



Financial Aid Checklist: 2020-2021

Please follow the steps below to ensure you have completed everything needed for your financial aid.

STEP 1: View/Accept Financial Aid

To access your Financial Aid Notification online log into your Tech Web account at: <https://techweb.oit.edu/>. Follow the steps listed below:

- Select the **Web for Student** tile
- Select **Financial Aid Menu**
- Select **Financial Aid Menu**
- Select **Award Menu**
- Select **Award for Aid Year**
- Select **20-21 Aid Year** under the drop down and hit submit
- Read **Conditions of Award**
- Select the **Accept Award Offer** tab to accept or decline aid.

STEP 2: Title IV Authorization/Prior Year Authorization

The day after accepting your awards log back into your Tech Web account and sign the Title IV Authorization and Prior Year Authorization. These documents must be signed in order to receive any form of federal financial aid. To sign the authorizations follow the steps listed below:

- Log into your Tech Web account
- Select the **Web for Student** tile
- Select **Financial Aid Menu**
- Select **Financial Aid Menu**
- Select **Eligibility Requirements for Aid Year**
- Select **20-21 Aid Year** under the drop down and hit submit
- Select and complete "Title IV Authorization" (there will be two questions to answer)

STEP 3: Federal Loan Borrowers. Go to www.studentaid.gov. You will need to complete the following:

- 1. Loan Agreement/Master Promissory Note** -All students borrowing for the first time at Oregon Tech or borrowing in the Direct Loan program for the first time must complete an online MPN.

****Please note that the MPN requirement will not clear on your Web for Student account until your loans have been originated which usually happens during the month you are scheduled to begin receiving your financial aid.****

- 2. Complete Entrance Counseling**-All students borrowing for the first time at Oregon Tech must complete online entrance counseling.
- 3. Annual Student Loan Acknowledgment**

All students borrowing federal loans, **each year**, will need to complete the Annual Student Loan Acknowledgment before any federal loans can be released.

Parent PLUS Loan Borrowers Go to www.studentaid.gov. You will need to complete the following:

- 1. Parent Completes the PLUS loan application**-A Parent PLUS loan application must be completed for each academic year that a parent wishes to participate in the PLUS program.
- 2. Parent Completes the PLUS Loan Agreement/MPN (needs to be the same parent that did the PLUS application)**
- 3. Annual Student Loan Acknowledgment**

All parents borrowing Parent PLUS loans, **each year**, will need to complete the Annual Student Loan Acknowledgment before any of that loan can be released.



Greetings from Oregon Tech!

Thank you for applying for financial aid for 2020-21 at Oregon Tech. We are pleased to provide you with your Financial Aid Notification which outlines your financial aid eligibility at this time. To view this, please follow the instructions on the reverse side of the page.

Cost of attendance (COA)

On your Award Overview, you will see a Cost of Attendance (COA) figure. *Please note:* the COA includes our best estimate of all expenses you will incur this year, including books, housing, meals, tuition and personal expenses. Your actual costs may vary based on a number of factors including personal lifestyle, degree major and credit load.

Revisions to your award

If there are changes to your offer of financial aid, you will receive an e-mail notification; **it is essential that you check your Oregon Tech e-mail account for notifications about your student account.** It is where you will receive information and updates concerning any revisions to your financial aid award. As a registered student, revisions will *only* be posted online on your Web for Student account.

Enrollment Status

Please make sure that you are keeping the financial aid office notified if you are attending less than 12 credits for any term. This can impact the amount of financial aid you may qualify for and keep it from releasing.

Title IV Authorization/Prior Year Authorization

- *Title IV Authorization:* Allows Oregon Tech to apply your federal financial aid funds to student account charges other than tuition and fees (i.e. interest, late fees, housing, books, etc.) during the current year.
- *Title IV Prior Year Authorization:* Allows Oregon Tech to apply your financial aid funds to any student account charges that were accumulated during prior award years (i.e. past due balances).

Scholarships

If you have been awarded a scholarship by an organization outside of Oregon Tech and it does not appear on your award letter, please notify the Financial Aid Office and provide documentation of the award. You can apply for scholarships through Oregon Tech at www.oit.edu/scholarships. The majority of the deadlines are March 1st each year. Please see the website for further details.