

CHECK AS YOU GO!

START THE SCHOLARSHIP PROCESS EARLY

- New students should complete the [CSU Mentor Application \(www.csumentor.edu\)](http://www.csumentor.edu) for admission to CSU, Chico. Application to Chico State is required.
- Apply for [CSU, Chico Scholarships \(http://www.csuchico.edu/fa/scholarships/csuChico.shtml\)](http://www.csuchico.edu/fa/scholarships/csuChico.shtml) from **October 1-December 15**, for the next academic year. The 2012-2013 deadline is December 15, 2011.
- Apply for [External Scholarships](http://www.csuchico.edu/fa/scholarships/types/private.shtml) (outside scholarships-<http://www.csuchico.edu/fa/scholarships/types/private.shtml>). Research in the fall; apply during spring for the 2012 - 2013 academic year.

STEPS TO COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

- Obtain a [PIN number \(www.pin.ed.gov\)](http://www.pin.ed.gov), which you will use to complete your **Free Application for Federal Student Aid (FAFSA)**. Parents of dependent students must also obtain a PIN to use as their signature on the FAFSA.
- Apply for financial aid by submitting a **FAFSA** at www.fafsa.ed.gov each year **between January 1 and March 2** to be considered for all available funds. FAFSAs are accepted throughout the academic year for remaining funds. Use our **FAFSA School Code 001146**.
- Enter your name exactly as it appears on your Social Security card.
- If you are an eligible non-citizen, you must enter your Alien Registration Number.
- First-time students should list their grade level as "never attended college & 1st-year undergraduate."
- If you and/or your parents do not have your actual income information available, you should estimate your income in order to meet the **March 2 priority filing date**.
- View your Student Aid Report ([SAR](http://www.fafsa.ed.gov)) at www.fafsa.ed.gov. Verify your information and make corrections according to instructions given.
- If you have used estimated income figures, submit your and/or your parents' actual financial information as soon as available. Log on to www.fafsa.ed.gov and click on **Make Corrections to a Processed FAFSA**. Use the IRS Data Retrieval Tool called "Link to IRS" to make corrections to income figures. (Available starting February 1 and two weeks after taxes are filed electronically.)

YOUR FINANCIAL AID OFFER

- Award notification will be sent via e-mail** to your Wildcat account by **mid-April**, if you have submitted a FAFSA and included Chico State's FAFSA School Code (001146). You will be directed to view your award offer on your Student Center.
- View your estimated financial aid offer.** Accept, reduce, or decline individual award items **within 45 days**, or risk cancellation.
- First year Cal Grant Entitlement participants must submit a confirmation of their high school graduation to CSAC prior to being awarded a Cal Grant. Use [WebGrants 4 Students \(https://mygrantinfo.csac.ca.gov\)](https://mygrantinfo.csac.ca.gov) to submit your confirmation.
- If your income, or your parents' income, has changed dramatically from the previous year due to unemployment, disability, or other adverse conditions, you may submit an [Exceptional Circumstances Appeal \(http://www.csuchico.edu/fa/circumstances/appeals.shtml#exc\)](http://www.csuchico.edu/fa/circumstances/appeals.shtml#exc) available **August 1**, for possible re-evaluation of your financial aid eligibility. We recommend that you accept your initial award offer and plan to cover preliminary costs from your current aid package, employment, and family resources.
- Submit an [Authorization to Release Information \(http://www.csuchico.edu/fa/forms/printable.shtml\)](http://www.csuchico.edu/fa/forms/printable.shtml) if you would like to authorize us to discuss your confidential financial aid information with specific individuals (e.g., parents, spouse).
- Create and authorize an on-line Parent Portal account to grant parent(s) access to financial and academic information

FOLLOW-UP STEPS: YOUR AWARD CAN CHANGE

- Check your Student Center account regularly to review your **"To Do List"** of required documents needed to complete your financial aid file. All items must be submitted immediately to avoid delay in receiving your aid. Note that a full explanation for all requests is available by clicking on the **"Details"** link next to each item.
- Choose a method for submitting requested documents:
 - Fax them to 530-898-6883, and call 530-898-6451. Within 72 hours, items will update to "Received" on your "To Do List."
 - Drop off at customer service windows in Student Services Center 250, use Express Service Drop Box next to the elevators on the 2nd floor; or mail them to CSU, Chico, Financial Aid and Scholarship Office, Student Services Center 250, Chico, CA 95929-0705. It can take up to five weeks for items to update to "Received" on your "To Do List."
- Check your Wildcat e-mail for notification of Financial Aid Award **revisions**. You will be directed to your Student Center.

FEE PAYMENT

- View **Account Inquiry** on your Student Center. In advance of [fee deadlines \(http://www.csuchico.edu/sfin/\)](http://www.csuchico.edu/sfin/), pay fees or difference between all university charges and your pending financial aid. For residence hall students, your outstanding **University Housing** charges for the semester will be deducted from your financial aid.
- View your pending financial aid in the Finances/Account Inquiry section of your Student Center.
- The fees box in the Finances section of your Student Center will continue to indicate tuition fees "Past Due" **until your aid goes out**. No payments are necessary if you have sufficient pending aid to cover the semester's charges.

ARRANGING TO RECEIVE YOUR MONEY

- Arrange for **direct deposit** of financial aid refunds through the “enroll in direct deposit” link on your Student Center which you access through your Chico portal account.
- If you are a first-time borrower of a **Federal Direct Stafford Loan**, you must complete the following to receive funds:
 - [Loan Entrance Counseling](https://studentloans.gov/myDirectLoan/index.action) (<https://studentloans.gov/myDirectLoan/index.action>), an online process to inform you about loan terms and your rights and responsibilities.
 - [Stafford Master Promissory Note](https://studentloans.gov/myDirectLoan/index.action) at <https://studentloans.gov/myDirectLoan/index.action>, an online process requiring your PIN number.
- If your parent(s) is/are a first-time borrower of a **PLUS Loan** for you, they must complete the following to receive funds:
 - [Stafford Master Promissory Note](https://studentloans.gov/myDirectLoan/index.action) at <https://studentloans.gov/myDirectLoan/index.action> requiring PIN # of same parent who applied for loan.
 - Parents receiving a PLUS Loan may apply for **direct deposit** (<http://www.csuchico.edu/sfin/disbursement/eft.shtml>) with their information and by attaching a preprinted, voided check.
- Complete and return a [Financial Aid Enrollment Update](http://www.csuchico.edu/fa/forms/printable.shtml) (<http://www.csuchico.edu/fa/forms/printable.shtml>) to notify us of **enrollment changes** (e.g., attending fall or spring only, attending another school) so that we can revise or cancel your award.

DISBURSEMENT OF FUNDS

- The first possible disbursement of most federal and state aid and scholarships each semester is the Thursday prior to the first day of classes, which is five days before the beginning of each semester. (<http://www.csuchico.edu/fa/awardInfo/disbursements.shtml>)
- “Disbursement”** includes two processes:
 - When your financial aid file is complete, your aid is transferred into your Chico student account to be credited toward your fees & other university charges.
 - Once charges are paid, the Student Financial Services Office (SSC 230) issues a refund to you for any credit balance on your account.
- If you are an **alternative (private) loan borrower**, the first possible payment of an alternative loan is the second Thursday of the semester.
- [Full-time enrollment](http://www.csuchico.edu/fa/enrollment/undgEnr.shtml) (<http://www.csuchico.edu/fa/enrollment/undgEnr.shtml>) is necessary to receive the maximum financial aid for which you are eligible. All students are offered a financial aid package based on full-time enrollment.
- Recipients of **CSU, Chico Scholarships** and **Presidential Scholarships** require full-time enrollment.
- Recipients of **external (outside) scholarships** must do the following in order to receive their scholarship funds:
 - Ask the organization awarding you the funds to mail the check to CSU, Chico. If they send it to you, please submit it to us immediately.
 - After we receive the check, we will enter it into your financial aid award. Check your Wildcat e-mail for notification of a change to your award.
 - Once entered into your award, the scholarship is considered pending aid. Pending aid defers charges until the first disbursement.
 - The turn-around time for complete processing of external scholarships is two to three weeks.

IMPORTANT INFORMATION TO AID THE PROCESS

About your Chico I.D.

- Use your **Chico I.D.** to enter the [Chico portal](https://portal.csuchico.edu/uPortal/render.userLayoutRootNode.uP) (<https://portal.csuchico.edu/uPortal/render.userLayoutRootNode.uP>) and to view your **Student Center** for personalized information.
- Always use your **Chico I.D.** when you contact us or another Chico State office.

About e-mail.

- Chico State provides a **Wildcat Mail account** to every student. Wildcat Mail is the University’s **official means of communication**.
- Use your **Wildcat e-mail account** (<http://www.csuchico.edu/google/>) as soon as you receive it, and check it regularly. Your admission packet contains e-mail account instructions.

About our [Web site](http://www.csuchico.edu/fa) (www.csuchico.edu/fa).

- Be familiar with the Financial Aid and Scholarship Office web site. Use **Announcements** and **Frequently Asked Questions** for up-to-date information.
- Read all Web pages under **Steps to Financial Aid** and **Award Information** for a complete description of our financial aid process.

About Policies that may affect your financial aid

- Please be familiar with all Web pages linked to [Policies and Conditions](http://www.csuchico.edu/fa/policies/index.shtml) (<http://www.csuchico.edu/fa/policies/index.shtml>) to know your rights as well as the regulations required of us to administer financial aid.
- If you are enrolled part-time, your award will be revised by our office to match your enrollment. Please read [University Census](http://www.csuchico.edu/fa/enrollment/census.shtml) (<http://www.csuchico.edu/fa/enrollment/census.shtml>) to understand how financial aid disbursements may be adjusted for number of units.
- Please read and understand the [Satisfactory Academic Progress](http://www.csuchico.edu/fa/policies/progress.shtml) (SAP) policy at <http://www.csuchico.edu/fa/policies/progress.shtml>.

About Forms You May Need

- You may obtain all Chico State financial aid forms online at <http://www.csuchico.edu/fa/forms/printable.shtml>.

For Assistance

- For individual and timely assistance, e-mail your specific questions to finaid@csuchico.edu or call us at 530-898-6451. Appointments with Financial Aid Advisors are also available upon request.