

# FALL 2019-SPRING 2020

## Student Financial Services Checklist

Use this checklist to ensure you have completed all the necessary steps to finance your education each semester.

### STUDENT ACCOUNTS - ALL STUDENTS

DUE DATE	TASK	DETAILS
Upon Enrollment	<input type="radio"/> Confirm your financial aid offer matches your enrollment (if receiving aid)	Self-Service, see Payment Guide p.2
Upon Receipt	<input type="radio"/> Outside Scholarships – Send info and documents (if receiving)	Send to Student Financial Services, See Payment guide p.6
June 1, 2019	<input type="radio"/> Complete the "Figure Your Cost" budgeting worksheet <input type="radio"/> Inform SAIC Registrar of Veteran's Benefits (if eligible)	<a href="http://saic.edu/fyc">saic.edu/fyc</a> , and/or in the SFS office <a href="http://saic.edu/veteransbenefits">saic.edu/veteransbenefits</a> , See Payment Guide p.7
July 9, 2019	<input type="radio"/> Review your student account and request an Account Statement in Self-Service	Self Service > Student Homepage > Financial Account > Statement of Account
July 15, 2019	<input type="radio"/> Request 529/College Plan Payments from provider – send to SFS only	Send to Student Financial Services, See Payment Guide p.8
August 1, 2019	<input type="radio"/> Enroll in a payment plan each semester (if desired) <input type="radio"/> Enroll in Auto-Payment each semester (if enrolled in payment plan)	Self Service > Student Homepage > Financial Account > CASHnet Self Service > Student Homepage > Financial Account > CASHnet
August 15, 2019	<input type="radio"/> Submit a FERPA form to allow SFS to discuss your finances with parents/others <input type="radio"/> Enroll in eRefund (if expecting an advance or refund) <input type="radio"/> Financial Aid Advance requests begin (if eligible for a refund) <input type="radio"/> Enroll in Inceptia, SAIC's Financial Literacy/Loan Management Program <input type="radio"/> <b>FINAL DEADLINE – FALL 2019 Payment Plan Due Date: Pay Balance Due in Full or Complete All Payment Arrangements Needed for the Balance Due</b>	See details and FERPA form at <a href="http://saic.edu/ferpa">saic.edu/ferpa</a> Self Service > Student Homepage > Financial Account > CASHnet > eRefund (Enroll each semester) Self Service > Student Homepage > Other Services > Financial Aid Advance Request <a href="http://FinancialAvenue.org">FinancialAvenue.org</a> (Access Code: SAIC18) Full payment or all steps required to pay your tuition and fee charges must be completed to confirm your enrollment. Do this to avoid late fees and holds.
August 28, 2019	<input type="radio"/> Submit SAIC Health Insurance Waiver or Request – Online only	See <a href="http://saic.edu/healthinsurance">saic.edu/healthinsurance</a> for details

### FINANCIAL AID RECIPIENTS

DUE DATE	TASK	DETAILS
Upon Receipt	<input type="radio"/> Read your entire financial aid award packet	Award Offer, Award Guide, and included documents
June 1, 2019	<input type="radio"/> Complete Federal Verification steps (for those selected)	Missing Information Letter, Award Guide, Self Service > Student Homepage > "To Do List"
July 1, 2019	<input type="radio"/> Complete Federal Direct Stafford Loans steps <input type="radio"/> Complete Federal Direct PLUS Loan steps (if necessary) <input type="radio"/> Complete Private Loan steps (if needed - Credit-worthy borrower required)	Award Guide, and <a href="http://saic.edu/loansteps">saic.edu/loansteps</a> Award Guide, credit-worthy borrower required <a href="http://saic.edu/loansteps">saic.edu/loansteps</a> Self Service > Student Homepage > Financial Aid > Awards <a href="http://saic.edu/loansteps">saic.edu/loansteps</a>
Upon Approval	<input type="radio"/> Entrance counseling requirement: Parents approved for a Federal PLUS Loan, <u>with an endorser</u> or an <u>approved appeal</u> by the Dept. of Education.	Award Guide, PLUS Denial options <a href="http://saic.edu/loansteps">saic.edu/loansteps</a>
July 9, 2019	<input type="radio"/> Review your financial aid online in Self-Service	Self Service > Student Homepage > Financial Aid
August 15, 2019	<input type="radio"/> <b>FINAL DEADLINE – Complete all FALL 2019 Financial Aid Steps if not already completed</b>	All steps required to complete your financial aid including loan steps and submitting final documents to SFS office.

### PAYMENT DUE DATES - Full payment or complete payment arrangements\* are due each semester by the following due dates.

TERM	DUE DATE
FALL	August 15 <sup>th</sup>
SPRING	January 15 <sup>th</sup>

\* Complete payment arrangements are defined as any combination of the following that satisfies the balance due on a student account:

- Personal and third-party payments credited to the student's account.
- Enrollment in a payment plan with the first payment credited to the student's account.
- Completed financial aid arrangements: All requested paperwork submitted to SFS. All loan steps completed and credit approved (if applicable).