

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

ALL STUDENTS

DUE DATE	TASK	DETAILS
Upon Enrollment	<input type="radio"/> Outside Scholarships – Send info and documents (if receiving)	Send to Student Financial Services
June 1, 2025	<input type="radio"/> Complete the “Figure Your Cost” budgeting worksheet	saic.edu/fyc
	<input type="radio"/> Invite your parent, guardian or spouse to be a Payer on Transact	Self Service > Student Homepage > Financial Account > Transact > My Account
July 15, 2025	<input type="radio"/> Request 529/College Plan Payments from provider – send to SFS only	Send to Student Financial Services
August 1, 2025	<input type="radio"/> Review your student account and request an Account Statement	Self Service > Student Homepage > Financial Account > Statement of Account
	<input type="radio"/> Enroll in a payment plan each semester (if desired)	Self Service > Student Homepage > Financial Account > Transact
	<input type="radio"/> Enroll in Auto-Payment each semester (if enrolled in a payment plan)	Self Service > Student Homepage > Financial Account > Transact
August 15, 2025	<input type="radio"/> Submit a FERPA form to allow SFS to communicate your finances with parents/others	See details and FERPA form at saic.edu/ferpa
	<input type="radio"/> Enroll in Direct Deposit Refunds (if expecting an advance or refund)	Self Service > Student Homepage > Financial Account > Transact > My Account > Direct Deposit Refunds
	<input type="radio"/> Financial Aid Advance requests begin (if eligible for a refund)	Self Service > Student Homepage > Other Services > Financial Aid Advance Request
	<input type="radio"/> Review in Student Connections SAIC’s Financial Literacy/Loan Management Program	www.whichway.org
	<input type="radio"/> FALL 2025 Payment Due Date: Pay Balance Due in Full or Complete All Payment Arrangements Needed for the Balance Due	Full payment, payment plan or complete all financial aid steps required to pay your tuition and fee charges must be completed to confirm your enrollment. Do this to avoid late fees and holds.
September 1, 2025	<input type="radio"/> Submit SAIC Health Insurance Waiver or Request – Online only	See saic.edu/healthinsurance for details

FINANCIAL AID RECIPIENTS

DUE DATE	TASK	DETAILS
Upon Receipt	<input type="radio"/> Read your entire financial aid offer packet	Award Offer, Award Guide, and included documents
	<input type="radio"/> Confirm your financial aid offer matches your enrollment (if receiving aid)	Self-Service
June 1, 2025	<input type="radio"/> Complete Federal Verification steps (for those selected)	Missing Information Letter, Award Guide, Self Service > Student Homepage > “To Do List”
July 1, 2025	<input type="radio"/> Cancel or decline Federal Direct Stafford Loans offer if not desired or Complete Federal Direct Stafford Loans steps to accept the loan offer	Send email to: saic.sfs@saic.edu Award Guide, and saic.edu/loansteps
	<input type="radio"/> Complete Federal Direct PLUS Loan steps (if needed) to apply	Award Guide, credit-worthy borrower required saic.edu/loansteps
	<input type="radio"/> Complete Private Loan steps (if needed) to apply	Award Guide, credit-worthy borrower required saic.edu/loansteps
If Approved for a Federal Direct PLUS Loan with an Endorser	<input type="radio"/> Complete Federal Direct PLUS Credit Counseling requirement: Parents & Graduate students approved for a Federal PLUS Loan, <u>with an endorser</u> or an <u>approved appeal</u> by the Dept. of Education.	Award Guide, PLUS Denial options saic.edu/loansteps
July 9, 2025	<input type="radio"/> Review your financial aid offer online in Self-Service	Self Service > Student Homepage > Financial Aid
August 15, 2025	<input type="radio"/> Complete all FALL 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 payment arrangements* are due each semester by the following due dates.

TERM	DUE DATE
FALL	August 15 th
SPRING	January 15 th

* 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.
- Financial aid arrangements: All requested paperwork submitted to SFS. All loan steps completed and credit approved (if applicable).