



FINANCIAL AID CHECKLIST

IF YOUR FAFSA WAS SELECTED FOR VERIFICATION

(YOU MUST COMPLETE THE FOLLOWING ITEMS TO DETERMINE YOUR FINANCIAL AID ELIGIBILITY)

- Complete the Verification Worksheet given to you by your financial aid advisor.
- Link your (or your parents') taxes using the Data Retrieval Tool if you haven't done so already.
 - Please contact your financial aid advisor if you need help.
 - If you are unable to use the DRT, please obtain your Tax Return Transcript from the IRS website.
- If you (or your parents) **were not** required to file taxes:
 - Provide any W2's if you (or parents) earned income from work.
 - Provide your (or your parents') Verification of Non-filing from the IRS website.
- Refer to your emails from your financial aid advisor for any additional forms or documentation required to complete your financial aid file.

COMPLETE FINANCIAL AID PACKET

- Authorization to Release Financial Aid Information
- Student Authorization for Application and Retention of Title IV Funds
- If you are utilizing federal student loans ONLY
 - Title IV Direct Loan Borrower Reference Sheet
 - Master Promissory Note for **Subsidized/Unsubsidized Loans**. *Complete online and email your financial aid advisor when done.*
 - Student Loan Entrance Counseling. *Complete online and email your financial aid advisor when done.*
- Register for the Selective Service online if you haven't done so already. *For male students ONLY.*

FOR STUDENTS USING VA BENEFITS

- Eligibility Letter
- DD-214
- VA Bill of Rights
- VA Record of Retention Waiver

AFTER YOUR FINANCIAL AID FILE IS COMPLETE

- Decide if you will be using federal student loans to help cover your academic year costs.
- Determine the method you want to use to cover your balance.
 - Out of pocket payments (*Please see Academic Balance Options sheet*)
 - Parent PLUS Loan (*If you elect to use this option, please contact your financial aid advisor for the Credit Check Authorization form*)
 - College Avenue Loan
- Apply for the CASCU academic scholarship and forward the application to your admissions advisor.
- Browse the Outside Scholarship List and apply to as many scholarships as you like.
- Contact the housing coordinator at housing@westcliff.edu if you are interested in university housing.
- Schedule a follow-up meeting with your financial aid advisor to finalize your financial aid offer letter.