FINANCIAL AID CHECKLIST

☑ Submit the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov
  * The FAFSA is available January 1.
  * Priority is given to those students that have completed an application before March 1.
  * The FAFSA must be signed by students and parents of dependent students.

☑ Submit additional documentation if requested
  * New students will be notified via postal mail if additional information is required.
  * Continuing students will be notified via email if additional information is required.
  * Your FAFSA cannot be processed without the requested documentation.

☐ Review your Award Letter and Award Letter Information
  * Award Letters are mailed beginning April 1 to students with completed applications.
  * Students are responsible for reading and understanding the information provided.
  * Continuing students are sent an Award Notification to their campus email account.

☐ Return your signed Award Letter or accept your aid online within three weeks
  * Aid will be canceled if not accepted within three weeks of the offer date.
  * Many types of aid cannot be reinstated once canceled.
  * If you have WINS access, aid can be accepted online.

☐ Complete Loan Entrance Counseling
  * Complete online at www.studentloans.gov
  * Log in using your FAFSA PIN, social security number, name and date of birth.
  * Complete Entrance Counseling if you are a first-time borrower.

☐ Sign the Master Promissory Note (MPN)
  * Master Promissory Notes are available to sign online in mid-August.
  * Use your FAFSA PIN to sign your MPN for your Direct Loan(s) at www.studentloans.gov
  * If you were awarded a Perkins Loan a separate MPN is signed at www.ecsi.net
  * Student Financial Services mails information regarding the MPN in mid-August.

☐ Verify your enrollment detail
  * Your aid will not credit if your actual enrollment does not match what was on your award notification or Award Letter (i.e., half time, full time.)
  * Notify the Financial Aid Office if you will not be enrolled at the level listed on your Award Letter.

☐ Submit the PLUS Loan Request or research a Private Loan if needed
  * PLUS Loans and Private Loans are not processed before July 1.
  * PLUS Loans can only be requested by the parent with an online application.
  * PLUS Loan application instructions: http://www.uww.edu/financialaid/types-of-aid/loans/parent

☐ Utilize your work-study or regular payroll employment opportunities
  * Use Hawk Jobs link on FAO website to search for work-study and reg pay positions.

☐ Find more information using the Financial Aid website
  * Visit www.uww.edu/financialaid/ for useful information and links!

☐ Sign up for Direct Deposit of Refunds
  * Visit https://touchnet.uww.edu/tbp/web/login.jsp to sign up.