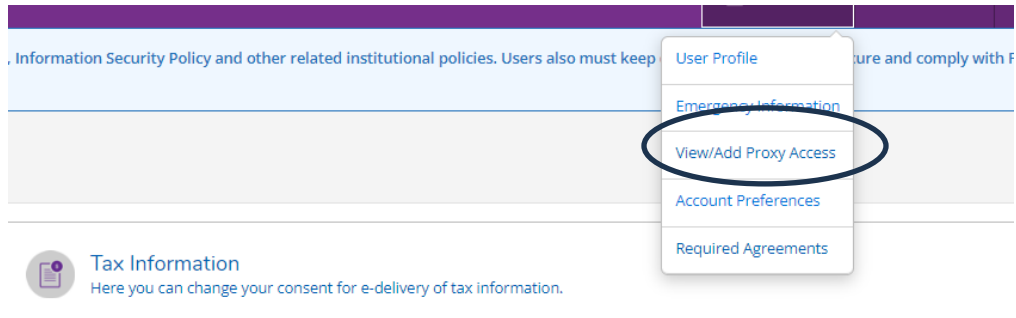
1. Complete Required Agreements

- Tuition Payment Agreement – An agreement between you and the University regarding payment of tuition, food, housing, fees, and expenses. All students must accept this agreement.
- Federal Title IV Authorization – Must be signed for us to credit your account with federal aid, hold excess funds on your account to pay future charges. We ask that you complete this agreement even if you are not currently using federal aid.
- Follow these steps:
 1. Log into [Self-Service](#)
 2. Click on the username icon in the upper-right corner
 3. Click on "Required Agreements"



2. Add a Proxy

Add a proxy if you want someone to be able to view any or all these sections in Self-Service: your bill, financial aid, and/or grades. The Proxy Access will allow Student Accounts to discuss your account with those listed.



3. View Your Bill

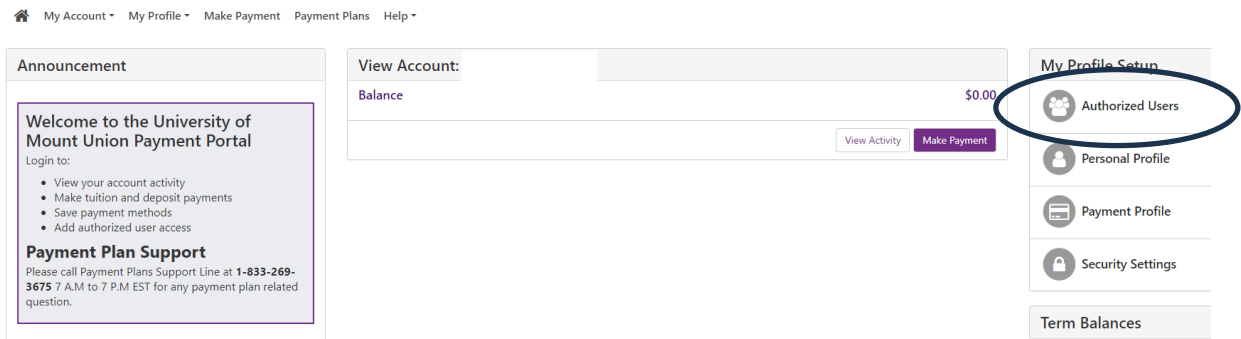
- Your bill will be available to view in **July** (fall) and **December** (spring) after you are registered for classes.
- Payment is due **July 31st** (fall) and **December 31st** (spring)

4. Add an Authorized User

If someone is helping you pay your bill, you can make them an authorized user by giving them access to your payment portal. This is different than adding a proxy.

Follow these steps:

- Click on Student Finance in Self-Service, then "Please CLICK HERE to make your tuition payment."
- Select My Profile Setup, then click on "Authorized Users."



- Once submitted, the authorized user will receive two emails from billing@mountunion.edu advising them that an account has been created and a temporary password that will need changed within 24 hours.
- Authorized users can make payments, enroll in the monthly payment plan, and view payment history/balances.

5. Determine your payment method.

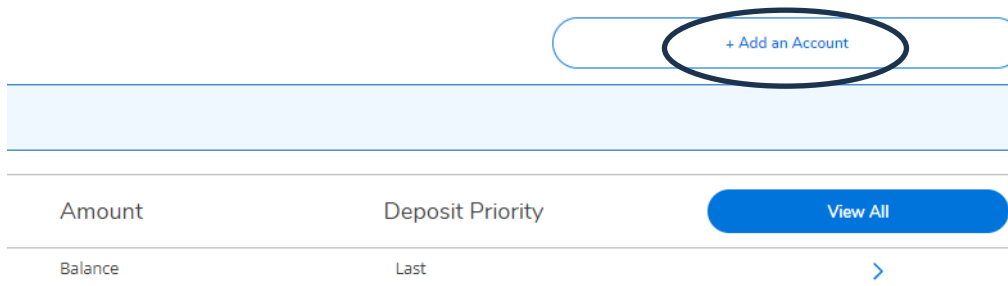
- Per semester payments
 - Cash or check at Business Office Cashier's window.
 - Credit card/debit card (convenience fee will be charged), or ACH from checking or savings in Self-Service.
- Interest-free monthly payments through Touchnet (\$45 fee per semester)
 - Sign up in payment portal.
- Loans (see financial aid)

6. Sign up for Direct Deposit

If your financial aid/payments exceed your charges, your account will have a credit balance. Direct deposit allows for this credit balance to be deposited directly into your bank account in the form of a refund.

Follow these steps:

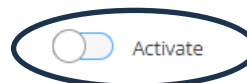
- Click on Banking Information in Self-Service, then +Add an Account to add bank info.



- Activate your account for "Refund, Reimbursement & Payment Deposit"

Add a Bank Account

Refund, Reimbursement & Payment Deposit



Other information:

- Outside scholarship checks can be mailed to:
 - University of Mount Union
 - Attn: Student Accounts
 - 1972 Clark Avenue
 - Alliance, OH 44601
- The cashier can cash checks up to \$50. Checks up to \$500 can be cashed with approval.