FINANCIAL AID CHECKLIST

Need help paying for college? Follow the steps below to apply for financial aid.

FIRST STEPS (October - January)

1. Obtain your FSA ID.

Who needs to obtain as FSA ID? **Students**, so you can retrieve tax information, if applicable, and sign the FAFSA and promissory note for Direct Loans. And **parents**, so they can retrieve tax information, if applicable, sign the FAFSA, and apply for a Plus Loan if needed. Visit **www.studentaid.ed.gov** to obtain a Federal Student Aid ID (FSAID). Write them down!

2. Complete your FAFSA — every year.

Visit **www.studentaid.ed.gov** to complete a Free Application for Federal Student Aid (FAFSA) to be considered for federal and state aid. Complete the FAFSA after October 1 of your senior year of high school and yearly thereafter. You will need your tax data from 2 years prior to the start of the academic year. Your tax data will be automatically transferred to the FAFSA form by designating that the Data Retrieval Tool be used to import the data from your tax return.

3. Search and apply for outside/private scholarships.

Scholarships do require scholarships. Remember to think outside of the box. Not all scholarships are academically based. Are you a first-generation student? Do you participate in a bowling league? There may be scholarships based on things you are interested in or participate or are unique to you. Start you search You can search for scholarship through US Department of Labor Scholarship Search, www.fastweb.com or www.finaid.org/scholarships.

4. Congratulations!

You have been admitted. Clark begins sending out Financial Aid Package Notifications — detailing grants, work-study, loans, and scholarships — as early as December 1.

ADDITIONAL DOCUMENTATION (December - August)

5. Verification

The Department of Education or Clark may select any student's FAFSA for a process called Verification.. Selected students are required to complete an online worksheet as well as providing selected documentation if needed. If this is required, you will receive an email with a link to our **CU Web portal**. You will need to complete any required documents and upload through the portal.

Upon completion, your financial aid counselor will review and let you know if there is any further action required on your part. Other documents such as but not limited to are birth certificates, passports, and marriage licenses. The Office of Financial Assistance will let you know.

If you do not receive an email notification from us that means you were not selected for verification and should proceed to "You're Almost Home!" which follows.

YOU'RE ALMOST HOME! (May - September)

6. **Accept your student loans, if necessary**

Continuing Students

- ☐ Login to the CUWeb Portal at https://you.clarku.edu/
- ☐ From the Main Menu, select Financial Aid & Student Accounts
- ☐ Click Financial Aid Documentation and Award Notification
- ☐ At the top left, use the drop down menu to select Accept Awards
- ☐ Click Accept All Offered Amounts or indicate the amount you would like to borrow in the available text box.

First-time Net Partner Users

- ☐ Follow the instructions on the portal homepage to activate your account.
- ☐ The following credentials will be needed for the initial login:
  - Admissions Reference Number
  - Application Email Address

7. **Complete the Master Promissory Note and Entrance Counseling, which is required for all first-time borrowers.**

- ☐ Log on to **www.studentaid.gov**.
- ☐ Select Grants and Loans > Loan Entrance Counseling
- ☐ Click the Login to Start button to the right of Entrance Counseling.
- ☐ Follow the on-screen instructions.
- ☐ Next, go back to My Home Page.
- ☐ Select Master Promissory Note.
- ☐ Follow the on-screen instructions.

8. **Do you still have a balance? There are several options for covering your remaining balance.**

- ☐ **Parent Plus Loan**: Go to ww.studentaid.gov to complete; also requires a Master Promissory Note.
- ☐ **ELMSelect** provides you the opportunity to compare and apply for private educational loans. Access these sites under our Private Loan Comparison Tool at https://www.clarku.edu/financial-aid/types/loans/#privateloan
- ☐ **Payment Plan**: Contact the Student Accounts for more information. This is the office that handles all inquiries regarding billing, invoices, and payment plans. Go to their website at www.clarku.edu/student-accounts/billing/ They can be reached at 1-508-421-3801 or **saccounts@clarku.edu**

9. **Federal Work Study**

Please note that even if you have Federal Work Study as part of your Financial Aid package, it is not guaranteed. All proceeds from working are paid directly to you, not applied to your student account. For more information, visit www.clarku.edu/student-employment/find-a-job/.