



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. You can get help for many of these Action Items from SPU's website and the Student Financial Services office.

<input checked="" type="checkbox"/>	Due Date	Seattle Pacific University Financial Aid Action Item
<input type="checkbox"/>	November - April	<p>RESEARCH: Outside scholarships. Check your school and local libraries, church, local businesses and civic organizations and your parents' employer(s). Our website also lists resources here: www.spu.edu/depts/sfs/FinancialAid/GrantsScholarships.</p> <p>Some <i>free</i> Internet scholarship search engines:</p> <ul style="list-style-type: none"> Scholarships for Washington students – www.thewashboard.org FinAid on the Web – www.finaid.org The College Board – https://bigfuture.collegeboard.org/scholarship-search GoCollege: The Collegiate Webservice – www.gocollege.com Ready.Set.Grad. – http://www.readyssetgrad.org/
<input type="checkbox"/>	November - April	<p>RESEARCH: Avoid getting scammed! Thoroughly research any financial aid consultants, search services or scholarships you pursue.</p> <p>Sites with consumer information:</p> <ul style="list-style-type: none"> U.S. Department of Education: www.studentaid.ed.gov/types/scams Better Business Bureau: www.bbb.com
<input type="checkbox"/>	January 1st	<p>FAFSA: Obtain a Personal Identification Number (PIN) from the Department of Education's PIN Web site at www.pin.ed.gov. This is necessary to complete a Free Application for Federal Student Aid (FAFSA).</p>
<input type="checkbox"/>	No later than February 1st	<p>FAFSA: File your FAFSA as soon as possible after January 1; transfer your IRS tax return data to your FAFSA using the IRS Data Retrieval tool.</p> <p>Online: www.fafsa.ed.gov. Take advantage of built-in edit checking!</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"/>	No later than February 1st (Early Action – November 15th)	<p>SPU: Apply for Admission at SPU: http://www.spu.edu/depts/ugadm/</p> <p>When you receive your admissions application packet, note all required application materials and their deadlines.</p> <p>Keep copies of all application materials in your records for future reference.</p>
<input type="checkbox"/>	After admission, ongoing	<p>SPU: Check your new SPU Email account regularly!</p> <p>All requests for documents will be sent to your SPU email account. Promptly respond to any school requests for additional information or documentation.</p>
<input type="checkbox"/>	As soon as possible	<p>SPU: Notify SPU Admissions if you no longer plan to attend SPU.</p>

STUDENT FINANCIAL SERVICES

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<input type="checkbox"/>	As soon as possible	SFS: Notify Student Financial Services if you have applied for assistance but no longer plan to attend SPU.
<input type="checkbox"/>	May 1st	SPU: Submit your Advanced Payment to the Admissions Office by May 1st to secure your admission.
<input type="checkbox"/>	May – August	SPU: Sign up for New Student Advising to register for classes, get oriented at SPU, and learn more about the student account and financial aid process.
<input type="checkbox"/>	Upon Receipt of Offer of Financial Assistance	SFS: 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	SFS: Read Managing Your Financial Aid online at www.spu.edu/sfs . 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	SFS: Calculate what you will owe. Complete the Estimating Your Costs worksheet. Available at http://spu.edu/depts/sfs/studentaccounts/PaymentBilling/worksheets.asp and included in your initial paper Office of Financial Assistance packet.
<input type="checkbox"/>	August 21st	SFS: Determine if you wish to participate in a payment plan. After you register for classes and complete all financial aid requirements, you may sign up for a payment plan online at www.spu.edu/sfs -> Student Accounts -> Payments/Billing -> Payment Options. The application for 2015-2016 is due September 8, 2015.
<input type="checkbox"/>	August 21st	SFS: 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 at www.studentloans.gov . Perkins, Nursing, and Institutional Loan promissory notes and entrance materials will be available in July. You will be notified via SPU email. Parent PLUS loan requests and MPNs are completed by the PLUS loan borrower at www.studentloans.gov . <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"/>	As soon as possible	SFS: Investigate student employment opportunities: www.spu.edu/studentjobs .
<input type="checkbox"/>	As soon as possible	SFS: Promptly notify SFS of any non-SPU scholarships, grants, or other types of assistance you will receive.
<input type="checkbox"/>		Personal: Keep copies of all financial aid awards and loan documents in your records for future reference.