

2005-2006 Financial Aid Check-off List

Step 1: Research

Resources

I read “*Graduate Student Financial Aid*” (graduate flyer) or the “*Undergraduate Financial Aid Form*” (undergraduate flyer) and the “*Financing Your Argosy University Education*” booklet which are all resources to help me understand the full financial aid process.

Cost of Attendance

I estimated my cost of attendance budget for the Financial Aid Year using online resources such as <http://www.finaid.org/calculators>. I used the *Recommended or Required Course Sequence* for my program and the *Tuition and Fee Schedule* to figure out my cost of tuition and fees for the term and the year.

Alternative Loans

I assessed my need for *Alternative Loans* (additional credit based loans). I understand that depending on my program and my budget needs, I may need additional loans beyond Stafford loans to cover my educational expenses. It is recommended to apply for an alternative loan with the same lender who holds my Federal loans or is a preferred lender (listed on the *Financial Aid Contacts List* or at www.ausfba.com). I understand that alternative loan amounts are based on my student budget and are subject to credit approval.

I am now knowledgeable of how I am planning to pay for my educational expenses for the year.

Step 2: Applying for Aid - Initial Steps

Taxes

I completed my *Federal Tax Return for 2004* (1040). Information from your taxes is needed to fill out your FA application.

PIN Number at www.pin.ed.gov

I requested a *PIN* (electronic signature for online FAFSA applicants) online. Once I successfully complete the request, they will e-mail or mail my *PIN*. It will take approximately **3 business days** after you request your *PIN* to receive an **e-mail notification** with instructions on how to retrieve it electronically, or **7-10 days to receive it in the mail** via the U.S. Postal Service. I can use this PIN number to access and complete my *Renewal Free Application for federal student aid (FAFSA)* online and submit corrections to my processed FAFSA. I may use my *PIN* to electronically sign my submitted FAFSA or obtain a copy of your processed FAFSA information.

I have paid my **Tuition Deposit** (new students only).

Step 3: Your FA Package – Complete each item

Free Application for Federal Student Aid at www.fafsa.ed.gov

I completed my FAFSA Free Application for Federal Student Aid (or Renewal if continuing student). I understand that it is recommend that I complete my FAFSA or Renewal FAFSA online using the PIN number to save time the next year filling out my renewal FAFSA. If I am not comfortable with the online forms, paper FAFSA forms are located in my Financial Aid Folder or I can request it from the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). General information and technical assistance with FAFSA on the Web can be obtained at 1-800-801-0576.

Argosy University FAFSA code is **021799** (AU/Chicago, IL). All Argosy Universities use the same FAFSA code.

Institutional Application at www.argosyu.edu

I completed the Institutional Application (Should be included in your FA packet or on the website www.argosyu.edu . Click on “Financial Aid” then click on “Financial Aid Forms” then click on “Argosy University Financial Aid Form 2005-2006”.

Student Loan Entrance Counseling at www.mapping-your-future.org

(New students only) I completed the Stafford Online Student Loan Counseling available online. Print off the confirmation page and hold for future reference. This site does not work with AOL or Compu-serve browsers.



Step 4: Applying for Aid: What I Should Expect in the Mail

Student Aid Report (SAR)

I received my *Student Aid Report (SAR)* and retained it for my records. If I have corrections to the SAR, I mailed them back or made on-line up dates and received a new SAR. See page 2 of the “*Financing Your Argosy University Education*” for a description of the SAR.

Verification Worksheet/ Proof of Citizenship/ Supplemental Application Materials

I understand that some students are required to provide additional materials for their FA application. This can include the Verification Worksheet and copy of your 2004 Tax returns, Proof of Citizenship or other requested materials, which should be

2005-2006 Financial Aid Check-off List

sent to the Central Office of Financial Aid. Verification worksheets are on the website www.argosyu.edu. Click on “Financial Aid” then click on “Financial Aid Forms”

Award Letter

I received my **Award Letter** and made corrections and or adjustments if appropriate. (See “Adjusting your Stafford” loan memo).

Accept Your Award in Student Link.

Go to www.ausfba.com. Click on Student Link. Log in and go to the Financial Aid tab to accept your aid.

Master Promissory Note (MPN)

If I am a *new student*, I received, signed, and completed my **Master Promissory Note (MPN)** and sent it to the **Lender** (return receipt requested or overnight tracking to the lender to ensure delivery). All students who are new to any Argosy University must complete and sign a **Master Promissory Note (MPN)**. This promissory note will be sent to you directly from your lender and **MUST** be returned to the lending institution as soon as possible to ensure the timely disbursement of your funds. The MPN is good for 10 years; therefore, if you have previously signed an MPN while attending our institution, it is not necessary to do so again *unless you change your lender*.

Step 5: Disbursement of Loans/ Refunds

Disbursement of Funds and Refunds*

My loans were *“Disbursed”* and I received a *refund* if applicable. I understand that Financial aid funds will be disbursed after the start the term. “Disbursed,” means the date that the lender transmits the funds to the Central Office. Students can expect to receive any excess funds (refund checks) within three weeks from the date it was applied to the student’s account. Contacting the Central Office of Student Finance will not expedite the refund process. Since refunds will not be available immediately, students should monitor their finances and budget accordingly.

Please note that students starting at the last term of the financial aid year will have two disbursements of loans. For example, if a loan is processed for spring only, the loan must be disbursed half in January and half in March.

Important Tips

Always remember loans will apply to your student account first, so plan accordingly for educational expenses not posted to your account (ex. Text Books):

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| <input type="checkbox"/> Keep copies of all your records in one location. | <input type="checkbox"/> Keep cognizant of deadlines. They can impact award of your aid. |
| <input type="checkbox"/> Remember to retain a copy of your award letter. | <input type="checkbox"/> Print confirmation pages and all documentation for future registrations. |
| <input type="checkbox"/> Remember to apply each year for financial aid. | <input type="checkbox"/> Always remember to update your lender and the school when you change your address or e-mail. |

Resources

Argosy University/SFBA has many resources regarding Financial Aid. To request any of these forms/resources, please refer to the student resource site at www.ausfba.com or e-mail Monica Garcia mgarcia@argosyu.edu or Adrian Ramos Aramos@argosyu.edu in the student services department at or call 510.215.0277.

- “Graduate Student Financial Aid” (*graduate flyer*) or the “Undergraduate Financial Aid Form” (*undergraduate flyer*).
- Financial aid forms are located at www.argosyu.edu. Click on “Financial Aid” then click on “Financial Aid Forms”
- Financial Aid Contacts List
- Recommended Course Sequence
- Tuition and Fee Schedule
- Alternative Loan Applications also available by request
- **Financial Aid Packet:**

I applied for **Alternative Loans and Scholarships** if applicable www.ausfba.com, click on “Fin.Aid”

Scholarships

- Search Engines and resource sites: www.fastweb.com, www.finaid.org/scholarships, www.collegeboard.org.
- Argosy University Scholarships: at www.argosyu.edu. Click on “Financial Aid” and on “Scholarships”
- Sallie Mae has several scholarships at <http://www.thesalliemafund.org/>.
- Richmond Public Library’s One Stop Grant Info. Center <http://www.ci.richmond.ca.us/~library/Education.htm> or (510-620-6561).

*This may not apply to all students.