



Enrolling and Applying for Financial Aid

Steps to Enroll and Apply for Financial Aid

1. Complete and submit your Free Application for Federal Student Aid (FAFSA) online at fafsa.ed.gov. Use Excelsior College code 014251. You will be notified by email within 7–10 days that Excelsior College has received your FAFSA. For more information on the FAFSA process (i.e. award year, necessary documentation, etc.), visit our website at excelsior.edu/costs-and-financing/financial-aid/federal.
2. Submit your enrollment agreement by accessing your MyExcelsior account at my.excelsior.edu, click on enrollment agreement, and complete the agreement.
3. Using the MAPanner in MyExcelsior, create your study plan by choosing the courses you are interested in for the semester for your advisor to approve.
4. Once your academic advisor approves your study plan, go to MyExcelsior to create your financial aid study plan.
 - » Visit my.excelsior.edu.
 - » Click on the “My Details” tab.
 - » Under the “My Financial Matters” section, click on “Submit your plan through MAPanner.” Under the Financial Aid tab, you will find instructions on how to complete and submit your plan. This process is required prior to each term for which you are using financial aid.
5. Our financial aid officers will review your plan of study. If approved, you will receive an award letter via email within 10–12 business days.
6. Accept your financial aid award by following the instructions in your award letter.
7. If using federal loans, complete your Direct Loans entrance counseling. Log into studentloans.gov and navigate to “Complete Entrance Counseling.” Once this is complete, sign your electronic Master Promissory Note (MPN). You can do this by logging into studentloans.gov and navigating to “Complete MPN.”
8. After finalizing your financial aid package, register for classes at excelsior.edu/registration. Your tuition and fees will be deducted from your financial aid award.

Visit our Financial Aid Support Center if you have questions: fasupport.excelsior.edu

See other side for information about VA education benefits.



Important Information About VA Education Benefits

To apply for VA education online, visit vabenefits.vba.va.gov/vonapp and list Excelsior as the parent school. If you did not indicate your benefits on your application, send this information to our Financial Aid/Veteran Affairs office through the my.excelsior.edu message center (select topic "VA Benefits").

Prior to enrollment, be sure to fax your Certificate of Eligibility (COE) for Post 9/11 benefits to Excelsior College at 518-464-8660 or email a copy to vafa@excelsior.edu. If you have not yet received your COE, fax your unofficial DD Form 214 Certificate of Release or Discharge from Active Duty to get started. See the applicable section below to use your benefits.

If you last used your benefits at another school, file change-of-school form 22-1995.

Chapters 30, 35, 1606, 1607

1. Enroll. Visit my.excelsior.edu and click "Enroll." Call our veterans admissions team at 844-843-9299 with any questions about enrollment or e-mail veterans@excelsior.edu.
2. Register for classes at excelsior.edu/registration. Your enrollment certification will be submitted to the VA between 7–10 business days after registration.
3. Verify your enrollment. Visit www.gibill.va.gov and click the WAVE icon or call 1-877-823-2378.
4. Pay your tuition and fees upfront, out-of-pocket, at the time of enrollment or course/exam registration. You will be paid according to your eligibility for benefits.

Vocational Rehabilitation (Chapter 31)

Have your vocational rehabilitation counselor from the VA fax form 28-1905 to Excelsior College at 518-464-8700 or email a copy to 3rdpartybilling@excelsior.edu. You will receive further direction once your form is processed.

See other side for information about federal financial aid.

Post 9/11 (Chapter 33)

1. Enroll. Visit my.excelsior.edu and click "Enroll." Call our veterans admissions team at 844-843-9299 with any questions about enrollment or e-mail veterans@excelsior.edu.
2. Register for classes at excelsior.edu/registration. Your enrollment certification will be submitted to the VA between 7–10 business days after registration.
3. The VA will disburse your allocated tuition and fees directly to Excelsior College. If eligible, you will receive other benefits, such as housing allowance, by direct deposit.
4. Your tuition and fees will be adjusted according to your benefit eligibility.
5. Pay any remaining tuition and fees after your benefits are applied to your account. Eligibility can be between 40–100 percent. Your tuition will be adjusted at the time of registration. If you are eligible for less than 100 percent, you will pay the remaining balance at that time.

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