

# FINANCIAL AID AWARD BOOKLET



2015–2016



**BAYLOR**  
UNIVERSITY





## FRESHMEN & TRANSFERS

- Pay your enrollment deposit by May 1
  - This deposit secures your place in the class. It also allows you to sign up for on-campus housing and register for Orientation.
    - The \$500 deposit is deducted from the first semester's tuition and fees.
  - If you have questions about the enrollment deposit, please contact the Office of Admissions.
  - Complete the housing application at [baylor.edu/admissions/gobaylor](https://baylor.edu/admissions/gobaylor).
    - Assignment notification begins the first week of July and continues throughout the summer.
  - If you have questions about housing, please contact Campus Living & Learning.
  - Activate your Bear ID and set up your Baylor email at [baylor.edu/bearid](https://baylor.edu/bearid).
- Register for a new student Orientation session at [baylor.edu/nsp](https://baylor.edu/nsp) beginning March 15
  - Orientation sessions are held in June.
  - During Orientation, you will receive academic advising and register for fall courses.
  - If you have questions about Orientation or Baylor Line Camp, please contact the Department of New Student Programs.
- After May 1, and once your enrollment deposit is paid, set up your BearWeb account
  - BearWeb is the online service that allows students to register for classes, check grades, complete financial settlement and monitor financial aid information.
  - BearWeb is accessed with your Baylor ID number and PIN; you have the opportunity to set this PIN about a month before Orientation.
  - For questions about setting up BearWeb, please refer to [baylor.edu/its](https://baylor.edu/its).
- Complete and submit any verification documentation we have requested
  - Monitor your Baylor email for notifications from our office.
  - Monitor BearWeb for your financial aid requirements.
  - If you are selected for verification, all documents should be submitted by the priority deadline of May 1. Your financial aid will not credit to your student account until the verification process is completed.
  - For questions regarding verification or financial aid, please contact the Student Financial Aid Office.
- Complete the Health Form
  - You must complete the Health Form by July 1.
  - The Health Form can be found at [baylor.edu/health\\_center](https://baylor.edu/health_center) under "About Us."
  - For questions about the Health Form or Meningitis Vaccine, please contact Health Services.
- Complete the Outside Scholarship Report Form
  - This online form is located at [baylor.edu/sfs/forms](https://baylor.edu/sfs/forms).
  - Submit this form electronically to notify the Cashier's Office of your scholarships from outside sources.
  - If you are receiving a scholarship from a Baptist church or organization, that entity needs to complete the Baptist Church Matching Certification Form, which can be found at [baylor.edu/sfs/forms](https://baylor.edu/sfs/forms).
  - For questions regarding outside scholarships or the Outside Scholarship Report Form, please contact the Cashier's Office.
- Review your loan options.
  - Additional steps are required for each loan type.
  - You need to begin applying for loans on May 15.
  - Complete entrance counseling and Master Promissory Note at [studentloans.gov](https://studentloans.gov) for Direct Loans by June 1.
  - For questions about loans or other financial aid, please contact the Student Financial Aid Office.
- Complete Financial Settlement by July 31
  - Your bill for the fall semester will be mailed to your home address from the Cashier's Office on or around July 1.
  - You complete financial settlement by confirming your attendance in BearWeb and paying your bill.
  - Confirm your attendance in BearWeb *after* you receive your bill each semester.
  - If you plan to use PLUS or alternative loans to help complete financial settlement, they must be certified in our system for consideration.
  - For questions about charges on your bill, meal plans, parking permits, outside scholarships, refunds, or confirming your attendance, please contact the Cashier's Office.
  - For questions regarding any financial aid other than outside scholarships, please contact the Student Financial Aid Office.
- Keep your address and contact information current
  - To ensure you receive all messages from Student Financial Services regarding your account, please contact the Office of Admissions if your contact information changes.
  - Once you are enrolled at Baylor, please contact the Records Office if your contact information changes.

**E-MAIL**

Financial\_Aid@baylor.edu

**PHONE**

1-800-BAYLOR-U, option 8-2,  
or (254) 710-2611

**FAX**

(254) 710-2695

**WEBSITE**

baylor.edu/sfs

**PHYSICAL ADDRESS (use for FedEx, UPS, etc.)**

700 S. University Parks Drive  
Suite 150  
Waco, TX 76706

**MAILING ADDRESS**

One Bear Place #97028  
Waco, TX 76798-7028

**OFFICE HOURS**

8:00am–5:00pm Monday – Wednesday, Friday  
9:30am–5:00pm Thursday

**FOLLOW US ON TWITTER**

@BaylorSFS

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The Student Financial Aid Office at Baylor University uses the National Association of Student Financial Aid Administrator's code of conduct for institutional financial aid professionals.

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Baylor University complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, sex, age or disability in employment or the provision of services.

