



Returning Undergraduate Financial Aid Checklist

Use this checklist to plan what you need to do to apply for and receive financial aid. Due to limited resources, student aid is awarded on a first-come, first-served basis. Check off each Action Item as you complete it. You can get help for many of these Action Items from SPU's Web site and Student Financial Services.

<input checked="" type="checkbox"/>	Due Date (if any)	Seattle Pacific University Financial Aid Action Item
<input type="checkbox"/>	November - April	<p>RESEARCH: Outside scholarships. Check with your school and local libraries, local businesses and civic organizations, and your parents' employer(s).</p> <p>Some <i>free</i> Internet scholarship search engines:</p> <ul style="list-style-type: none"> • FinAid on the Web – www.finaid.org • The College Board – http://apps.collegeboard.com/cbsearch_ss/welcome.jsp • Scholarship Resource Network Express – www.srnexpress.com • GoCollege: The Collegiate Webservice – www.gocollege.com
<input type="checkbox"/>	November - April	<p>RESEARCH: Avoid getting scammed! Check on: financial aid consultants or search services you plan to use / scholarship scams.</p> <p>Sites with consumer information:</p> <ul style="list-style-type: none"> • U.S. Department of Education: www.studentaid.ed.gov/students/publications/lsa/index.html • Federal Trade Commission: www.ftc.gov/bcp/online/publs/alerts/ouchart.htm • Better Business Bureau: www.bbb.com
<input type="checkbox"/>	January 1st	<p>FAFSA: If this is your first time filing a FAFSA, obtain a Personal Identification Number (PIN) from the Department of Education's PIN Web site at www.pin.ed.gov.</p>
<input type="checkbox"/>	No later than: June 1st	<p>FAFSA: File your Free Application for Federal Student Aid (FAFSA) as soon as possible on or after January 1.</p> <p>Online: www.fafsa.ed.gov. Take advantage of built-in edit checking!</p> <p><i>Financial aid is awarded on a first come, first serve basis. Don't delay!</i></p>
<input type="checkbox"/>	When received	<p>FAFSA: Review your Student Aid Report (SAR), a summary of your processed FAFSA. Correct any inaccurate items on-line at www.fafsa.ed.gov or on the paper SAR, if you receive one.</p> <p>You will receive notice via email if you filed online; paper if you filed by paper.</p>

<input type="checkbox"/>	ongoing	<p>SPU: Check your SPU Email account regularly.</p> <p>Most information from SFS will go to your email account. Promptly respond to any requests for additional information or documentation, such as copies of federal tax returns, verification worksheets, or other forms.</p> <p><i>You will not be awarded financial aid until you submit all requested information or documentation.</i></p>
<input type="checkbox"/>	June 10th	<p>SPU: Register for autumn quarter classes; the sooner you register the better chance you have to get the courses you want and for SPU to serve you better by to know your plans.</p>
<input type="checkbox"/>	Upon Receipt of Offer of Financial Assistance	<p>SFS: Review your Offer of Financial Assistance; Contact Student Financial Services if you have any questions about your award.</p> <p><i>Award notices are emailed, except for first time FAFSA filers who will receive an initial paper offer.</i></p>
<input type="checkbox"/>	Upon Receipt of Offer of Financial Assistance	<p>SFS: Read the Guide to Student Accounts and Financial Aid.</p> <p>Most financial aid funds have conditions for receipt and renewal, such as earning a certain grade point average (GPA) or being enrolled full time. Be sure you know the details so you don't lose funding in the future!</p>
<input type="checkbox"/>	Prior to August 1st	<p>SFS: Calculate what you will owe.</p> <p>Complete the Estimating Your Costs worksheet. Available at www.spu.edu/sfs and included in your initial paper Office of Financial Assistance packet.</p>
<input type="checkbox"/>	August 1st	<p>SFS: Determine if you wish to participate in a payment plan.</p> <p>Applications available online at www.spu.edu/sfs, due August 1st.</p>
<input type="checkbox"/>	As soon as possible	<p>SFS: Notify Student Financial Services if you have applied for assistance, but no longer wish to attend the school.</p>
<input type="checkbox"/>	August 1st	<p>SFS: Complete all required loan paperwork, promissory notes, and entrance counseling. <i>First time borrowers only.</i></p> <p>Before you sign the promissory note, make sure you read and understand all of your rights and responsibilities.</p>
<input type="checkbox"/>	As needed	<p>SFS: Investigate student employment opportunities: www.spu.edu/studentjobs.</p>
<input type="checkbox"/>	As soon as possible.	<p>SFS: Report non-SPU scholarships or other funding.</p> <p>Promptly notify SFS of any non-SPU scholarships, grants, or other types of assistance you will receive.</p>
<input type="checkbox"/>		<p>Personal: Keep copies of all financial aid awards and loan documents in your records for future reference.</p>