

## 2013-14 GRADUATE STUDENT FINANCIAL AID PROCESS

**STEP 1: Complete your 2013-14 FAFSA online** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

- APU school code is: 001117.
- If you do not have a PIN to complete and electronically sign the FAFSA, you can obtain one at [www.pin.ed.gov](http://www.pin.ed.gov).
- APU will automatically receive your FAFSA and send you an offer letter if you have been fully admitted to a graduate program.

**STEP 2: Complete the “2013-14 Graduate Information Worksheet.”** The form is located at: [www.apu.edu/graduatecenter/sfs/forms/2013-2014](http://www.apu.edu/graduatecenter/sfs/forms/2013-2014).

**STEP 3: Complete all Financial Aid items on your “To Do List.”**

- Your offer letter will arrive in the mail with a list of items you need to complete. These items must be completed for you to receive financial aid.
- If you don't have your letter, you can also find your “To Do List” on the upper right hand side of your “Student Center” at [home.apu.edu](http://home.apu.edu). Submit all requested documents by July 1<sup>st</sup> to receive priority processing.
- To access your student center, go to [home.apu.edu](http://home.apu.edu). After logging in, select from the left-hand menu→Campus Community→Student Service Center.

**STEP 4: Plan to enroll at least half-time.** Half-time enrollment per term is required for federal aid eligibility. APU defines a “term” as all sessions within the time frame of a traditional semester. For example, Fall, Fall 1 and Fall 2 constitute the fall term. Half-time status is based on your academic program:

- *Credential or certain Certificate only: 6 units per term*
- *Master's Degree: 5 units per term (3 units in summer)*
- *M.A. in Clinical Psychology: 4 units per term (3 units in summer)*
- *M.S. in Nursing: 3 units per term*
- *Doctor of Ministry: 4 units per term*
- *Doctoral Degree: 3 units per term*

### **Financial Aid Tips**

**Notify your counselor of any changes in your enrolled units or program.**

- If you will not be taking the same amount of units as you stated on your Information Worksheet, please notify your counselor immediately. Failure to enroll in all units within the term or failure to notify your Student Account Counselor of any changes may result in a delay, a revision of your financial aid, or an owing account balance.
- If you will be dually admitted or changing programs, speak to your Student Account Counselor about the financial aid implications of these changes and/or additions.

**QUESTIONS? - Contact your Student Account Counselor.**

- Counselors are assigned by program. To contact your counselor call the Graduate Center at (626) 815-4570 or visit [www.apu.edu/graduatecenter/sfs/counselors](http://www.apu.edu/graduatecenter/sfs/counselors).

**MAILING ADDRESS**

AZUSA PACIFIC UNIVERSITY • GRADUATE CENTER: SFS • P.O. BOX 7000 • AZUSA, CA • 91702-7000  
Phone (626) 815-4570 • Fax (626) 815-4545