

### First Year Law Student (1L) Checklist of Required Forms & Applications (2023-2024)

- ❑ Complete a 2023-2024 FAFSA on-line at [www.studentaid.gov](http://www.studentaid.gov). Please be sure to use school code **B08083**.
- ❑ Complete a 2023-2024 UDC-DCSL Financial Aid Application and Title IV Release for Non-Institutional Charges Form (<https://law.udc.edu/FinAidForms/>).
- ❑ Complete the 2023-2024 Graduate Plus Loan Application online at [www.studentaid.gov](http://www.studentaid.gov) **only** if you are interested in a Grad PLUS Loan. (*Available May 1<sup>st</sup>*)

Documents may be emailed or submitted to the School of Law's Office of Financial Aid.

UDC David A. Clarke School of Law  
Office of Financial Aid  
4340 Connecticut Avenue, NW  
Building 52, 2<sup>nd</sup> Floor  
Washington, DC 20008  
Email: [lawfinaid@udc.edu](mailto:lawfinaid@udc.edu)

Once your file is reviewed, you will be notified by your UDC email if any additional documents are required.

#### Next Steps (Once Award Offer is Made)

Award offers will be made only to students who have been admitted. Once an award offer is made, the student will receive an award notification via their UDC email and/or personal email. **Students who wish to borrow loans will also need to complete Steps 1 through 4 below.**

- **Step 1:** Log into your MyUDC Student Portal ([my.udc.edu](http://my.udc.edu)) to accept the terms and conditions, view your award offer, and to accept/reduce/decline your award offer once an award notification has been received.
- **Step 2:** Complete the Electronic Entrance Interview/Counseling on-line at [www.studentaid.gov](http://www.studentaid.gov).
- **Step 3:** Complete an Unsubsidized Master Promissory Note (MPN) at [www.studentaid.gov](http://www.studentaid.gov).
- **Step 4:** Complete a Graduate PLUS Master Promissory Note (MPN) at [www.studentaid.gov](http://www.studentaid.gov). (*If receiving a Graduate Plus Loan*).

**Please Note: All scholarship awards will automatically reflect an accepted status.**

**UDC Law Financial Aid Application (2023-2024)**

Name: \_\_\_\_\_

Expected Yr. of Graduation: \_\_\_\_\_

Full Time  or Part Time

Date of Birth: \_\_\_\_\_

Student ID: \_\_\_\_\_

UDC Email Address: \_\_\_\_\_

Have you completed your 2023-2024 FAFSA? Yes  or No

Applicants who wish to receive federal loans or federal work-study **MUST** complete the *Free Application for Federal Student Aid* (FAFSA) ([www.studentaid.gov](http://www.studentaid.gov)). The UDC-DCSL FAFSA Code is **B08083**.

**FEDERAL LOANS**

The Office of Financial Aid will automatically award each loan applicant their maximum loan eligibility. Borrowers will be able to indicate the loan portion he/she wishes to accept/decline once the award offer is made.

Federal Direct Unsubsidized Loan: The maximum Unsubsidized Loan you may borrow per academic year is \$20,500.

Do you wish to be considered for a Federal Direct (Unsubsidized Loan)? Yes  or No

Federal Direct Grad PLUS Loan: The Grad PLUS Loan is a credit based federal loan through which students may borrow the difference between the school's Cost of Attendance and the amount of Unsubsidized Loan and other financial aid awarded.

If you are interested in applying, you may do so at [www.studentaid.gov](http://www.studentaid.gov). The application will become available on or after May 1, 2023.

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By signing below, I affirm that I have read the information above, and the Financial Aid policies and procedures set forth in the *Financing Your Legal Education Handbook*.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Title IV Release for Non-Institutional Charges

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student ID# \_\_\_\_\_

### Authorization to Apply Federal Financial Aid to Non-Institutional Charges

Federal student financial aid can only be applied to "institutional charges" as defined by the U.S. Department of Education. This definition includes charges for tuition and fees. Non-institutional charges are considered charges that are not directly tied to taking a class (i.e., health insurance, book vouchers, emergency loans, etc.).

The only way federal student aid funds (i.e., Unsubsidized and Grad PLUS Loans) can be used to pay for "non-institutional charges" is to obtain your written authorization to pay those charges. This form will allow the Student Accounts Department to apply your federal financial aid to your non-institutional charges.

Per Title IV Federal regulations, you can voluntarily authorize the University of the District of Columbia David A. Clarke School of Law (UDC Law) to pay your non-institutional charges such as health insurance, book vouchers, and emergency loans.

**I DO authorize** UDC Law to apply my federal student financial aid to the aforementioned non-institutional charges on my student account. I understand that this authorization will remain in effect until I submit a written request to cancel this authorization.

**I DO NOT** authorize UDC Law to apply my federal student financial aid to any non-institutional charges on my student account. I understand that I will be responsible for paying the aforementioned non-institutional charges out of pocket should any of these charges be applied to my student account.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit this form to:**  
UDC David A. Clarke School of Law  
Office of Financial Aid  
4340 Connecticut Ave. NW  
2<sup>nd</sup> Floor  
Washington, DC 20008  
Email: [lawfinaid@udc.edu](mailto:lawfinaid@udc.edu)