

# 2003-2004

## Financial Aid Application Checklist

*Use this checklist to plan what you need to do to apply for and receive financial aid. Many of the items listed have a deadline date; so, you may want to indicate the date by which you need to complete the item.*

\_\_\_\_\_ Request financial aid information and the school's financial aid application from each school you are planning to apply. Include in your request, information regarding any institutional grants and scholarships that are not based on financial need. When information is received, note all required application materials and their deadline.

\_\_\_\_\_ Request, from your state, information regarding all state programs of student financial aid for postsecondary education and any required application materials. When information is received, note all required application materials and their deadline.

\_\_\_\_\_ Investigate private sources of financial aid for college. Check school and local library, local business and civic organizations, and parents' employers. Check useful *free* resources over the Internet, such as:

- College Board's Scholarship Search at: [www.collegeboard.com/paying](http://www.collegeboard.com/paying)
- FastWeb Scholarship Search at: [www.fastweb.com](http://www.fastweb.com)
- Scholarship Resource Network Express at: [www.srnexpress.com](http://www.srnexpress.com)

Check also tips for avoiding scholarship scams:

- Department of Education: [www.ed.gov/prog\\_info/SFA/LSA](http://www.ed.gov/prog_info/SFA/LSA)
- Federal Trade Commission: [www.ftc.gov/bcp/online/pubs/alerts/ouchalrt.htm](http://www.ftc.gov/bcp/online/pubs/alerts/ouchalrt.htm)

To check the legitimacy of a scholarship search organization or individual:

- Better Business Bureau: <http://search.bbb.org/search.html>

\_\_\_\_\_ Investigate and, if you choose to do so, obtain a Personal Identification Number (PIN) from the U.S. Department of Education. The Department of Education's PIN web page is [www.pin.ed.gov](http://www.pin.ed.gov).

\_\_\_\_\_ File your FAFSA on or as soon as possible after January 1, 2003. If you are filing a paper FAFSA, obtain the form from your high school counselor, public library, or from the school you plan to attend. If you are filing the FAFSA by using FAFSA on the Web, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

\_\_\_\_\_ Complete and submit before the deadline all institutional financial aid application materials for any schools to which you plan to apply.

\_\_\_\_\_ Apply for state financial aid before the application deadline.

\_\_\_\_\_ Promptly respond to any school requests for additional information or documents, such as copies of federal tax returns.

\_\_\_\_\_ Review your Student Aid Report (SAR) for accuracy. If necessary, correct inaccurate items.

- \_\_\_\_\_ Promptly return your signed award letter if your school requires your signed acceptance of the aid awarded you. Contact the financial aid office if you have any questions about your award.
  
- \_\_\_\_\_ Notify the financial aid office at schools to which you have applied for assistance, but no longer wish to attend.
  
- \_\_\_\_\_ Complete the promissory note for any loan you have been offered and wish to accept. Before you sign the promissory note, make sure you read and understand all of your rights and responsibilities. Check with the financial aid office regarding any loan counseling you must complete before you may receive the loan proceeds.
  
- \_\_\_\_\_ If you have been awarded Federal Work-Study (FWS) assistance, find out how students are placed in FWS positions and what FWS positions are available including a description of job responsibilities and wages.
  
- \_\_\_\_\_ Notify the financial aid office of any outside scholarship, grant, or other types of student aid you have received or will receive.