



Financial Aid Counseling

- 1. Information Available:** The Office of Financial Aid at The John Marshall Law School provides information regarding the federal financial aid application process, types and amounts of federal financial aid available, institutional and outside scholarships, and other sources of aid. Financial aid information is available to both prospective and continuing students through the law school's website, printed materials, email, and also through in-person, telephone, and Skype or videoconference counseling appointments.
- 2. Financial Aid Award Letter and Email:** After a student's or prospective student's FAFSA has been completed, processed, and sent to the law school, the Office of Admission will send a financial aid award letter to the student or prospective student via personal email addresses. For a continuing student, the award letter will be sent via the student's JMLS email address. Financial aid emails include an award letter outlining the types and amounts of financial aid for which the student or prospective student has qualified, the terms and conditions associated with that aid, a link to access instructions for accepting, reducing or declining aid, instructions for completing the Terms and Conditions of Receiving Financial Aid, instructions for completing required Direct Loan Entrance Counseling, instructions for completing the applicable Direct Loan Master Promissory Note(s), and a Financial Aid Checklist. These instructions are found in the eCommons under <https://www.jmls.edu/students/financial-aid/admitted-students.php>.
- 3. Accepting or Declining Aid:** A student must affirmatively accept, or decline financial aid via eCommons. The student can request that their loan be reduced by emailing their advisor. The student must act within the time frame set forth in the initial award for the academic year. Instructions for accessing eCommons will be included with the award email. Thereafter, students who wish to reduce or cancel accepted loans should contact the Office of Financial Aid.

Administrative policy adopted March 5, 2018; effective immediately.