

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, 2022	<input type="radio"/> Complete the “Figure Your Cost” budgeting worksheet	<a href="http://saic.edu/fyc">saic.edu/fyc</a>
	<input type="radio"/> Set up your parent, or others assisting with tuition and fees payments, as a Payer	Self Service > Student Homepage > Financial Account > Transact > My Account > Payers
July 15, 2022	<input type="radio"/> Request 529/College Plan Payments from provider – send to SFS only	Send to Student Financial Services
August 1, 2022	<input type="radio"/> Review your student account and request an Account Statement	Self Service > Student Homepage > Financial Account > Statement of Account
	<input type="radio"/> Enroll in a payment plan each semester (if desired)	Self Service > Student Homepage > Financial Account > Transact
	<input type="radio"/> Enroll in Auto-Payment each semester (if enrolled in a payment plan)	Self Service > Student Homepage > Financial Account > Transact
August 15, 2022	<input type="radio"/> Submit a FERPA form to allow SFS to communicate your finances with parents/others	See details and FERPA form at <a href="http://saic.edu/ferpa">saic.edu/ferpa</a>
	<input type="radio"/> Enroll in Direct Deposit Refunds (if expecting an advance or refund)	Self Service > Student Homepage > Financial Account > Transact > My Account > Direct Deposit Refunds
	<input type="radio"/> Financial Aid Advance requests begin (if eligible for a refund)	Self Service > Student Homepage > Other Services > Financial Aid Advance Request
	<input type="radio"/> Enroll in Inceptia, SAIC’s Financial Literacy/Loan Management Program	<a href="http://FinancialAvenue.org">FinancialAvenue.org</a> (Access Code: SAICGO)
	<input type="radio"/> <b>FALL 2022 Payment Due Date: Pay Balance Due in Full or Complete All Payment Arrangements Needed for the Balance Due</b>	<b>Full payment, payment plan or complete all financial aid steps required to pay your tuition and fee charges must be completed to confirm your enrollment. Do this to avoid late fees and holds.</b>
September 1, 2022	<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 offer packet	Award Offer, Award Guide, and included documents
	<input type="radio"/> Confirm your financial aid offer matches your enrollment (if receiving aid)	Self-Service
	<input type="radio"/> <b>New FAFSA Students - Make an appointment with SFS to make sure that you have enough funding resources to finance your education and to discuss your next steps. Continuing students do not have to do this, but are welcome to!</b>	Call SFS at 312.629.6600 or email us at <a href="mailto:saic.sfs@saic.edu">saic.sfs@saic.edu</a>
June 1, 2022	<input type="radio"/> Complete Federal Verification steps (for those selected)	Missing Information Letter, Award Guide, Self Service > Student Homepage > “To Do List”
July 1, 2022	<input type="radio"/> Cancel or decline Federal Direct Stafford Loans offer if not desired or Complete Federal Direct Stafford Loans steps to accept the loan offer	Send email to: <a href="mailto:saic.sfs@saic.edu">saic.sfs@saic.edu</a> Award Guide, and <a href="http://saic.edu/loansteps">saic.edu/loansteps</a>
	<input type="radio"/> Complete Federal Direct PLUS Loan steps (if needed) to apply	Award Guide, credit-worthy borrower required <a href="http://saic.edu/loansteps">saic.edu/loansteps</a>
	<input type="radio"/> Complete Private Loan steps (if needed) to apply	Award Guide, credit-worthy borrower required <a href="http://saic.edu/loansteps">saic.edu/loansteps</a>
	<input type="radio"/> Complete Federal Direct PLUS Loan Entrance counseling requirement: Parents & Graduate students 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, 2022	<input type="radio"/> Review your financial aid online in Self-Service	Self Service > Student Homepage > Financial Aid
August 15, 2022	<input type="radio"/> Complete all FALL 2022 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.</b>

## PAYMENT DUE DATES - Full payment or 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.
- Financial aid arrangements: All requested paperwork submitted to SFS. All loan steps completed and credit approved (if applicable).