

Helpful Hints to Filling Out Your Financial Aid Agreement Form

- Verify with Towson University's Financial Aid Office that you have completed all the necessary steps to receive your FAFSA by the deadline outlined on the form.
- The university will send a **financial aid refund/rebate** of any excess aid that was applied to your TU account. That refund/rebate would then be used to cover your rent costs.
 - Once the refund is received, you will use that money to pay your housing bill.
 - The payment can be made in the Resident Portal or sent as a check via mail.
- **All Financial Aid Agreements require documentation.**
 - If you are using an alternative or private loan, you will need to contact your loan provider for documents verifying your loan approval and loan amount(s). **A loan application is not sufficient documentation**
 - If you are using aid through Towson University, you can access your aid amount on your Towson student portal in the finances section of the Student Center.
 - Select the correct Academic Year and print out the page that lists all the **accepted** financial aid.
 - **Accepted aid reflects the actual dollar amount of funds you have available to be used.**
- **Filling out the Form**
 - There are three sections that need to be completed in addition to the required student and guarantor signatures.
 - **Total Aid Approved Per Semester:** the **total** amount approved for the Academic Year, divided by two.
 - **Total Aid to be Applied Toward Rent:** the amount of aid you will be using towards your rent amount.
 - This could be the amount in full, or a partial amount.
 - *Please note that any rent amount not fully covered fully by financial aid will need to be paid out of pocket by the move-in date of August 29th (fall semester) and January 23rd (spring semester).*
 - **Estimated Rebate Receipt Date:**
 - If you have completed all FAFSA/alternative loan applications by the University/Private Loan Company's deadline, you will check 'Standard Date' for both the Fall and Spring semester.
 - 'Standard Date' indicates that we will receive your aid payment by the indicated deadline of September 25th (fall semester) and February 26th (spring semester).
 - If your rebate will not be received by the stated deadline, you would then indicate the 'Late Date' that you expect to be receiving your aid.
 - *If any dates should change and you will be receiving your aid later than you have indicated, please send an email to the Management Office with written documentation showing the updated date you will be receiving your aid.*
- **Submitting the Form**
 - The form will be signed by the student and the guarantor and submitted online.
 - Supporting documentation should be sent via email by August 7th for the fall semester, or by January 15th for the spring semester.



