



How to complete the Paca & Tubman Financial Aid Agreement Form

A complete guide for students utilizing Financial Aid to pay housing costs at Paca & Tubman.



Using Financial Aid at Paca & Tubman: **The Rundown**

- ▶ We have many residents each year that utilize financial aid to cover the costs of Paca & Tubman. **Students who are using this method for payment must submit a Financial Aid Agreement Form.** This form is available on www.pacatubman.com under 'Applications & Forms.' This form is due prior to move-in day.
- ▶ Please verify with Towson University's Financial Aid Office (410-704-4236) that you have completed all of the appropriate steps to receive your FAFSA and by the appropriate dates. Our office does not have access to any of this information.
- ▶ For the purpose of this form, our office considers any funds not paid out of pocket as financial aid. (Examples: FAFSA, private loans, grants, scholarships, 529 plans, etc.)
- ▶ Financial Aid Agreements cannot be used in conjunction with Monthly Payment Plans.



Financial Aid at Paca & Tubman: The Rundown

- ▶ Towson University cannot transfer any funds directly to Paca & Tubman as we are a separate entity from the University.
- ▶ All financial aid must be accepted and processed through the University.
- ▶ The University will send a **financial aid refund/rebate** after their bill is covered. Once you receive this refund/rebate in your account, you pay Paca & Tubman personally.
- ▶ Your refund/rebate may be direct deposited or mailed. Please follow-up with the University to verify by which method you will be receiving your refund/rebate.
- ▶ Students are not able to select where their aid goes. Towson University will use all available funds (FAFSA/Alternative) to cover their bill before any money is refunded. You cannot ask the University to use funds for housing if you still have a balance with them.

Completing the Financial Aid Agreement Form: **Required Documentation**

ALL FINANCIAL AID AGREEMENTS REQUIRE DOCUMENTATION.

Getting Started:

- ▶ Students will need to access their online Towson student portal. This portal has all of your aid information.

Getting to the Student Portal:

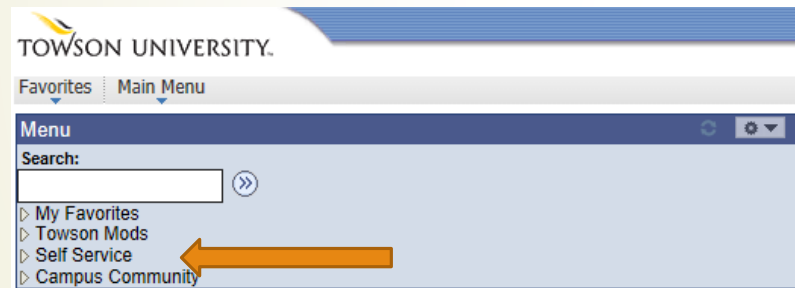
- 1.) Go to www.towson.edu.
- 2.) In the top right corner, click 'My TU.'
- 3.) In the yellow box to the left, click 'Students (Towson Online Services).'
- 4.) Type in your login information.

- ▶ If you are using an alternative/private loan, you will need to contact your loan provider for documents verifying your loan approval and loan amount(s).

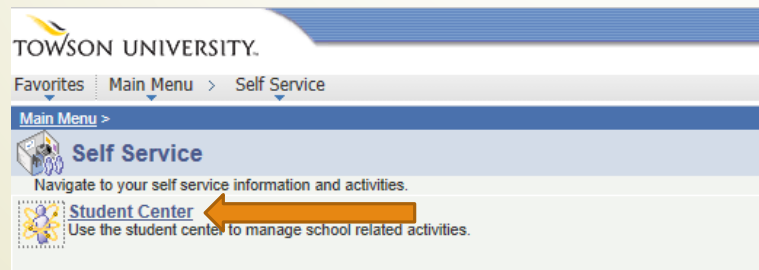
Completing the Financial Aid Agreement Form: Required Documentation

Accessing Financial Aid Summary On the Towson Student Portal

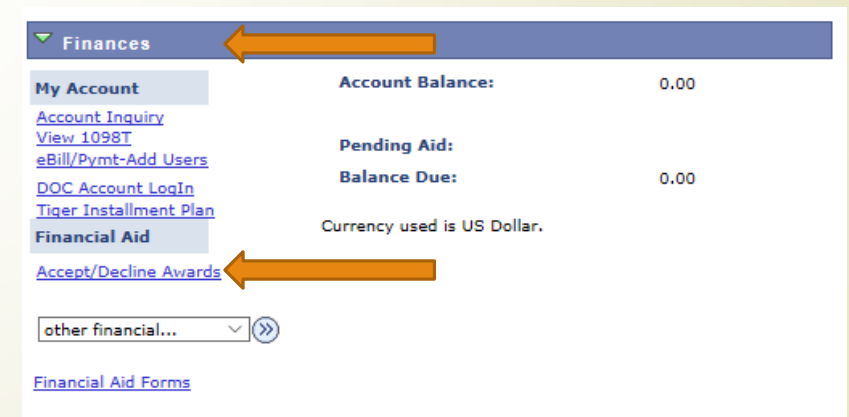
- Step 1: Click 'Self Services'



- Step 2: Click 'Student Center'



- Step 3: Scroll down to 'Finances'
- Step 4: Under the 'Financial Aid' on the left, click 'Accept/Decline Awards'



Completing the Financial Aid Agreement Form: Required Documentation

- Step 5: Select Academic year

Financial Aid

Select Aid Year to View

Select the aid year you wish to view

Aid Year	Institution	Aid Year Description
2018	Towson University	No financial aid awards available.
2017	Towson University	No financial aid awards available.
<u>2016</u>	Towson University	Financial Aid Year 2015-2016

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

go to ...

(Note: you will only be able to select an academic year if you have FAFSA/aid for that year.)

- Step 6: Screen shot or print out the page that lists all of your accepted financial aid.

Financial Aid

Award Package

Financial Aid Year 2015-2016

Your acknowledgement and/or changes were successfully processed. Please review the awards for correctness. Remember to 'Submit' your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

Last Updated: 06/30/2015 2:06:39PM Status: Successful

Award	Category	Career	Offered	Accepted	Accept	Decline
Fed Direct Unsubsidized Loan 1	Loan	Undergraduate	4,000.00	4,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Optional Parent Loan Maximum	Loan	Undergraduate	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total			4,000.00	4,000.00		

Currency used is US Dollar.

(Note: 'Offered' aid is the amount that you could take out, not the final total amount you have accepted. 'Accepted' aid reflects the actual dollar amount of funds you have available to you for your University Bill/Paca & Tubman.)

Completing the Financial Aid Agreement Form: Filling in the Form

There are 3 sections that need to be completed
(in addition to the required student/parental
guarantor signatures.)

1.

2.

Required Documentation: <input type="checkbox"/> You must attach a copy of your Financial Aid Notification or Award Summary (To print your Award Summary, visit: https://inside.towson.edu/psLogin/ Then choose "Self Service," "Student Center," "Finances," and "Accept/Decline Awards.")	
Required Aid Information: Total Approved Aid Per Semester? \$ _____ Total Aid To Be Applied Toward Rent? \$ _____	Estimated Rebate Receipt Date: Fall 2018: <input type="checkbox"/> Standard* Date Late* Date: _____ Spring 2019: <input type="checkbox"/> Standard* Date Late* Date: _____

3.

*For on-time aid applications, the standard and earliest possible financial aid rebate check is 10 days before classes start.
*If your aid will not be ready to disburse by the standard date, then please list your estimated rebate check late disbursement date.

- 1.) Required documentation box must be checked in addition to submitting the aid summary described in the prior pages.
- 2.) Required Aid Information
- 3.) Estimated Rebate Receipt Date
- (Please be sure to have the student and parental guarantor sign/date the bottom of the form. This part is not pictured to the left.)

Completing the Financial Aid Agreement Form: Filling in the Form

'Total Aid Approved Per Semester.'

- Your financial aid award summary shows the aid that has been approved for the *entire* academic year (fall/spring).

Financial Aid

Award Package

Financial Aid Year 2015-2016

Your acknowledgement and/or changes were successfully processed. Please review the awards for correctness. Remember to 'Submit' your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

Last Updated: 06/30/2015 2:06:39PM Status: Successful

Award	Category	Career	Offered	Accepted	Accept	Decline
Fed Direct Unsubsidized Loan 1	Loan	Undergraduate	4,000.00	4,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Optional Parent Loan Maximum	Loan	Undergraduate	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total			4,000.00	4,000.00		

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#) [SUBMIT](#)

- You will need to divide this number by two to know how much aid you've been approved for per semester.

In the beside example, the student has been approved for \$4,000 over the entire academic year. This means that they will receive \$2,000 per semester. \$2,000 is the number you would fill in for the 'Total Aid Approved Per Semester.'

Required Documentation: You must attach a copy of your **Financial Aid Notification or Award Summary** (To print your Award Summary, visit: <https://inside.towson.edu/psLogin/> Then choose "Self Service," "Student Center," "Finances," and "Accept/Decline Awards.")

Required Aid Information:	Estimated Rebate Receipt Date:
Total Approved Aid Per Semester? \$ <u>2,000</u>	Fall 2018: <input type="checkbox"/> Standard* Date <input type="checkbox"/> Late* Date: _____
Total Aid To Be Applied Toward Rent? \$ _____	Spring 2019: <input type="checkbox"/> Standard* Date <input type="checkbox"/> Late* Date: _____

*For on-time aid applications, the standard and earliest possible financial aid rebate check is 10 days before classes start.
*If your aid will not be ready to disburse by the standard date, then please list your estimated rebate check late disbursement date.

Note: If you have any additional outside aid (such as alternative/private loans), be sure to add this amount to the total after verifying how much of that aid you've been approved for per semester. You will need to provide documentation for the alternative/private loan in addition to the Towson Awards Summary.

Completing the Financial Aid Agreement Form: Filling in the Form

'Total Aid to be Applied Toward Rent'

The total cost of housing per semester for 2019-2020 at Paca & Tubman:
\$4325/semester

As you fill out this form for the 2019-2020 academic year, **please note your balance due at move-in will be \$4000** as we apply your reservation fee of \$325 towards your fall balance. This is the amount you will 'apply towards rent.'

(Your spring balance due will be the full \$4325. A second Financial Aid Agreement is not required. Please plan accordingly for your spring semester payment to be \$325 more than indicated on your form.)

Required Documentation: <input type="checkbox"/> You must attach a copy of your Financial Aid Notification or Award Summary (To print your Award Summary, visit: https://inside.towson.edu/psLogin/ Then choose "Self Service," "Student Center," "Finances," and "Accept/Decline Awards.")	
Required Aid Information:	Estimated Rebate Receipt Date:
Total Approved Aid Per Semester? \$ _____	Fall 2018: <input type="checkbox"/> Standard* Date _____ Late* Date: _____
Total Aid To Be Applied Toward Rent? \$ \$4000	Spring 2019: <input type="checkbox"/> Standard* Date _____ Late* Date: _____

*For on-time aid applications, the standard and earliest possible financial aid rebate check is 10 days before classes start.

*If your aid will not be ready to disburse by the standard date, then please list your estimated rebate check late disbursement date.

Completing the Financial Aid Agreement Form: **Filling in the Form**

Calculating how much of your aid you can use for Paca & Tubman.

- ▶ If you're unsure of how much aid you will have available for rent, please visit your TU Bursar's Bill.
- ▶ Take the total bill amount for the semester and subtract your total aid per semester from that amount.
- ▶ The remaining number is how much you will have to use towards Paca & Tubman rent.

\$ Bursar's Bill Per Semester
- \$ Approved Aid Per Semester

\$ Aid available to use to pay Paca & Tubman.

Important Notes:

- 1.) If you do not have any leftover balance after subtracting, you will not have any aid to apply towards housing.
- 2.) Meal plans are purchased through the university's dining website (www.dineoncampus.com/towson.) They do not show on your Bursar's Bill until that step is complete. Verify that your meal plan has been assessed to your Bursar's Bill (if you plan on getting a meal plan) before doing the final math.



Completing the Financial Aid Agreement Form: **Filling in the Form**

What if I don't have enough aid to cover the full cost of housing?

- ▶ If you don't have enough aid to cover the full cost of housing, be sure to list what amount you will be able to pay using financial aid. (Example: If you only receive \$2700 instead of the full \$4325, you will write \$2700 in the 'total aid to be applied toward rent.')
- ▶ Any part of the Paca & Tubman rent that is not covered by aid will be due by move-in. (Example: If you only have \$2700 to apply towards rent, \$1300 would be due by August move-in and \$1625 by January move-in.)
- ▶ *As a reminder: the Financial Aid Agreement Form and the Monthly Payment Plan may not be submitted together. If you do not receive aid to cover a majority of your bill, you may want to consider submitting a Monthly Payment Plan instead of a Financial Aid Agreement. Someone in our office would be happy to help you if you are unsure of which form to submit.*

Completing the Financial Aid Agreement Form: **Filling in the Form**

'Estimated Rebate Receipt Date.'

- ▶ If you have completed all of your FAFSA/alternative loan applications by the University/Private Loan Company's deadline, you will check 'Standard Date' for both the Fall and Spring semester.

Required Documentation: <input type="checkbox"/> You must attach a copy of your Financial Aid Notification or Award Summary (To print your Award Summary, visit: https://inside.towson.edu/psLogin/ Then choose "Self Service," "Student Center," "Finances," and "Accept/Decline Awards.")			
Required Aid Information:		Estimated Rebate Receipt Date:	
Total Approved Aid Per Semester?	\$ _____	Fall 2018:	<input checked="" type="checkbox"/> Standard* Date Late* Date: _____
Total Aid To Be Applied Toward Rent?	\$ _____	Spring 2019:	<input checked="" type="checkbox"/> Standard* Date Late* Date: _____

*For on-time aid applications, the standard and earliest possible financial aid rebate check is 10 days before classes start.

*If your aid will not be ready to disburse by the standard date, then please list your estimated rebate check late disbursement date.

- ▶ We consider 'Standard Date' for receive aid to be through the second week of classes. If your rebate will not be received by then, you will write down the 'Late Date' that you are planning on getting the aid.

Required Documentation: <input type="checkbox"/> You must attach a copy of your Financial Aid Notification or Award Summary (To print your Award Summary, visit: https://inside.towson.edu/psLogin/ Then choose "Self Service," "Student Center," "Finances," and "Accept/Decline Awards.")			
Required Aid Information:		Estimated Rebate Receipt Date:	
Total Approved Aid Per Semester?	\$ _____	Fall 2018:	<input type="checkbox"/> Standard* Date Late* Date: 9/9/19
Total Aid To Be Applied Toward Rent?	\$ _____	Spring 2019:	<input type="checkbox"/> Standard* Date Late* Date: 2/9/20

*For on-time aid applications, the standard and earliest possible financial aid rebate check is 10 days before classes start.

*If your aid will not be ready to disburse by the standard date, then please list your estimated rebate check late disbursement date.

- ▶ *If any dates should change and you will be receiving your aid later than indicated, please send a written communication via email to our office updating your receipt date.*



Completing the Financial Aid Agreement Form: **Submitting the Form**

Once you have finished filling in the Financial Aid Agreement, you can submit the form AND your supporting documentation the following ways:

- ▶ You may fax it to our office: 410-704-7324
- ▶ You may scan and email it to our office: pacatubman@cocm.com
- ▶ You may 'snail-mail' it to us:

Capstone Management
415 Towson Way, Suite 135
Towson, MD 21252



Questions?

- ▶ Contact our office if you should have any questions!

Office Phone: 410-704-7484

Office Email: pacatubman@cocm.com

Office Fax: 410-704-7324

Office Mailing: Capstone Management
415 Towson Way, Suite 135
Towson, MD 21252