

☐ 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

- ☐ Application to Chico State is required for Wildcat scholarships. Apply for **Wildcat Scholarships** (www.csuchico.edu/fa/scholarships/wildcat.shtml) from **January 2—February 15**, for the next academic year. The 2022-2023 deadline is February 15, 2022.
- ☐ Apply for External Scholarships (outside scholarships - www.csuchico.edu/fa/scholarships/external.shtml). Research in the fall; apply as soon as possible for the 2022-2023 academic year.

STEPS TO COMPLETE THE CA DREAM ACT APPLICATION (CADAA)

- ☐ Apply for financial aid by submitting a CADAA at <https://dream.csac.ca.gov/> each year **between October 1 and March 2** to be considered for state funds. Use our **School Code 001146**. **Apply early**. You can still apply after March 2, but funds are limited.
- ☐ Enter your name exactly as it appears on your identification. A social security card is not required.
- ☐ First-time students should enter their grade level as “never attended college & 1st-year undergraduate.”
- ☐ Use your and your parents 2020 income tax information.

YOUR FINANCIAL AID OFFER

- ☐ **A link to your estimated financial aid offer will be sent to your Wildcat email by late March**, if you have submitted a CADAA and included Chico State’s School Code (001146).
- ☐ **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 reduce the loan and only borrow the amount you need.
- ☐ 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>) to submit your confirmation.
- ☐ Read **Authorization to Release Information** (<https://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 Records section, then select “Authorization to Release”.
- ☐ 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 2020 income due to unemployment, disability, or other adverse conditions, you may submit an **Exceptional Circumstances Appeal** (www.csuchico.edu/fa/circumstances/appeals.shtml) available May 1, 2022, for re-evaluation of your financial aid eligibility. Appeals will be processed in the order they are 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: YOUR AWARD CAN CHANGE

- ☐ Many students are selected for verification, which is like an audit of your CADAA. 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 respond to emails or texts from us requesting additional information.
- ☐ If on your To-Do List, create your Financial Aid Account at <https://csuchico.verifymyfafsa.com>. Use your Dream application ID number in place of a social security number. Please call us at 530-898-6451 if you need help locating this identification number. All requested items must be uploaded as soon as possible to avoid delay in receiving your aid. If you have any problems uploading documents, please call us at 530-898-6451. Priority deadline for your submittals 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 your Student Center. Before your fees are due (www.csuchico.edu/sfin), pay fees or the difference between all university charges and the financial aid you have accepted. For residence hall students, your outstanding **University Housing** charges for the semester will be deducted from your financial aid.

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.
- CA Dream Loans are offered on a limited basis after the fall semester begins. If a California Dream Loan is offered, it must be accepted within 30 days of the offered date.
- Accept, reduce, or decline CA Dream Loan within 30 days. Funds are limited and may not be available at a later date.
- Students who accept the California Dream Loan must complete a promissory note and entrance counseling at <https://www.ecsi.net/promj3/>. If not completed within 30 days, the California Dream Loan will be cancelled.
- Complete and return a **Financial Aid Enrollment Update** (<https://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 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 transferred into your Chico 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** (<https://www.csuchico.edu/fa/eligibility-enrollment/undergrad-eligibility-enrollment.shtml>) is necessary to receive the maximum financial aid for which you are eligible.
- 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 you 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 I.D.** to enter the **Chico portal** (<https://portal.csuchico.edu/>) and to view your **Student Center** for personalized information. Always use your **Chico I.D.** when you contact us or another Chico State office.
- Wildcat Mail** is the University’s **official means of communication**, and most of our communications will be sent to it. As soon as you receive an email account, begin checking it regularly. See your Admissions acceptance packet for email account instructions. (www.csuchico.edu/google/).
- 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 chat with us live on our website, call us at 530-898-6451, or email your specific questions to finaid@csuchico.edu. Same-day appointments with Financial Aid Advisors are also available upon request.

About 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 of us to administer financial aid.
- All students are offered a financial aid package based on full time enrolment. **If you are enrolled part-time, your award will be revised by our office to match your enrollment.** Please read **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 at 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.