



## New 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><b>RESEARCH:</b> 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"> <li>• Scholarships for Washington Students – <a href="http://www.thewashboard.org">www.thewashboard.org</a></li> <li>• FinAid on the Web – <a href="http://www.finaid.org">www.finaid.org</a></li> <li>• The College Board – <a href="http://apps.collegeboard.com/cbsearch_ss/welcome.jsp">http://apps.collegeboard.com/cbsearch_ss/welcome.jsp</a></li> <li>• Scholarship Resource Network Express – <a href="http://www.srnexpress.com">www.srnexpress.com</a></li> <li>• GoCollege: The Collegiate Webservice – <a href="http://www.gocollege.com">www.gocollege.com</a></li> </ul>
<input type="checkbox"/>	November - April	<p><b>RESEARCH:</b> 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"> <li>• U.S. Department of Education: <a href="http://www.studentaid.ed.gov/students/publications/lsa/index.html">www.studentaid.ed.gov/students/publications/lsa/index.html</a></li> <li>• Federal Trade Commission: <a href="http://www.ftc.gov/bcp/conline/pubs/alerts/ouchart.htm">www.ftc.gov/bcp/conline/pubs/alerts/ouchart.htm</a></li> <li>• Better Business Bureau: <a href="http://www.bbb.com">www.bbb.com</a></li> </ul>
<input type="checkbox"/>	January 1st	<p><b>FAFSA:</b> Obtain a Personal Identification Number (PIN) from the Department of Education's PIN Web site at <a href="http://www.pin.ed.gov">www.pin.ed.gov</a>.</p>
<input type="checkbox"/>	No later than: <b>February 1<sup>st</sup></b>	<p><b>FAFSA:</b> File your Free Application for Federal Student Aid (FAFSA) as soon as possible on or after January 1.</p> <p>Online: <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>. Take advantage of built-in edit checking!</p>
<input type="checkbox"/>	When received	<p><b>FAFSA:</b> Review your Student Aid Report (SAR), a summary of your processed FAFSA. Correct any inaccurate items on-line at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> 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"/>	No later than: <b>February 1<sup>st</sup></b> <b>(Early Action – November 15<sup>th</sup>)</b>	<b>SPU:</b> Apply for Admission at SPU: <a href="http://www.spu.edu/depts/ugadm/">http://www.spu.edu/depts/ugadm/</a> When you receive your admissions application packet, note all required application materials and their deadlines. Keep copies of all application materials in your records for future reference
<input type="checkbox"/>	After admission, ongoing	<b>SPU:</b> Check your new SPU Email account regularly! All requests for documents will go to your email account. Promptly respond to any school requests for additional information or documentation, such as copies of federal tax returns, verification worksheets, or other forms.
<input type="checkbox"/>	As soon as possible	<b>SPU:</b> Notify SPU Admissions if you no longer plan to attend the SPU.
<input type="checkbox"/>	<b>May 1<sup>st</sup></b>	<b>SPU:</b> Submit your Advanced Payment to the Admissions Office by May 1 <sup>st</sup> to secure your admission.
<input type="checkbox"/>	May – July	<b>SPU:</b> Sign up and attend Orientation to register, get great SPU information, and learn more about the student account and financial aid process.
<input type="checkbox"/>	Upon Receipt of Offer of Financial Assistance	<b>SFS:</b> Carefully review your Offer of Financial Assistance. Contact Student Financial Services (SFS) if you have any questions about your award.
<input type="checkbox"/>	Upon Receipt of Offer of Financial Assistance	<b>SFS:</b> Visit <a href="http://www.sfs.edu/sfs">www.sfs.edu/sfs</a> for great information including how to manage your financial aid and student account. 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!
<input type="checkbox"/>	Prior to August 1st	<b>SFS:</b> Calculate what you will owe. Complete the Estimating Your Costs worksheet. Available at <a href="http://www.spu.edu/sfs">www.spu.edu/sfs</a> and included in your initial paper Office of Financial Assistance packet.
<input type="checkbox"/>	<b>August 1<sup>st</sup></b>	<b>SFS:</b> Determine if you wish to participate in a payment plan. Applications available online at <a href="http://www.spu.edu/sfs">www.spu.edu/sfs</a> , due in August.
<input type="checkbox"/>	<b>August 1<sup>st</sup></b>	<b>SFS:</b> Complete all required loan paperwork, promissory notes, and entrance counseling and submit all requested documents. Promissory notes and entrance counseling for Stafford Loans can be done online from <a href="http://www.spu.edu/sfs">www.spu.edu/sfs</a> ; Perkins, Nursing, and Institutional Loan promissory notes and entrance materials will be mailed by July 15 <sup>th</sup> . <i>Before you sign a promissory note, make sure you read and understand all of your rights and responsibilities; financial aid will not disburse until all documents have been received and evaluated.</i>
<input type="checkbox"/>	<b>September</b>	<b>SFS:</b> Investigate student employment opportunities: <a href="http://www.spu.edu/studentjobs">www.spu.edu/studentjobs</a> .

<input type="checkbox"/>	As soon as possible.	<b>SFS:</b> Report non-SPU scholarships or other funding. Promptly notify SFS of any non-SPU scholarships, grants, or other types of assistance you will receive.
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