2015-16 FINANCIAL AID INSTRUCTIONS
FAFSA School Code: 001753

STEP 1: APPLY FOR FINANCIAL AID

Get a PIN number for you and your parents (if applicable) at fafsa.ed.gov as soon as possible. A PIN number acts as a digital signature for signing the FAFSA, loan applications, and other financial aid documents.

If you have a PIN but have misplaced or forgotten it, you will need to request a duplicate. To do so, visit the PIN Home Page and select “Request a Duplicate PIN” from the list of options on the left side of the page. You will need to provide your challenge answer to request a duplicate PIN. When requesting a duplicate PIN, you can choose to either instantly view your PIN online or immediately receive an email containing a link to your PIN. A new password system will replace the PIN system in May 2015.

Complete the 2015-16 FAFSA application at fafsa.ed.gov as soon after January 1st, 2015 as possible. You will need 2014 tax information, so file your taxes first. State tax information is not needed.

*New students should not wait until they are admitted to begin this process.

STEP 2: REVIEW AND MAKE CORRECTIONS

Receive a confirmation from the federal government after completing the FAFSA.

Review and make corrections immediately! As instructed in the federal government’s confirmation, review your processed application at fafsa.ed.gov and make corrections. The most important sections to review and correct are those regarding income, assets, and household. Have your 2014 federal taxes handy to check your answers line-by-line. If you estimated your tax information, update your FAFSA immediately after filing your taxes to avoid an inaccurate award estimate.

STEP 3: REVIEW YOUR AWARD PACKET

Read and review everything included in your award packet. There are instructions on how to complete your award requirements. You may need to apply for a Stafford loan online at studentloans.gov and complete the required online entrance session for federal loans.

Complete the Figure Your Costs budgeting worksheet to determine if you have enough financial aid to cover direct and indirect expenses.

2015-2016 Undergraduate Worksheet
2015-2016 Graduate/Post-Bacc Worksheet

STEP 4: COMPLETE AND SUBMIT DOCUMENTS AND APPLICATIONS

Submit requested documents as soon as possible. If further documents (such as a federal tax transcript, etc.) are needed, a letter will be included in your packet instructing you to forward those documents to Student Financial Services.

Complete the forms included in your award packet, such as your loan application, verification worksheets, etc. There may be forms included in your award packet that must be completed and returned to Student Financial Services quickly. Submit these as soon as possible.
STEP 5: CALCULATE YOUR YEARLY BUDGET AND APPLY FOR ADDITIONAL LOAN FUNDS*

Figure Your Costs. A budgeting worksheet called Figure Your Costs is available on the internet and enclosed in your award packet each year. Complete this worksheet in order to determine whether you require additional financial aid assistance. If so, you should apply for additional loan funds.

Apply for additional loan funds.* Parents of dependent students and graduate students (Post-Bacc students are not eligible) may apply for a Federal Direct PLUS loan by completing the appropriate SAIC Federal Direct PLUS Loan Request Form at saic.edu/faforms and an electronic Master Promissory Note (eMPN) at StudentLoans.gov. Those who are ineligible or do not desire a Federal Direct PLUS loan may consider a private/alternative loan, which can be found through the internet at the lender website of your choice. Further instructions are included in your award packet and on the SAIC website.

*These loans are credit-based. Pre-approvals are only a credit-check (not an application) and can be done at any time. A Federal Direct PLUS loan credit check can be done at StudentLoans.gov by completing the federal government’s Federal PLUS Loan Request form. Federal Direct PLUS loans are denied for purposes of adverse or negative credit history. Private/alternative loans have more stringent credit reviews and usually require a credit-worthy co-signer. Private loan borrowers may use any lender that participates in the loan program. Additional information is located on the SAIC website at saic.edu/sfs.

STEP 6: COMPLETE EVERYTHING BEFORE THE 1ST DAY OF CLASS

Make sure everything is completed and submitted before classes begin. In order to ensure that your financial aid is processed in a timely manner, be sure to not wait until the last minute!

STEP 7: CHECK THE STATUS OF YOUR STUDENT LOANS

Keep track of your student loans at StudentLoans.gov and nslds.ed.gov beginning one month before classes begin. Check your loan status before each semester.

STEP 8: CHECK YOUR FINANCIAL RECORDS ONLINE THROUGH SAIC SELF-SERVICE

Access student information on a regular basis, 24/7, at saic.edu/selfservice. View your student records, grades, class schedule, financial aid award, student account, as well as a list of outstanding financial aid documents and other documents that you may still need to submit. You can request a Statement of Account in the “Account Inquiry” section that will send a pdf of activity during the last 365 days to your SAIC student email address.