Submitting Your Financial Aid Decision and Other Requirements

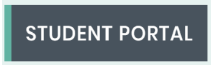
Your financial aid information is available via our online portal, Hiram College Self-Service. By following the steps below, you will be able to access and submit your aid offer decision. This guide will walk you through the basic steps of accepting your financial aid, completing necessary requirements for Federal student loans, and completing verification - if selected.

1. Accepting Your Financial Aid
2. Completing Outstanding Financial Aid Requirements
3. Completing Verification - if selected

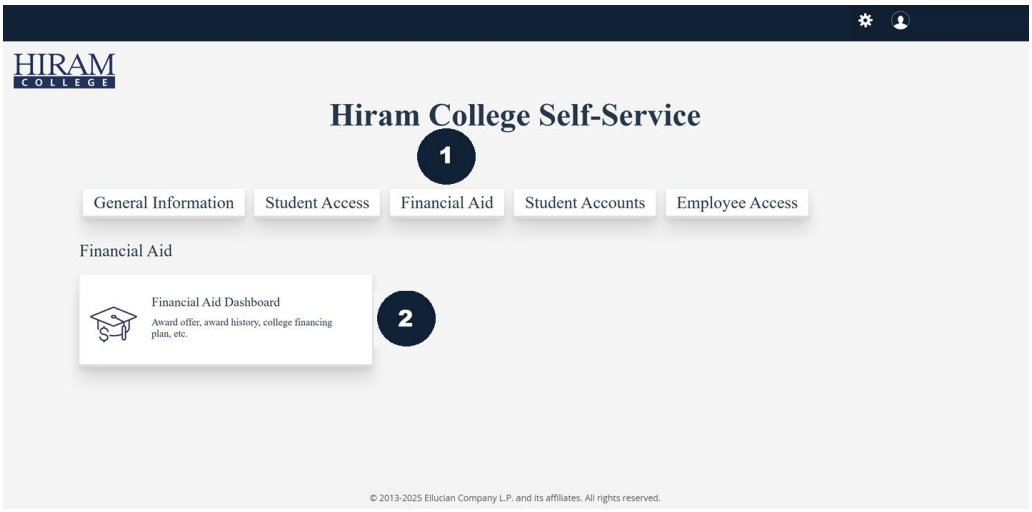
1. Submitting Your Financial Aid Decision

Once you have gone to www.hiram.edu use the following steps to access your financial aid information:

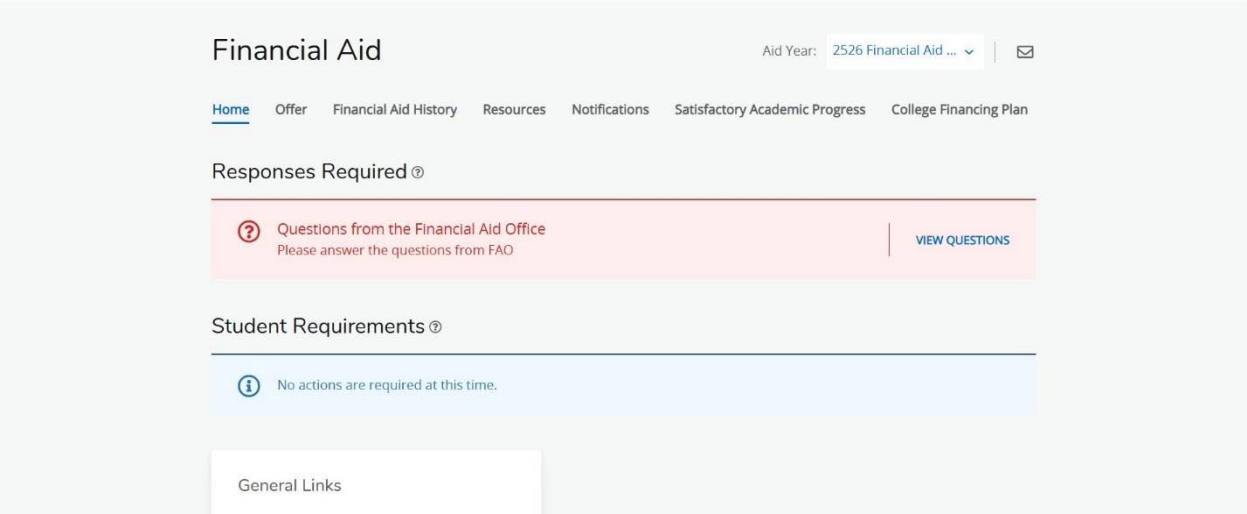
1. Click on “Menu”

in the top right corner of the home page.
2. Click on “Student Portal” 

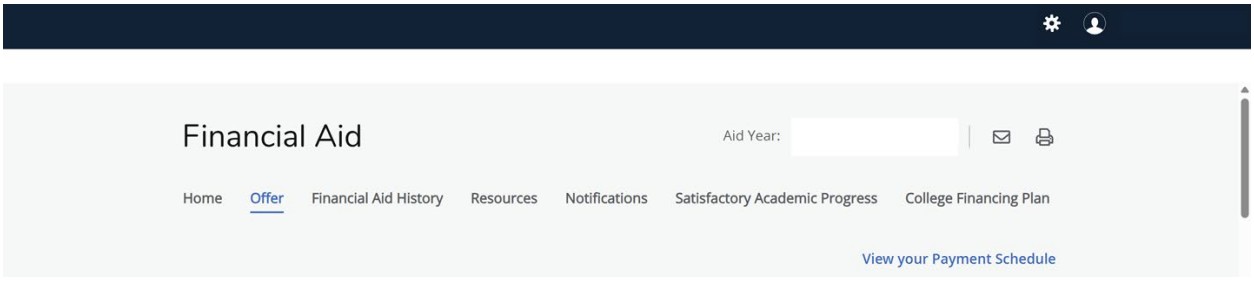
on the right hand side of the drop down menu.
3. Log into the student portal with your Hiram credentials.
4. Once you are on the student portal landing page, click on the Financial Aid Tab, seen below, and navigate to the Financial Aid Dashboard.



5. Once on the Financial Aid Dashboard page you will see a red box indicating responses are required before you can accept your financial aid. You are able to do this by clicking the “view questions” link in the red box.

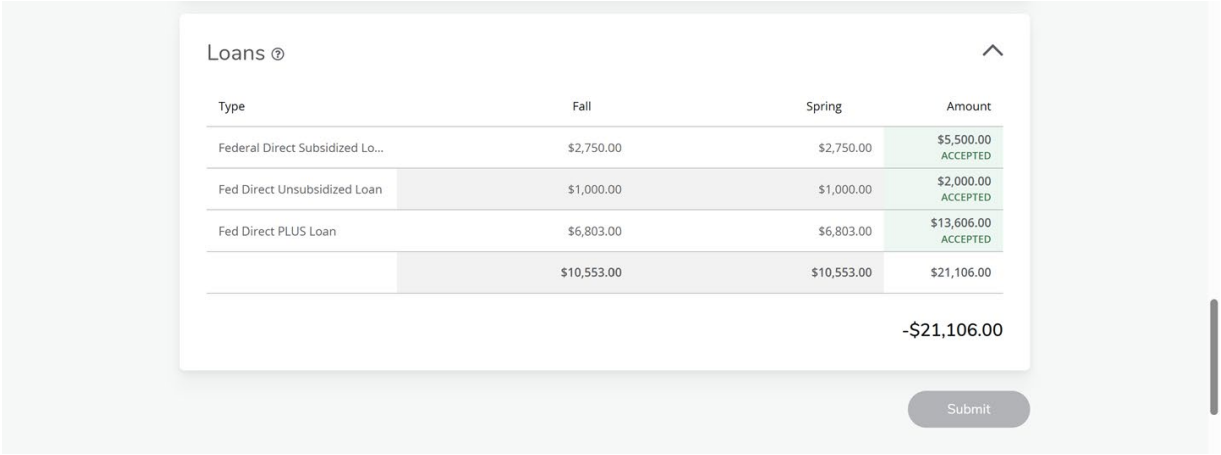


6. Once you click on “view questions” a popup box will appear, please read through the information and submit your decision (yes/no).
7. Once you have submitted your decision to the Title IV question, navigate to the Offer section on the top to view your financial aid offer and submit your decision.

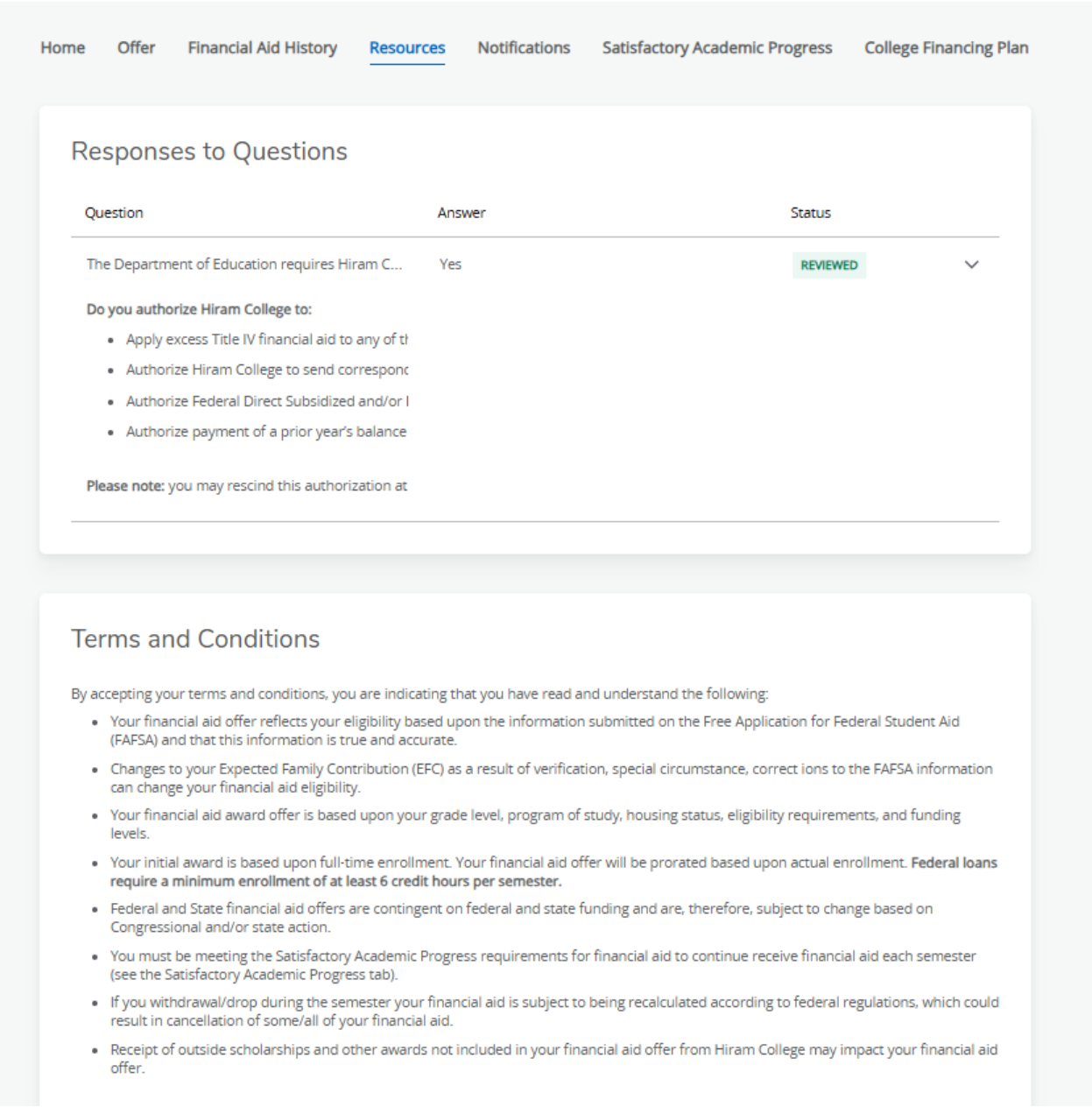


8. You have three options when submitting your decision:

a. Accept-accepts the full amount offered
b. Decline-declines the full amount offered
c. Modify-accept/decline a portion of the full amount offered



9. Once you have made a decision on the financial aid offer, click “submit” at the bottom.
10. Once you click submit, you will need to read and acknowledge the Terms and Conditions of your financial aid offer.



2. Completing Outstanding Financial Aid Requirements

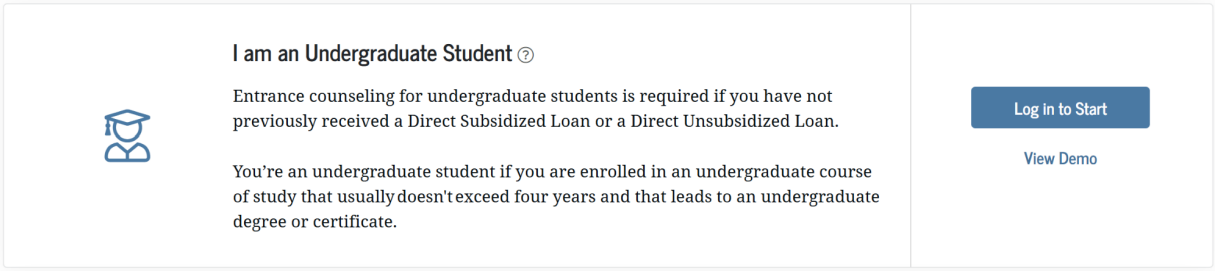
Once you have accepted and submitted your financial aid decision, you may have extra requirements to complete. Federal financial aid requires the completion of Entrance Counseling, and the signing of a Master Promissory Note. This section of the guide will assist in completing these extra loan requirements.

Federal Direct Loan Entrance Counseling

This is loan counseling that new loan borrowers must complete prior to the loan funds being applied to the account. This is completed by the student using your Federal Student Aid ID, or FSA ID.

Entrance counseling ensures you understand the terms and conditions of your loan and your rights and responsibilities. You'll learn what a loan is, how interest works, your options for repayment, and how to avoid delinquency and default.

You complete this online via studentaid.gov/entrance-counseling. Navigate down the page to the "I am an Undergraduate Student" section and click the "Log in to Start". Set aside 30 minutes of time to complete this task.

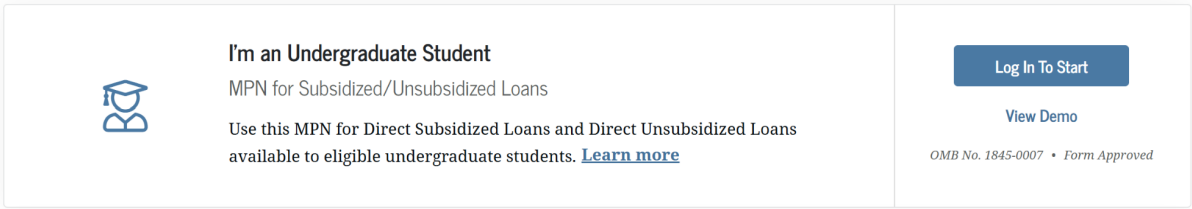


Master Promissory Note (MPN)

A promissory note is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the US Department of Education.

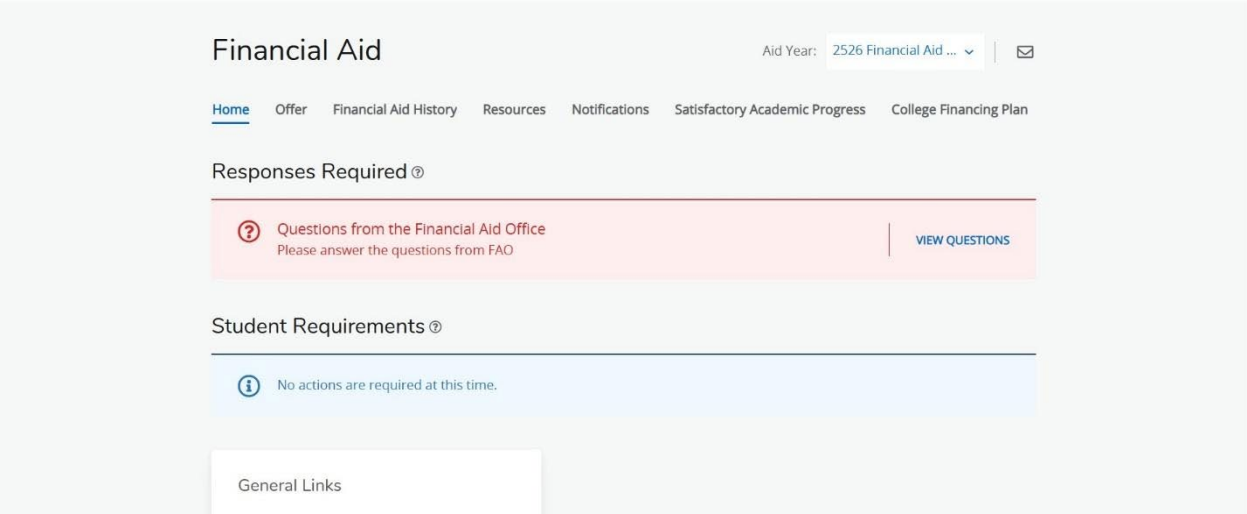
The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s).

You complete this online via studentaid.gov/mpn. Navigate down the page to the "I am an Undergraduate Student" section and click the "Log in to Start". Set aside 30 minutes of time to complete this task.



Checking for Outstanding Tasks

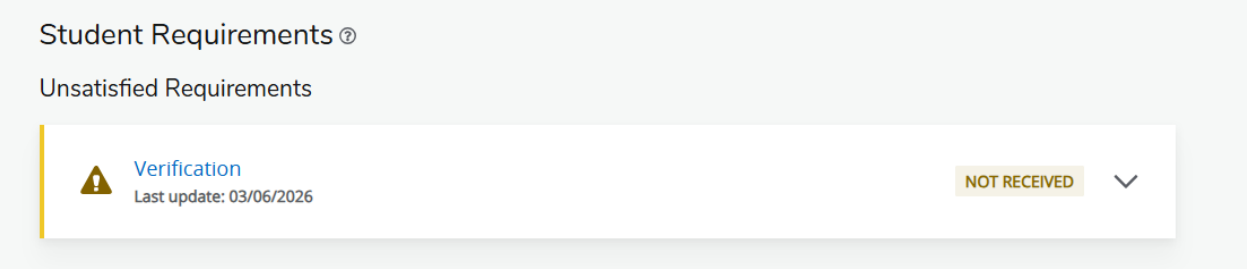
By navigating to the "Home" tab of the financial aid dashboard you can view if you have any other tasks remaining to complete.



3. Completing Verification - if selected

If you have been selected for verification, it is nothing to worry about. The federal government selects approximately 30% of all financial aid applicants for verification and it is the school's responsibility to complete this process on their behalf.

If you have been selected for verification, it will appear as an unsatisfied requirement on the financial aid dashboard in the self-service portal.



In the verification process, we compare the information that was submitted on the Free Application for Federal Student Aid (FAFSA) to the information you provide. If changes are necessary, we will make those corrections electronically for you.

We have implemented an electronic process to submit requested documentation to us. Please follow these steps to complete the verification process:

1. Navigate to the verification platform and log in with your Hiram credentials:

hiram.studentforms.com

2. This platform is a secure site designed for collecting documents for verification. Once logged into the system, our online portal will walk you through the process of completing, uploading (if necessary), and e-signing any requested documents.
3. Once all required documentation is completed, the student will submit the file for review.
4. The student's financial aid counselor will begin their review. Review times vary based upon the time of the year, but on average it takes about one week from submission.
5. You will be notified via email once the process has been completed or if additional information is needed.