

## New Student Orientation Financial Aid Checklist:

If you would like to apply for financial aid, listed below are some helpful hints and reminders. We encourage you to check off each item and record the date as you complete it.

Early financial aid application is necessary to ensure the availability of funds for the desired academic term. The ASU Financial Aid Office recommends the online process. In support of this effort, the Financial Aid Computer Lab is open Monday and Tuesday, from 8:00 a.m. – 5:30 p.m. and Wednesday – Friday, from 8:00 a.m. – 4:00 p.m. unless otherwise scheduled.

The Financial Aid Office has established application submission deadlines for each term. Your financial aid file must be complete by the published financial aid application deadline in order for your file to be processed prior to the published fee payment deadline. The financial aid application deadline means that all required documents must be submitted by the deadline and not that you've filed your FAFSA.

**The annual financial aid application deadlines for are as follows:**

|                                |                  |
|--------------------------------|------------------|
| <b>Fall Semester</b>           | <b>April 1</b>   |
| <b>Spring Semester</b>         | <b>October 1</b> |
| <b>Summer Semester</b>         | <b>March 1</b>   |
| <b>Scholarship Application</b> | <b>March 1</b>   |

\_\_\_\_\_ Prepare and file your previous year's federal income tax return. Also, if dependent, your parents should prepare and file their previous year's federal income tax return.

\_\_\_\_\_ Complete and submit your FAFSA online for the upcoming term. The website is: **[www.fafsa.ed.gov](http://www.fafsa.ed.gov)**. Once you receive your electronic acknowledgement from the processor, please review the results of your FAFSA. You may also submit your FAFSA via telephone. Visit our home page and click on the "*FAFSA by Phone*" link for additional information. Please review and follow the instructions contained within the electronic acknowledgement.

\_\_\_\_\_ All applications and documents must be submitted by the published application deadline. Failure to do so will require you and your parents to pay your tuition and fees until your financial aid file is complete. If your file is chosen for verification, copies of the applicable tax returns and a verification worksheet are required to complete your financial aid file. If you wish to apply for a Federal Stafford Loan, you must indicate this preference on your FAFSA and submit a Federal Stafford Loan Request to choose your lender.

\_\_\_\_\_ If your financial aid file was complete by April 1 for fall semester, expect to receive an electronic award notice from the Financial Aid Office regarding your aid package for next year. Also, you may check your financial aid status on ELROY. If your financial aid file was not complete by April 1, expect to pay your fall tuition and fees until your financial file is complete and your financial aid is processed.

**\*You may access your financial aid on ELROY. Please see the access instructions on the next page entitled "*Fast Path Through Financial Aid On ELROY.*"**

## \*Fast Path Through Financial Aid On ELROY



### How to Access your Financial Aid Information on ELROY

1. Login to Campus Pipeline from any computer with internet access.
2. Click on the “*Elroy*” tab
3. Click on “*Admissions, Registration, Financial Aid and Student Information*”
4. Select “*Financial Aid*”
5. You may choose from the following options:
  - “*My Overall Status of Financial Aid*” to View overall status; View holds; View academic progress; View cost of attendance; Read messages; View financial aid awards. (You must select the appropriate aid year.)
  - “*My Eligibility*” to Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history; View academic transcript.
  - “*My Award Information*” to View account summary; Review awards by aid year; Accept award offers by aid year; Review award history; Display award payment schedule; View history of loan applications
  - “*Electronic Academic Scholarship Application*” -- Only available January 1 – March 1
  - “*Pay by Financial Aid, Credit Card, or Check*” to use your financial aid, a Credit Card, or Web Check to pay your tuition and fees.
  - “*Student Authorization*” Required to authorize the use of Title IV aid to cover various charges
  - “*Online Financial Aid Award Letter*” to view and/or print an electronic financial aid award letter.

*The above instructions are courtesy of the ASU Financial Aid Office.*