

FALL 2020-SPRING 2021 Student Financial Services Checklist

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

ALL STUDENTS

DUE DATE	TASK	DETAILS
Upon Enrollment	<input type="radio"/> Outside Scholarships – Send info and documents (if receiving)	Send to Student Financial Services
June 1, 2020	<input type="radio"/> Complete the “Figure Your Cost” budgeting worksheet	saic.edu/fyc
July 15, 2020	<input type="radio"/> Request 529/College Plan Payments from provider – send to SFS only	Send to Student Financial Services
August 6, 2020	<input type="radio"/> Review your student account and request an Account Statement <input type="radio"/> Enroll in a payment plan each semester (if desired) <input type="radio"/> Enroll in Auto-Payment each semester (if desired)	Self Service > Student Homepage > Financial Account > Statement of Account Self Service > Student Homepage > Financial Account > CASHNet Self Service > Student Homepage > Financial Account > CASHNet
August 15, 2020	<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 a financial aid 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	See details and FERPA form at saic.edu/ferpa Self Service > Student Homepage > Financial Account > CASHnet > eRefund Self Service > Student Homepage > Other Services > Financial Aid Advance Request FinancialAvenue.org (Access Code: SAICGO)
August 28, 2020	<input type="radio"/> FALL 2020 Payment Due Date: Pay Balance Due in Full or All Payment Arrangements Needed for the Balance Due	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.
September 2, 2020	<input type="radio"/> Submit SAIC Health Insurance Waiver or Request – Online only	See saic.edu/healthinsurance for details

FINANCIAL AID RECIPIENTS

DUE DATE	TASK	DETAILS
Upon Receipt	<input type="radio"/> Read your entire financial aid offer packet <input type="radio"/> Confirm your financial aid offer matches your enrollment (if receiving aid)	Award Offer, Award Guide, and included documents Self-Service
June 1, 2020	<input type="radio"/> Complete Federal Verification steps (for those selected)	Missing Information Letter, Award Guide, Self Service > Student Homepage > “To Do List”
July 1, 2020	<input type="radio"/> Cancel Federal Direct Stafford Loan offer if not desired or <input type="radio"/> Complete Federal Direct Stafford Loans steps to accept the award <input type="radio"/> Complete Federal Direct PLUS Loan steps (if needed) to apply <input type="radio"/> Complete Private Loan steps (if needed) to apply	Send email to: saic.sfs@saic.edu Award Guide, and saic.edu/loansteps Award Guide, credit-worthy borrower required saic.edu/loansteps Award Guide, credit-worthy borrower required saic.edu/loansteps
Upon Approval	<input type="radio"/> Complete Federal Direct PLUS Loan Entrance counseling requirement: If parent is 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 saic.edu/loansteps
July 9, 2020	<input type="radio"/> Review your financial aid online in Self-Service	Self Service > Student Homepage > Financial Aid
August 28, 2020	<input type="radio"/> Complete all FALL 2020 Financial Aid Steps if not already completed	All steps required to complete your financial aid including loan steps and submitting final documents to SFS office.

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

TERM	DUE DATE
FALL	August 28 th
SPRING	January 15 th

*

Payment arrangements are defined as any combination of the following that satisfies the balance due on a student account: 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.
- Financial aid arrangements: All requested paperwork submitted to SFS. All loan steps completed and credit approved (if applicable).