Transferring Aid To USI

Use the following as a guide and check the items off as they are completed.

☐ Apply for admission as a degree-seeking student at USI. If you are a visiting student and/or are not intending on receiving a degree from USI, you are not eligible for Federal or State financial aid.

☐ Notify your current school of your plans to transfer to USI. They will need to cancel your aid for the upcoming semester. For example, with the Direct Student loan, students transferring at the end of fall must have spring disbursements cancelled with their current school prior to requesting a loan with USI.

☐ Add USI to your Free Application for Federal Student Aid (FAFSA) at fafsa.gov. USI's school code is 001808.

☐ **Once you have been admitted and USI has received your FAFSA results, begin checking your myUSI. Instructions may be found online at www.usi.edu/financial-aid/myusi/. Below is a list of things that can be done on your myUSI:**

   o Check Financial Aid Awards/Changes in Awards – Review your awards and the messages (if any) that correspond to them. Remember, your awards are subject to change based on enrollment status and other eligibility criteria such as Satisfactory Academic Progress, etc. They also may change based on the amount(s) received at your other institution(s) during the previous semester(s).

   o Check Financial Aid Requirements/Status of Requirements – Regardless of whether or not you completed these requirements at your previous institution, if you have financial aid requirements that are unsatisfied at USI we cannot review, process or disburse financial aid.

   o Report Outside scholarships - Report all scholarships not awarded by the University, the state, and the federal government. Outside scholarships can include scholarships awarded to you by your high school, church, local businesses, etc. Include Vocational Rehabilitation, UAW, Workforce Development, and any other resource that is helping with your college costs.

   o Accept/Decline Direct Student Loans – The Direct Loan will be packaged to eligible students upon receipt of the FAFSA. Accept, decline or reduce the Direct Student Loan on your myUSI. Accept only the amount you need.
      If you are transferring beginning in summer and are interested in the Direct Student Loan you will need to complete the Summer Loan Application (available March/April each year). First-time Direct Loan borrowers must complete entrance counseling and the Master Promissory Note online at StudentAid.gov. Effective fall 2020, all Direct Loan borrowers are required to complete Informed Borrowing Confirmation **every year** at StudentAid.gov.

☐ If you have the tuition and fee exemption for C**hild of Disabled Veteran and Public Safety Officer (CVO)**, please visit www.in.gov/che for the application. USI must have an original application or original eligibility letter verified by the Department of Veterans Affairs.

☐ If you are a dependent student and your parent(s) are interested in a Direct Parent PLUS Loan, the application is available online at StudentAid.gov or they may download and print the Parent PLUS Loan Application at www.usi.edu/financial-aid/forms/. First-time Direct Parent PLUS Loan borrowers must complete the Master Promissory Note at StudentAid.gov. Effective fall 2020, all Direct Loan borrowers are required to complete Informed Borrowing Confirmation **every year** at StudentAid.gov.

☐ Check the USI Satisfactory Academic Progress Policy online at www.usi.edu/financial-aid/policies/progress to see how transfer credit hours impact your financial aid eligibility. If you are transferring in more hours than are normally required for your degree objective you may be ineligible for aid.

Student Financial Assistance
8600 University Boulevard
Evansville, IN 47712
Phone: 812-464-1767 or 800-467-1965
Fax: 812-461-5305 / Email: finaid@usi.edu

Transferring Aid To Another Institution

☑ ***Use the following as a guide and check the items off as they are completed.***

☐ If you have received financial aid at USI you will need to complete the Cancel Aid Form to have aid cancelled at USI for all future terms. The Cancel Aid Form may be obtained online at www.usi.edu/financial-aid. If your financial assistance is not cancelled at USI for all future terms, your new college may not be able to award and/or disburse funds.

☐ If you have received a Direct Student Loan at USI you will be required to complete Exit Counseling. Exit Counseling is completed online at StudentAid.gov. Your official USI academic transcript will be withheld until this obligation is completed. Note: If you applied for an academic year (fall and spring) Direct Student Loan at USI, and you transfer at the end of fall, your spring disbursement **must** be cancelled and you must re-apply for a loan at the new college if you want to continue borrowing.

☐ **If you are enrolled in courses, contact the Registrar's Office about withdrawing. If you do not officially withdraw you may still be required to pay for those courses.**

☐ If you live in University housing, contact the Residence Life office to properly check out.

☐ If you have a meal plan, contact Food Services to cancel your plan.

☐ If you owe money to the University, settle your account with the Bursar.

☐ If the new college is not listed on your Free Application for Federal Student Aid (FAFSA), you may add your new college to your FAFSA online at www.fafsa.gov (contact the new college for more information).

☐ If you have a Child of Disabled Veteran and Public Safety Officer Supplemental Grant (CVO**)**, please visit www.in.gov/che for the application. Your new college must have an original application or original eligibility letter verified by the Department of Veterans Affairs. (The CVO fee waivers are available only at state-supported colleges/universities in Indiana.)

☐ **Contact Student Financial Assistance at your new college for more information about transferring financial aid. They may have additional requirements that need to be satisfied.**