



☐ **CHECK AS YOU GO!**

APPLY TO CHICO STATE

- ☐ New students complete application at Cal State Apply (www.calstate.edu/apply) for admission to California State University, Chico.

START THE SCHOLARSHIP PROCESS EARLY

- ☐ An application to Chico State is required for Wildcat scholarships. Apply for Wildcat scholarships starting **January 2**, for the next academic year. The 2024-2025 deadline is February 15, 2024. www.csuchico.edu/fa/scholarships/wildcat.shtml
- ☐ Apply for **External Scholarships**. Research in the fall and apply as soon as possible for the 2024-2025 academic year. www.csuchico.edu/fa/scholarships/external.shtml

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

- ☐ Create a FSA ID number (studentaid.gov/fsa-id), which you will use to complete your **Free Application for Federal Student Aid** (FAFSA). Parents of dependent students must also obtain a FSA ID.
- ☐ For 2024-2025, apply for financial aid by submitting a **FAFSA** at www.studentaid.gov/h/apply-for-aid/fafsa **between December 2023 and April 2, 2024** to be considered for all available funds including Cal Grant, Middle Class Scholarship and State University Grant. FAFSAs continue to be accepted throughout the academic year for remaining funds. Use **Chico State's 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 Permanent Registration Number.
- ☐ The Direct Data Exchange (DDX) allows tax information to come directly from the IRS to the Department of Education. Students and parents must approve usage of the DDX to be eligible for federal financial aid. The 2024-2025 FAFSA uses 2022 tax information.
- ☐ View your FAFSA Submission Summary mailed or emailed to you. Verify information and make corrections if necessary.

YOUR FINANCIAL AID OFFER

- ☐ **A link to your estimated financial aid offer will be sent to your Wildcat email** if you have submitted a FAFSA and included Chico State's FAFSA School Code (001146). The financial aid you are offered assumes you will be enrolled full-time. The timeline for receiving your offer is uncertain at this time, as the FAFSA Simplification changes have caused a delay in many processes.
- ☐ **View your estimated financial aid offer.** Accept, reduce, or decline individual award items **within 45 days**, to avoid cancellation of aid. If you accept a loan offer, we suggest that you only borrow the amount you need.
- ☐ First year Cal Grant Entitlement participants must submit a confirmation of their high school graduation to the California Student Aid Commission prior to being awarded a Cal Grant. Use WebGrants 4 Students (mygrantinfo.csac.ca.gov) to submit your confirmation.
- ☐ **Authorization to Release Information:** See www.csuchico.edu/fa/forms/index.shtml under "Other Forms". If you want to permit our office to discuss your confidential financial aid information with specific individuals (e.g., parents, spouse) you must authorize them in your Portal. Log in to Student Center, go to the Student Records section, then click "Authorization to Release".
- ☐ **Guest User Access:** If you want your parents, guardians or a third party to have access to financial and/or academic information, you can grant Guest User access for them. To add a Guest User, go to "Manage Guests" under Student Records in the Student Center and select user permissions. The next day the Guest User will receive an email with instructions on how to create an account.
- ☐ If your income or your parents' income has decreased dramatically compared to 2022 income due to unemployment, disability, or other adverse conditions, you may submit an **Special Circumstances Appeal** available May 1, 2024 for re-evaluation of your financial aid eligibility. See www.csuchico.edu/fa/appeals/ec-appeals. Appeals will be processed in the order received. We recommend that you accept your initial award offer and plan to cover preliminary costs from your current aid package, employment, and family resources.

FOLLOW-UP STEPS: VERIFICATION

- ☐ Many students are selected for verification, which is similar to an audit of your FAFSA. Frequently, additional documentation may be required. Check your Student Center account and your Financial Aid Account regularly to see what is needed to complete your financial aid file. Pay attention and quickly respond to emails or texts from us requesting additional information.
- ☐ Create your Financial Aid Account at csuchico.studentforms.com if this item is on your To Do List. All requested items must be uploaded as soon as possible to avoid delay in receiving your aid. If you have any problems uploading documents, call us at 530-898-6451. Priority deadline for your documents is June 1 in order to have any financial aid available to you before the start of school.
- ☐ Check your Wildcat email for notification of revisions to your financial aid.

FEE PAYMENT

- ☐ View "What I Owe" under "Financials" in Student Center. Pay your fees by due date (www.csuchico.edu/sfin). Financial aid recipients must pay the difference between all University charges and pending aid. **Note: You must accept financial aid for it to be "pending"**. For residence hall students, outstanding **University Housing** charges for the semester will be deducted from any financial aid and you must pay any remaining balance.

ARRANGING TO RECEIVE YOUR MONEY

- ☐ To receive your financial aid electronically, enroll in direct deposit by selecting “e-Refund” under the “Financials” section of your Student Center.
- ☐ If you are a first-time borrower of a **Federal Direct Loan** at Chico State, you must complete the following to receive funds:
 - **Loan Entrance Counseling** studentaid.gov/entrance-counseling/
 - **Master Promissory Note** at studentaid.gov/mpn.
- ☐ If your parent is a first-time borrower of a **PLUS Loan** at Chico State, your parent must complete the following to receive funds:
 - **Master Promissory Note** at studentaid.gov/mpn/parentplus/landing requiring FSA ID # of same parent who applied for loan.
 - Parents receiving a PLUS Loan may apply for direct deposit by completing the Parent Plus Loan Direct Deposit form (www.csuchico.edu/fin/resources/forms.shtml) with their information and by attaching a pre-printed, voided check.
- ☐ Complete and return a **Financial Aid Enrollment Update** (www.csuchico.edu/fa/forms/index.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, if appropriate.

DISBURSEMENT OF FUNDS

- ☐ If your financial aid file is complete, the first possible disbursement of most federal and state aid and scholarships each semester is the Thursday **prior to the first day of classes**. (www.csuchico.edu/fa/award-info/disbursements.shtml)
- ☐ “**Disbursement**” includes two processes:
 - When your financial aid file is complete, your aid is applied to your Chico State student account to be credited toward your fees and 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**, first possible payment of an alternative loan is the second Thursday of the semester.
- ☐ **Full-time enrollment** is necessary to receive the maximum financial aid for which you are eligible. (www.csuchico.edu/fa/eligibility-enrollment/undergrad-eligibility-enrollment.shtml)
- ☐ **Wildcat 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 your funds to mail the check to Chico State, Attn: Student Financial Services, SSC 230. If they send it to you, please submit it to Student Financial Services immediately.
 - The check will be entered into your financial aid award. Check your Wildcat email for notification of a change to your award.
 - Once entered into your award, the scholarship is considered pending aid. See www.csuchico.edu/fa/resources/faq.shtml#uni.
 - External scholarships may take up to three weeks to process once the check is received.

IMPORTANT INFORMATION TO AID THE PROCESS

- ☐ Use your **Chico ID** to enter the Chico State portal (portal.csuchico.edu/) and to view your **Student Center** for personalized information. Always use your **Chico ID** when contacting us or another Chico State office.
- ☐ **Wildcat Mail** is the University’s **official means of communication** and our communications will be sent to this email. As soon as you receive an email account, begin checking it regularly. See your Admissions acceptance packet for email account instructions.
- ☐ The **Financial Aid and Scholarship Office website** (www.csuchico.edu/fa) has important information regarding **Steps to Financial Aid** and other important financial aid and award information.
- ☐ Follow us on Instagram (ChicoStateFinaid) or Facebook (ChicoStateFASO) for info and upcoming deadlines pertaining to financial aid.
- ☐ For individual and timely assistance visit our lobby in the Student Services Center room 250, call us at 530-898-6451, or email your specific questions to finaid@csuchico.edu. Appointments with Financial Aid advisors are also available upon request.

Policies that may affect your financial aid

- ☐ Please be familiar with financial aid **Policies and Conditions** (www.csuchico.edu/fa/policies/index.shtml) to know your rights as well as the regulations required to administer financial aid. See our Award Guide (www.csuchico.edu/fa/assets/awardguide25a.pdf) available in January 2024.
- ☐ All students are offered a financial aid package based on full time enrollment. If you are enrolled part-time, your award will be revised by our office to match your enrollment. Please read about **University Census** (www.csuchico.edu/fa/eligibility-enrollment/census.shtml) to understand how financial aid disbursements may be adjusted based on number of units enrolled.
- ☐ You must maintain satisfactory academic progress in order to maintain your eligibility for financial aid. Please read and understand the **Satisfactory Academic Progress (SAP)** policy (www.csuchico.edu/fa/policies/satisfactory-progress.shtml).

Summer Financial Aid

- ☐ Students who enroll in summer courses and have completed a FAFSA or CADAA will automatically be evaluated for financial aid. Funds are limited so enroll in summer classes early.