



UNIVERSITY OF  
NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

## NEW STUDENT CHECKLIST

PLEASE REVIEW THE ITEMS BELOW AND USE THIS GUIDE AS A CHECKLIST.  
REMEMBER TO SETUP YOUR UNE ACCOUNTS.

### COMPLETE THE FAFSA

- The FAFSA is filed yearly and determines your eligibility for federal student aid programs and need-based UNE funds. Apply at [studentaid.gov](http://studentaid.gov) and include UNE's Institution Code: 002050

### VIEW YOUR E-BILL ONLINE

- View your bill by going to [Compass](#). Select the Payment Portal card. This brings you to TouchNet, the student payment center.
- Parents or other family members will have access to TouchNet once added as Authorized Users by the student. Authorized Users have access to view the eBill, make payments, set up payment plans, and view the yearly 1098-T tax form.

### FEDERAL LOAN REQUIREMENTS

- Students using federal loans must accept or decline their aid and complete the Terms and Conditions requirement on Compass. See our [instructions on accepting your award](#).
- First time borrowers need to complete the Master Promissory Note and Entrance Counseling at [studentaid.gov](http://studentaid.gov). **Federal loans will not disburse until these requirements have been completed.**

### PAYMENT ARRANGEMENTS

- Pay online with a credit card, debit card, checking/savings account, or enroll in UNE's Tuition Payment Plan. See our [instructions for payment plans](#) for more information.
- Students may utilize private student loans. See [UNE's Private Lender](#) list for details on recommended lenders. Please apply as soon as you receive your eBill to ensure we can certify it by the bill due date. We recommend applying for the entire year - we receive half in the fall and half in the spring.
- Parents may use the Parent PLUS loan to borrow for their student's education. Go to [studentaid.gov](http://studentaid.gov) and click the "Parent Borrowers" tab. Use the PARENT FSA ID.
- UNE accepts checks as payments. Please make checks payable to the University of New England and include your student PRN. Payments may take up to two weeks to receive and post to the student's account - we recommend paying online.

### OUTSIDE SCHOLARSHIPS/GRANTS

- Notify SFS by providing copies of letters/notifications of outside scholarships or grants. Federal regulations require consideration of outside resources before financial aid is calculated. You can notify SFS of your scholarship via our [Outside Scholarship Reporting Form](#).

### HEALTH INSURANCE

- All students are charged for health insurance until a waiver is completed. Complete the waiver or enrollment process online between July 1 - August 16. Health insurance can only be waived during this period at the [United Healthcare](#) website.

### WORK-STUDY REQUIREMENTS

- Students offered work-study funds as part of their financial aid package must submit new hire paperwork. This can be found in Unsatisfied Requirements in the Financial Aid card on [Compass](#) before applying for on-campus jobs. **NOTE: Work Study funds are earned by the student and are not deducted from the bill.**
- Students can bring paperwork and identification in person to Student Financial Services during New Student Orientation or in the beginning of the Fall term. Please bring **original forms of identification** detailed on the I-9 form - driver's license, passport, SS card, birth certificate, etc.

### DIRECT DEPOSIT

- Set up Direct Deposit on [Compass](#). Select the General Profile card and select direct deposit option to enter your banking information. Select "Payroll" for work-study paychecks and "Accounts Payable" for refunds.

### COMPLETE AUTHORIZATIONS

- In compliance with the Family Educational Rights and Privacy Act (FERPA), we must have authorization from a student permitting us to discuss financial information with others. Log into [Compass](#), select the Financial Aid Card and choose My Financial Aid. Click on FERPA Authorization for Release of Information and complete the form.
- Add Authorized Users to TouchNet student payment center. Navigate to [Compass](#), Payment Portal, then Add Authorized Users.
- Answer Title IV Authorization Question. Make a decision regarding Title IV funding follow the instructions included on the Accept Award page.

### REVIEW ADDITIONAL INFORMATION

- Obtain a parking permit (Site opens August 1<sup>st</sup>) Go to the [UNE Permit Store](#).
- UNE classifies student enrollment status for purposes of financial aid, loan deferments, and VA educational benefits as follows: Full Time: 12-18 credits; ¾ time: 9-11 credits; half-time: 6-8 credits. Eligibility for UNE Scholarships requires full time enrollment.

STUDENT FINANCIAL SERVICES  
MONDAY-FRIDAY 8:00 AM- 4:30 PM  
PHONE: 207-602-2342 EMAIL: [SFS@UNE.EDU](mailto:SFS@UNE.EDU)

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