

# ATTENTION: Spring 2024 Financial Aid Notice

## IMPORTANT INFORMATION FROM THE FINANCIAL AID OFFICE

Billing for Spring 2024 will be provided by late November 2023 via GSU email accounts only (please see attached Billing Process Change Notification from our Business & Finance Office) to all registered students and will continue as students register for classes. Billing information may also be viewed by accessing the student's EdNet account.

Payment and/or arrangement for payment is due by **Tuesday, January 2, 2024**, for the spring 2024 term. Classes begin **Monday, January 8, 2024**. Contact the Cashier's Office at 304-462-6190 to make payments and with questions regarding payment plans. Payments may also be made online via the student's EdNet account.

All financial aid, registration, and admissions requirements ***MUST be completed and processed by the Financial Aid priority deadline of December 8, 2023***, in order to ensure financial aid is authorized to your invoice before the January 2 payment deadline. Documents received after this date will be processed but may not be completed in time for authorization and may require you to request that your file be placed in Financial Aid Pending with our Cashier's Office.

**Please understand that any balance not addressed by January 2 will result in you being administratively withdrawn from all classes and not eligible to move into your dorm room. It is imperative that you visit or communicate with the Cashier's Office or Financial Aid Office to determine your options to properly address your account.**

### Textbooks

You should be familiar with GSU's new program through Barnes & Noble College called First Day Complete. This service entails a fee that will be included on your invoice based upon the courses for which you have registered. With this service, materials are conveniently prepared for you before the first day of classes. There is an Opt-Out option available to you if you choose to obtain textbooks on your own. For more information, please visit <https://www.glenville.edu/first-day-complete> or email [cashiers@glenville.edu](mailto:cashiers@glenville.edu) or call 304-462-6266.

### Financial Aid Credit Balance

Financial aid credit balances will be available via *direct deposit* on **Wednesday, January 24, 2024**, for students who have **all** financial aid, registration, attendance, and admissions requirements completed. We encourage you to utilize the convenience, security, and timeliness provided by the direct deposit option. Authorization forms for direct deposit must be submitted and processed by the Cashier's Office. Please use this link to sign up: [https://www.glenville.edu/sites/default/files/2023-03/direct\\_deposit\\_authorization.pdf](https://www.glenville.edu/sites/default/files/2023-03/direct_deposit_authorization.pdf).

*Paper checks* will be available **Friday, January 26, 2024**. Financial aid credit balances will continue to be processed weekly, throughout the semester, as eligibility requirements continue to be completed.

Please note that financial aid credit balances will not be disbursed until **class attendance has been verified by faculty**. For example: If a student is registered for 15 hours and has only 9 hours of confirmed attendance, only part-time financial aid will be disbursed. After 3 additional hours of confirmed attendance is posted, then remaining eligible aid will be disbursed. (12 hours is considered full time.) ***Please also be advised that federal and state financial aid may only apply towards courses required for the student's program of study.***

**\*ALL first-time borrowers** who receive a loan are subject to a 30-day first disbursement delay. Students receiving loans for the first time must complete a Master Promissory Note (MPN) and Loan Entrance Counseling at [studentaid.gov](http://studentaid.gov). **ALL STUDENTS** requesting federal student loans should complete renewal Loan Entrance Counseling EACH YEAR at [studentaid.gov](http://studentaid.gov) to indicate acceptance of their loans.

\*ALL federal student loans must have two disbursements. Loans processed for the full academic year will be paid to the student's account in two disbursements - one at the beginning of the fall and one at the beginning of spring. Loans processed for one semester will be paid to the student's account in two disbursements - one at the beginning of the semester and one halfway through the semester.

**Online Account Info:** [www.glenville.edu](http://www.glenville.edu) – Current Students – EdNet – Enter Secure Area with User ID and PIN – Student & Financial Aid  
Financial Aid Office phone: 304-462-4103 – email [financial.aid@glenville.edu](mailto:financial.aid@glenville.edu) – fax 304-462-4407