

# Fall 2018-Spring 2019 Student Financial Services Checklist



Student  
Financial  
Services

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

## STUDENT ACCOUNTS - ALL STUDENTS

TASK	DUE DATE	DETAILS
___ Confirm your award matches your enrollment (if receiving aid)	Upon Receipt	Self-Service, see Payment Guide
___ Outside Scholarship - send info and documents (if receiving)	Upon Enrollment	Send to Student Financial Services, see Payment Guide
___ Complete the "Figure Your Cost" budgeting worksheet	June 1, 2018	<a href="http://saic.edu/fyc">saic.edu/fyc</a> , in your Award Packet, and/or in the SFS office
___ Inform SAIC Registrar of Veteran's Benefits (if eligible)	June 1, 2018	See Payment Guide, <a href="http://saic.edu/veteransbenefits">saic.edu/veteransbenefits</a>
___ Run a Statement of Your Account and review your balance	July 6, 2018	Self Service > Financial Account
___ 529 College Plans - Send correspondence and payments to SFS only	July 15, 2018	Send to Student Financial Services, see Payment Guide
___ Enroll in a semester payment plan through CASHNet (if desired)	August 1, 2018	Self Service > Financial Account > Make a Payment
___ Enroll in Auto-Payment each semester (if enrolled in payment plan)	August 1, 2018	Self Service > Financial Account > Make a Payment
___ Submit a FERPA form to allow SFS to discuss your finances with parents/others	August 15, 2018	See details and FERPA form at <a href="http://saic.edu/ferpa">saic.edu/ferpa</a>
___ Enroll in eRefund in CASHNet (if expecting an advance or refund)	August 15, 2018	(Enroll each semester) Self Service > Financial Account
___ Request an Advance (if eligible for a refund) beginning	August 15, 2018	Self Service > Other Services > Financial Aid Advance Request
___ <b>FINAL DEADLINE - Complete Fall 2018 Payment or Payment Arrangements</b>	<b>August 15, 2018</b>	<b>All steps required to pay your tuition and fee charges must be completed to confirm you enrollment. Do this to avoid late fees and holds.</b>
___ Submit SAIC Health Insurance Waiver or Request - Online only	August 29, 2018	See <a href="http://saic.edu/healthinsurance">saic.edu/healthinsurance</a> for details

## FINANCIAL AID RECIPIENTS

TASK	DUE DATE	DETAILS
___ Read your entire financial aid award packet	Upon Receipt	Award Letter, Award Guide, and included documents
___ Review your award letter and confirm that your award matches your actual credit hours enrolled	Upon Enrollment	Award Letter and Award Guide
___ Complete Federal Verification steps (for those selected)	June 1, 2018	Missing Information Letter and Award Guide
___ Complete Federal Direct Stafford loans steps	July 1, 2018	Award Guide, and <a href="http://saic.edu/loansteps">saic.edu/loansteps</a>
___ Complete Federal Direct PLUS loan steps (if needed)	July 1, 2018	Award Guide, credit-worthy borrower required <a href="http://saic.edu/loansteps">saic.edu/loansteps</a>
___ 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.	Upon Approval	Award Guide, PLUS Denial Options <a href="http://saic.edu/loansteps">saic.edu/loansteps</a>
___ Complete Private loan steps (if needed)	July 1, 2018	Award Guide, Credit-worthy borrower required <a href="http://saic.edu/loansteps">saic.edu/loansteps</a>
___ Review your financial aid online in Self Service	July 7, 2018	Self Service > Financial Aid
___ <b>FINAL DEADLINE - Complete all Fall 2018 Financial Aid Steps if not already completed</b>	<b>August 15, 2018</b>	<b>All steps required to complete your financial aid including loan steps and submitting final documents to SFS</b>