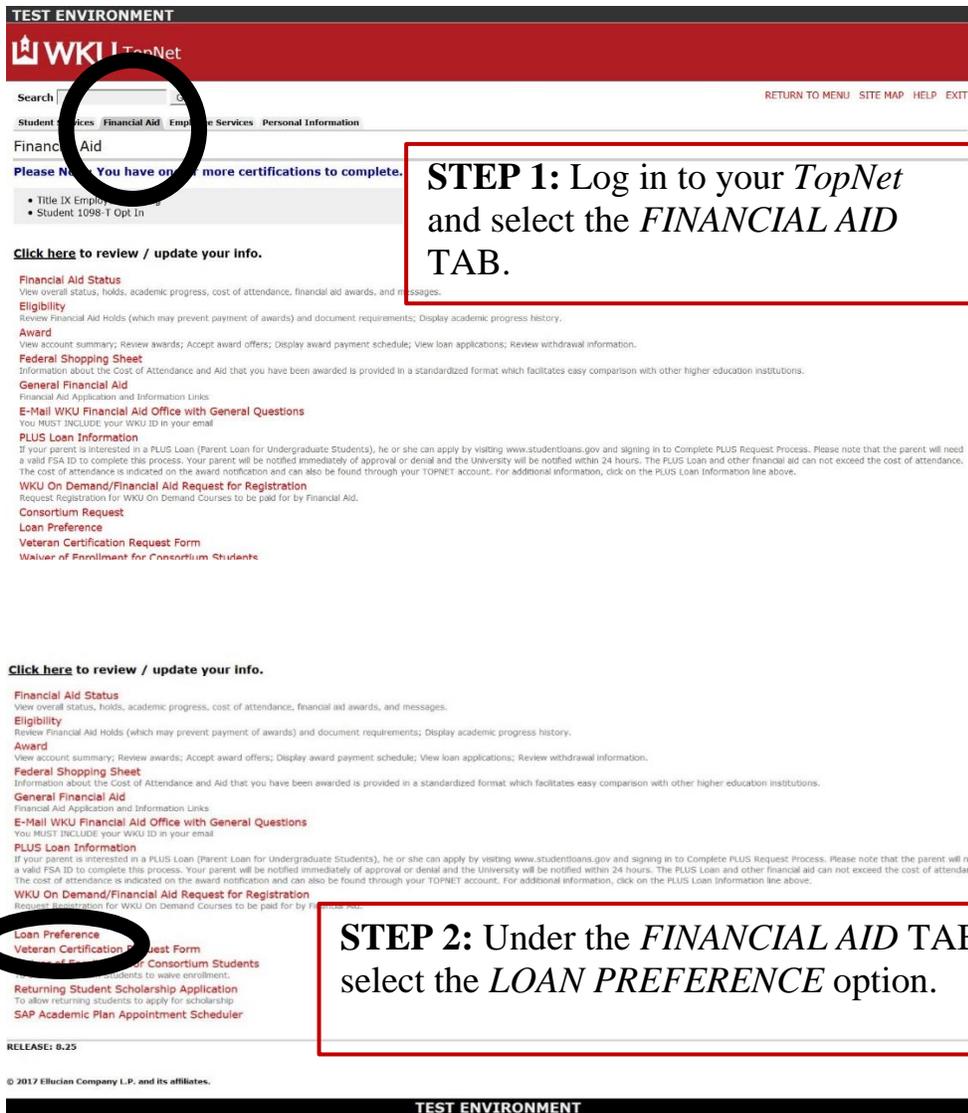


WKU Loan Preference Application Instructions



TEST ENVIRONMENT

WKU TopNet

Search [] Go [] RETURN TO MENU SITE MAP HELP EXIT

Student Services **Financial Aid** Advisors & Student Data Inquiry Employee Services Personal Information

Financial Aid

Please Note: You have one more certifications to complete.

- Title IX Employee
- Student 1098-T Opt-In

STEP 1: Log in to your *TopNet* and select the *FINANCIAL AID* TAB.

[Click here to review / update your info.](#)

Financial Aid Status
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

Eligibility
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

Award
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

Federal Shopping Sheet
Information about the Cost of Attendance and Aid that you have been awarded is provided in a standardized format which facilitates easy comparison with other higher education institutions.

General Financial Aid
Financial Aid Application and Information Links

E-Mail WKU Financial Aid Office with General Questions
You MUST INCLUDE your WKU ID in your email

PLUS Loan Information
If your parent is interested in a PLUS Loan (Parent Loan for Undergraduate Students), he or she can apply by visiting www.studentloans.gov and signing in to Complete PLUS Request Process. Please note that the parent will need a valid FSA ID to complete this process. Your parent will be notified immediately of approval or denial and the University will be notified within 24 hours. The PLUS Loan and other financial aid can not exceed the cost of attendance. The cost of attendance is indicated on the award notification and can also be found through your TOPNET account. For additional information, click on the PLUS Loan Information line above.

WKU On Demand/Financial Aid Request for Registration
Request Registration for WKU On Demand Courses to be paid for by Financial Aid.

Consortium Request

Loan Preference

Veteran Certification Request Form

Waiver of Enrollment for Consortium Students

[Click here to review / update your info.](#)

Financial Aid Status
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

Eligibility
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

Award
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

Federal Shopping Sheet
Information about the Cost of Attendance and Aid that you have been awarded is provided in a standardized format which facilitates easy comparison with other higher education institutions.

General Financial Aid
Financial Aid Application and Information Links

E-Mail WKU Financial Aid Office with General Questions
You MUST INCLUDE your WKU ID in your email

PLUS Loan Information
If your parent is interested in a PLUS Loan (Parent Loan for Undergraduate Students), he or she can apply by visiting www.studentloans.gov and signing in to Complete PLUS Request Process. Please note that the parent will need a valid FSA ID to complete this process. Your parent will be notified immediately of approval or denial and the University will be notified within 24 hours. The PLUS Loan and other financial aid can not exceed the cost of attendance. The cost of attendance is indicated on the award notification and can also be found through your TOPNET account. For additional information, click on the PLUS Loan Information line above.

WKU On Demand/Financial Aid Request for Registration
Request Registration for WKU On Demand Courses to be paid for by Financial Aid.

Loan Preference

Veteran Certification Request Form

Waiver of Enrollment for Consortium Students

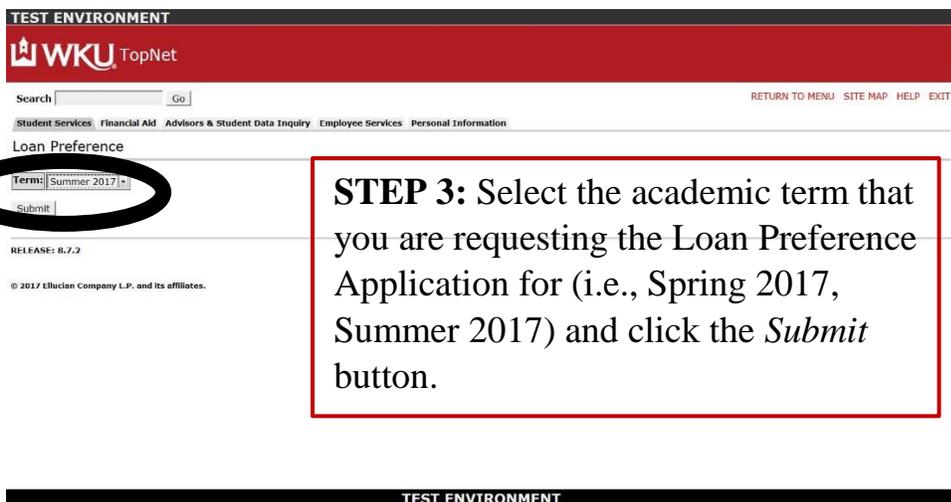
Returning Student Scholarship Application
To allow returning students to apply for scholarship

SAP Academic Plan Appointment Scheduler

RELEASE: 8.25

© 2017 Ellucian Company L.P. and its affiliates.

TEST ENVIRONMENT



TEST ENVIRONMENT

WKU TopNet

Search [] Go [] RETURN TO MENU SITE MAP HELP EXIT

Student Services Financial Aid **Advisors & Student Data Inquiry** Employee Services Personal Information

Loan Preference

Term: Summer 2017 [v]
Submit []

STEP 3: Select the academic term that you are requesting the Loan Preference Application for (i.e., Spring 2017, Summer 2017) and click the *Submit* button.

RELEASE: 8.7.2

© 2017 Ellucian Company L.P. and its affiliates.

TEST ENVIRONMENT

STEP 4: On the Loan Preference webpage, input information regarding how you would like to utilize your Federal Stafford Loans (for more information, refer to Step 5).

If you need additional financial assistance, you may want to consider the PLUS Loan.

For Dependent Students: With your parent's permission, indicate whether your parent would like to use his/her Parent PLUS Loan to help cover certain expenses (for more information, refer to Step 6).

Student Services Financial Aid Advisors & Student Data Inquiry Employee Services Personal Information

Loan Preference

BIOGRAPHICAL INFORMATION

Semester: Summer 2017
Name: John Doe
WKU ID#:
Email:
Please award loan for Semester in the following amount:

STAFFORD LOAN

Stafford Choices:
Specific Amount of Stafford Loan:
Only enter if chose Want Specific Loan Amount. (Enter only numeric characters):

PARENT PLUS LOANS: For Undergraduate Students only

In addition (or in place of Stafford Loan) please award loan in the following amount:
I certify that my parent(s) agree to pay back the loan:
Submit

Clicking here is equivalent to your electronic signature
RELEASE: 8.7.2
© 2017 Ellucian Company L.P. and its affiliates.

TEST ENVIRONMENT

STAFFORD LOAN

Stafford Choices: Want Specific Amount of Loan

Specific Amount of Stafford Loan: 1000
Only enter if chose Want Specific Loan Amount. (Enter only numeric characters):

Remember: If you would like to use a specific amount of your student loan, enter the numerical amount in the space provided on the application. When entering this amount, only use numeric characters (i.e., 0, 1, 2, 3). In this example, John Doe has requested to use \$1,000 for the Summer term. \$1,000 is represented as 1000.

STEP 5: In this section, you must decide how you would like to utilize your Stafford Loans. From the drop box, select one of the following choices: 1) No, I would not like to use my Federal Stafford Loans to assist me with my college expenses, 2) I would like to use a specific amount of my student loans, OR 3) I would like to use the maximum amount of my student loans for this particular term.

Important Note: Keep in mind that Loan Preference Applications are only accessible to certain students during a specific academic term. Students who are eligible to complete a Loan Preference Application will receive an e-mail from the WKU Department of Student Financial Assistance. This e-mail will inform the student that he/she is now able to complete the Loan Preference Application on his/her *TopNet* account.

PARENT PLUS LOANS: For Undergraduate Students only	
In addition (or in place of), please award loan in the following amount. (Enter only numeric characters):	500
I certify that my parent(s) agree to borrow. Select Yes or No:	Yes
<input type="button" value="Submit"/>	
Clicking here is equivalent to your electronic signature	
RELEASE: 8.7.2	
© 2017 Ellucian Company L.P. and its affiliates.	
TEST ENVIRONMENT	

STEP 6: Parents or Graduate students may decide to utilize a PLUS Loan.

Dependent Students Only: If you are a dependent student, you must obtain consent from your parent before completing this section.

If your parent decides to use the Parent PLUS Loan then (in the space provided) indicate the amount that he/she would like to borrow and then Select *Yes* in the drop down box indicating that your parent has agreed to borrow this amount. For example, John Doe's parent has asked to use \$500 of the Parent PLUS Loan for the Summer term.

Remember: The PLUS Loan is a federal loan that only *Graduate Students OR Parents of Dependent Students* can apply for to help cover college expenses.

For Dependent Students: If your parent would like to use the Parent PLUS Loan, he/she must already have a completed PLUS Loan application on file with our office. If not, he/she will need to complete a PLUS Loan application at www.studentloans.gov. This is separate from the Loan Preference Application on *TopNet*.

Graduate Students Only: When completing the PLUS Loan Section, you will have the following options: 1) I do not wish to use the PLUS Loan, 2) I would like to use a certain amount of the PLUS Loan, or 3) I would like to use the maximum amount of my PLUS Loan.

If you would like to use the PLUS Loan, you must already have a completed PLUS Loan application on file with our office. If not, you will need to complete a PLUS Loan application at www.studentloans.gov. This is separate from the Loan Preference Application on *TopNet*.

WKU TopNet

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student Services Financial Aid Advisors & Student data Inquiry Employee Services Personal Information

Loan Preference

BIOGRAPHICAL INFORMATION

Semester: Summer 2017
 Name: John Doe
 WKU ID#:
 Email:
 Please award loan for Semester in the following amount.

STAFFORD LOAN

Stafford Choices: Want Specific Amount of Loan:
 Specific Amount of Stafford Loan: 1000
 Only enter if chose Want Specific Loan Amount. (Enter only numeric characters):

PARENT PLUS LOANS: For Undergraduate Students only

In addition (or in place of) please award loan in the following amount. (Enter only numeric characters): 500
 I certify that my parent(s) agree to borrow. Select Yes or No: Yes

Clicking here is equivalent to an electronic signature
 RELEASE: 6.7.2

© 2017 Educant Company L.P. and its affiliates.

TEST ENVIRONMENT

STEP 7: After you have completed both sections, review your Loan Preference Application for accuracy. For example, on this application, John Doe would like to borrow \$1,000 in student loans for the Summer term. Also, his parent has asked for the Parent PLUS Loan to be increased by \$500.

Next, if your application is correct, select the *Submit* button. This will serve as your electronic signature.

The Specific Stafford Loan Amount requested is: 1000

The origination fee must also be allowed for and will be subtracted from the amount specified.

The Origination Fee is 1.069% of this amount. Your Origination Fee is: 10.69

In order to receive the exact amount you requested your total amount will need to be : 1010.69

If this is not the amount you want click on the back arrow and enter in the appropriate amount.
 If this amount is correct click on the Submit button. To Leave Click Return to Menu.

You have indicated that your parents wish to accept 500 amount of PLUS loan funds.

The origination fee must also be allowed for and will be subtracted from the amount specified.

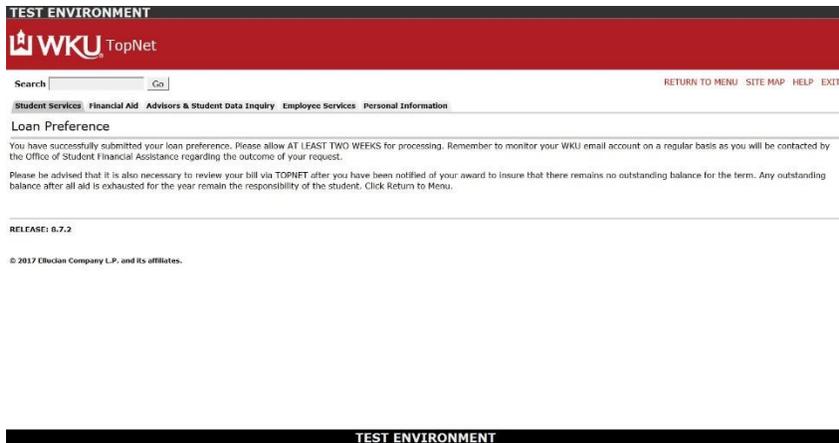
The Origination Fee is 4.276% of this amount. Your Origination Fee is: 21.38

In order to receive the exact amount you requested your total amount will need to be : 521.38

If this is not the amount you want click on the back arrow and enter in the appropriate amount.
 If this amount is correct click on the Submit button. To Leave Click Return to Menu.

STEP 8: Information regarding your application will appear on the screen.

After reading this information, you can either decide to go back to your original application to make corrections OR you can select *Submit* if everything on your application is still correct.



Congratulations! You have successfully submitted your Loan Preference Application on TopNet.

Remember: The loan amount requested on your Loan Preference Application is not automatically approved. *Each application must be reviewed to determine loan eligibility.*

What Happens Next?



STEP 9: Allow 14 business days for your Loan Preference Application to be processed.



STEP 10: Check your *TopperMail* account in order to learn about the outcome of your request.

Each Loan Preference Application must be reviewed in order to determine the loan eligibility for the student and/or the parent.

If you encounter an error on *TopNet* when completing your Loan Preference Application or have any questions regarding the Loan Preference Application process, please email fa.applications@wku.edu.