



Student Financial Services Checklist Graduate Students

Welcome to Queens! Please complete the following steps to ensure you are financially equipped to begin a successful academic year. Each of these items will keep you on track as you get closer to the finish line. Contact the Office of Student Financial Services if you have any questions. Our direct line is 704-337-2225.

- ___ 1. If you have not already done so, **complete the [Free Application for Federal Student Aid \(FAFSA\)](#)**. Our school code is **002957**.
- ___ 2. **Review your Financial Aid Award**. Award notices will be emailed to your Queens email account. After you receive your award notice and your log on credentials, new students can log on to [MyFinancialAid](#) to accept and/or decline your financial aid awards.
- ___ 3. In order to take advantage of **Federal Direct Loans**, first time borrowers must first complete **Entrance Counseling** and a **Master Promissory Note (MPN)** online at www.studentloans.gov. If no preliminary Federal Direct Loans are reflected on your student account then steps 1-3 are not complete.
- ___ 4. Should you require funding in addition to your financial aid awards, you may apply for the Graduate Plus loan at www.studentloans.gov. Complete the **Graduate Plus Loan application** and sign the **Master Promissory Note (MPN)** to finish this process.
- ___ 5. If you do not wish to utilize all of the loan funds for which you are eligible, please submit the appropriate [Loan Change Request Form](#).
- ___ 6. [Complete your Financial Services Access Code Form](#). All students must complete this form if they wish to discuss financial aid or account information via telephone or email. Parents or other third parties of dependent students who inquire about financial aid or student account information will be asked to provide this code.
- ___ 7. [Complete your Cash Management Form](#). All students wishing to use financial aid to cover discretionary charges such as student health insurance, bookstore charges or fines must complete this form.
- ___ 8. **Take care of your net balance after financial aid**. Due dates are:

Fall - August 1	Spring - January 1	Summer - May 1
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 - ___ A. **Pay in Full**: Payments can be made online through [myAccount](#). Queens University of Charlotte accepts Visa, MasterCard, E-check and American Express. Students can set up a "Parent Pin" on [myAccount](#) for parents or other third party payers via the "Student Account" link on [myAccount](#), simply click "Make a Payment Online" and select "add new".
 - ___ B. **Setup a Payment Plan or Employer Tuition Deferment Plan**: Visit the [Payment Options](#) page for payment plan options and instructions.