



Gwynedd Mercy  
University

## 2019-2020 New Student Financial Aid Checklist

Gwynedd Mercy University  
1325 Sumneytown Pike • PO Box 901 • Gwynedd Valley, PA 19437  
Phone: 215-646-7300, ext. 216 Fax: 215-641-5556  
Email: [financialaid@gmercyu.edu](mailto:financialaid@gmercyu.edu) Website: [gmercyu.edu](http://gmercyu.edu)

---

**We understand that the financial aid process may feel a little overwhelming, so we created this checklist to help you stay on track.**

- Please take the time to thoroughly review your enclosed award letter as well as the **2019-2020 Financial Aid Terms and Conditions**. Sign a copy of the award letter to accept your awards and then submit it to our office. Keep the second copy for your records.
- If you haven't already done so, complete the **2019-2020 Free Application for Federal Student Aid (FAFSA)**. Our priority deadline is January 15, 2019. The FAFSA can be completed at [www.fafsa.gov](http://www.fafsa.gov), or you can obtain a paper copy by calling 800-4FED-AID (800-433-3243). If you need help completing the FAFSA, we're here to help!
- Complete and submit a copy of the **FERPA Consent Form** to give our office permission to speak with the person(s) you designate regarding your financial aid. This document is enclosed in this financial aid award packet. **Please note:** Federal law prohibits us from speaking to a parent or guardian about your financial aid if you don't complete this form.
- If you have accepted Federal Direct Loans as a part of your 2019-2020 Financial Aid Award, you will need to complete two additional documents before the loans can be disbursed. These documents should both be completed electronically at [studentloans.gov](http://studentloans.gov):
  - **Federal Direct Loan Entrance Counseling**
  - **Federal Direct Loan Master Promissory Note**
- Regularly check the email you included on the FAFSA. Important information regarding the financial aid process, including requests for any required documents, will be sent to that email. Failure to respond to email communication may delay disbursement of your financial aid. **Please note:** Once you register for classes, you will be assigned a GMercyU email address. Once you have a GMercyU email, all University communication will be sent to that email.
- If you have been selected to undergo the federal verification process, you will need to submit additional tax documentation. These documents should be requested, completed and submitted in a timely fashion. These documents include, but are not limited to the following:
  - **2017 Student IRS Tax Return Transcript** (request at [www.irs.gov](http://www.irs.gov))
  - **2017 Parent IRS Tax Return Transcript** (request at [www.irs.gov](http://www.irs.gov))
  - **2019-2020 Verification Worksheet** (enclosed in this financial aid award packet)

---

**Please feel free to contact the Financial Aid Office with any questions. All completed forms and documentation should be submitted to our office via mail, fax or scan/email.**

**Please Note:** All required Financial Aid documents can be accessed on the website by visiting [www.gmercyu.edu](http://www.gmercyu.edu) and then following the "Financial Aid" link.