



Student Financial Services

3307 Third Avenue West, Suite 114, Seattle, WA 98119
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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. You can get help for many of these Action Items from SPU's website and the Student Financial Services office.

☒	Due Date	Seattle Pacific University Financial Aid Action Item
☐	November - April	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. - 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.readysetgrad.org/
☐	November - April	RESEARCH: Avoid getting scammed! Thoroughly research any financial aid consultants, search services or scholarships you pursue. Sites with consumer information: - U.S. Department of Education: www.studentaid.ed.gov/students/publications/lsa/index.html - Better Business Bureau: www.bbb.com
☐	January 1st	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.
☐	No later than June 1st	FAFSA: File your Free Application for Federal Student Aid (FAFSA) as soon as possible on or after January 1; transfer your IRS tax return data to your FAFSA using the IRS Data Retrieval tool. Online: www.fafsa.ed.gov. Take advantage of built-in edit checking! <i>Financial aid is awarded on a first come, first serve basis. Don't delay!</i>
☐	When received	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. You will receive notice via email if you filed online; paper if you filed by paper.
☐	Ongoing	SPU: Check your SPU Email account regularly. Most information from SFS will be sent to your SPU email account. Promptly respond to any requests for additional information or documentation, such as copies of federal tax returns, verification worksheets, or other forms. <i>You will not be awarded financial aid until you submit all requested information or documentation.</i>



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☐	May 12th	SPU: Register for autumn quarter classes—the sooner you register the better chance you have to get the courses you want; SPU will be able to serve you best if we know your plans.
☐	Upon Receipt of Offer of Financial Assistance	SFS: Review your Offer of Financial Assistance; Contact Student Financial Services if you have any questions about your award. <i>Award notices are emailed, except for first-time FAFSA filers who will receive an initial paper offer.</i>
☐	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!
☐	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 .
☐	August 1st	SFS: Determine if you wish to participate in a payment plan. After you register for classes you may sign up for a payment plan online at www.spu.edu/sfs -> Student Accounts -> Payments/Billing -> Payment Options. The application for 2014-2015 is due September 8, 2014.
☐	As soon as possible.	SFS: Notify Student Financial Services if you have applied for assistance but no longer plan to attend SPU.
☐	August 1st	SFS: Complete all required loan paperwork, promissory notes, and entrance counseling. <i>First time borrowers only.</i> <i>Before you sign the promissory note, make sure you read and understand all of your rights and responsibilities.</i>
☐	As needed	SFS: Investigate student employment opportunities: www.spu.edu/studentjobs .
☐	As soon as possible.	SFS: Promptly notify SFS of any non-SPU scholarships, grants, or other types of assistance you will receive.
☐		Personal: Keep copies of all financial aid awards and loan documents in your records for future reference.