SPRING 2025
Student Financial Services Checklist

Use this checklist to ensure you have completed all the necessary steps to finance your education each semester.

STUDENT ACCOUNTS - ALL STUDENTS

DUE DATE	TASK	DETAILS
Upon Enrollment	○ Outside Scholarships Send info and documents (if receiving)	Processing Instructions at saic.edu/outsidescholarships
January 1, 2025	○ Complete the "Figure Your Cost" budgeting worksheet	saic.edu/fyc
January 14, 2025	○ Review your student account and request an Account Statement in Self-Service	Self Service > Student Homepage > Financial Account > Statement of Account
	○ Enroll in a payment plan each semester (if desired)	Self Service > Student Homepage > Financial Account > Transact
	○ Enroll in Auto-Payment each semester (if enrolled in payment plan)	Self Service > Student Homepage > Financial Account > Transact
January 15, 2025	○ Submit a FERPA form to allow SFS to discuss your finances with parents/others	See details and FERPA form at saic.edu/ferpa
	○ Enroll in Direct Deposit refund (if expecting an advance or refund)	Self Service > Student Homepage > Financial Account > Transact > Direct Deposit refunds
	○ Financial Aid Advance requests begin (if eligible for a refund)	Self Service > Student Homepage > Other Services > Financial Aid Advance Request
	○ Enroll in Inceptia, SAIC's Financial Literacy/Loan Management Program	FinancialAvenue.org (Access Code: SAICGO)
	○ Request 529/College Plan Payments from provider - send to SFS only	Send to Student Financial Services, See Payment Guide P.4
	○ **FINAL DEADLINE** - SPRING 2025 Payment Plan Due Date: Pay Balance Due in Full or Complete All Payment Arrangements Needed for the Balance Due	Full payment or all steps required to pay your tuition and fee charges must be completed to confirm your enrollment. Do this to avoid late fees and holds.
January 23, 2025	○ Submit SAIC Health Insurance Waiver or Request - Online only	See saic.edu/healthinsurance for details

FINANCIAL AID RECIPIENTS

DUE DATE	TASK	DETAILS
Upon Receipt	○ Read your entire financial aid offer packet	Award Offer, Award Guide, and included documents
	○ Confirm that your financial aid offer matches your enrollment (if receiving aid)	Self-Service, see Payment Guide P.1
Upon Approval	○ Complete Federal Direct PLUS Loan Entrance counseling requirement: Parents approved for a Federal PLUS Loan, with an endorser or an approved appeal by the Dept. of Education.	Award Guide, PLUS Denial options saic.edu/loansteps
December 16, 2024	○ Review your financial aid online in Self-Service	Self Service > Student Homepage > Financial Aid
January 1, 2025	○ Cancel Federal Direct Stafford Loan offer if not desired *or* Complete Federal Direct Stafford Loans steps to accept the award	Send email to: saic.sfs@saic.edu Award Guide, and saic.edu/loansteps
	○ Complete Federal Direct PLUS Loan steps (if necessary) to accept the award	Award Guide, credit-worthy borrower required saic.edu/loansteps
	○ Complete Private Loan steps (if needed - Credit-worthy borrower required)	Self Service > Student Homepage > Financial Aid > Awards saic.edu/loansteps
	○ Complete Federal Verification steps (for those selected)	Missing Information Letter, Award Guide, Self Service > Student Homepage > "To Do List"
January 15, 2025	○ **FINAL DEADLINE -** Complete all SPRING 2025 Financial Aid Steps if not already completed	All steps required to complete your financial aid including loan steps and submitting final documents to SFS office.

PAYMENT DUE DATES - Full payment or complete payment arrangements* are due by January 15th for the SPRING semester.

* Complete payment arrangements are defined as any combination of the following that satisfies the balance due on a student account:
- Personal and third-party payments credited to the student's account.
- Enrollment in a payment plan with the first payment credited to the student's account.
- Completed financial aid arrangements: All requested paperwork submitted to SFS. All loan steps completed and credit approved (if applicable).