

Applying for Financial Aid

Steps to Complete

- a) Request a Federal Student Aid ID (FSA ID) from the U.S. Department of Education at <https://fsaid.ed.gov/npas/index.htm>
- b) Complete the required Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>
 - Have your tax information available or use the IRS Data Retrieval Tool that allows students to access the IRS tax return information needed to complete the FASFA by transmitting data directly into their FASFA.
 - If you are eligible to use the IRS Data Retrieval Tool, we recommend using this tool as it's the easiest way to ensure your FASFA has accurate information.
 - Saint Paul's federal code is G02509.
 - For assistance, call 1-800-433-3243 or the SPST Financial Aid Office at 913-253-5055.
 - If you are selected for VERIFICATION by the Department of Education, you should contact our office for additional information. We will walk you through this process.
- c) Saint Paul will begin to process your financial aid once your enrollment status has been verified. We will mail you the financial aid application.
- d) Once we receive your Saint Paul Financial Aid application (located under the Financial Aid Forms section of the [Forms & Documents page](#) on our website), we will mail you an award notice.
- e) You have the opportunity to refuse all or part of this award. If you decide you want to reduce/decline the award, you may line through the amount and write in a lesser amount, or you may send an email notification to kim.warren@spst.edu. If we do not hear from you, we will consider the award as declined.
- f) First time borrowers at Saint Paul are required to complete entrance counseling, which provides repayment information and interest rates. You may complete this process by accessing this link <https://studentloans.gov/myDirectLoan/index.action>.
- g) First time students at Saint Paul must complete an Electronic Master Promissory Note (MPN), which is a contract between you and your lender. You may access the MPN from <https://studentloans.gov/myDirectLoan/index.action>. Sign in using your SSN and PIN, select Complete MPN and click on the type of loan you would like to receive (i.e., the Subsidized/Unsubsidized).

Award Notice

You will receive a Financial Aid Award notice in the mail listing the following:

- Cost of Attendance: Estimated cost of attendance including tuition, fees, books, and living expenses.
- Your contribution: Your EFC as calculated by the Department of Education.
- Your federal financial need: Cost of attendance minus your contribution.

For more information, or to see a list of available scholarship opportunities for new and returning students, visit the [Financial Aid page](#) of our website.