

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	<input type="radio"/> Outside Scholarships Send info and documents (if receiving)	Processing Instructions at <a href="http://saic.edu/outsidescholarships">saic.edu/outsidescholarships</a>
January 1, 2026	<input type="radio"/> Complete the "Figure Your Cost" budgeting worksheet	<a href="http://saic.edu/fyc">saic.edu/fyc</a>
January 14, 2026	<input type="radio"/> Review your student account and request an Account Statement in Self-Service <input type="radio"/> Enroll in a payment plan each semester (if desired) <input type="radio"/> Enroll in Auto-Payment each semester (if enrolled in payment plan)	Self Service > Student Homepage > Financial Account > Statement of Account Self Service > Student Homepage > Financial Account > Transact Self Service > Student Homepage > Financial Account > Transact
January 15, 2026	<input type="radio"/> Submit a FERPA form to allow SFS to discuss your finances with parents/others <input type="radio"/> Enroll in Direct Deposit refund (if expecting an advance or refund) <input type="radio"/> Financial Aid Advance requests begin (if eligible for a refund) <input type="radio"/> Enroll in Inceptia, SAIC's Financial Literacy/Loan Management Program <input type="radio"/> Request 529/College Plan Payments from provider - send to SFS only <input type="radio"/> <b>FINAL DEADLINE - SPRING 2025 Payment Plan Due Date: Pay Balance Due in Full or Complete All Payment Arrangements Needed for the Balance Due</b>	See details and FERPA form at <a href="http://saic.edu/ferpa">saic.edu/ferpa</a> Self Service > Student Homepage > Financial Account > Transact > Direct6 Deposit refunds Self Service > Student Homepage > Other Services > Financial Aid Advance Request <a href="http://FinancialAvenue.org">FinancialAvenue.org</a> (Access Code: SAICGO) Send to Student Financial Services, See Payment Guide P.4 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 26, 2026	<input type="radio"/> Submit SAIC Health Insurance Waiver or Request - Online only	See <a href="http://saic.edu/healthinsurance">saic.edu/healthinsurance</a> for details

### FINANCIAL AID RECIPIENTS

DUE DATE	TASK	DETAILS
Upon Receipt	<input type="radio"/> Read your entire financial aid offer packet <input type="radio"/> Confirm that your financial aid offer matches your enrollment (if receiving aid)	Award Offer, Award Guide, and included documents Self-Service, see Payment Guide P.1
Upon Approval	<input type="radio"/> Complete Federal Direct PLUS Loan Entrance counseling requirement: Parents 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 <a href="http://saic.edu/loansteps">saic.edu/loansteps</a>
December 16, 2025	<input type="radio"/> Review your financial aid online in Self-Service	Self Service > Student Homepage > Financial Aid
January 1, 2026	<input type="radio"/> Cancel Federal Direct Stafford Loan offer if not desired <i>or</i> Complete Federal Direct Stafford Loans steps to accept the award <input type="radio"/> Complete Federal Direct PLUS Loan steps (if necessary) to accept the award <input type="radio"/> Complete Private Loan steps (if needed - Credit-worthy borrower required) <input type="radio"/> Complete Federal Verification steps (for those selected)	Send email to: <a href="mailto:saic.sfs@saic.edu">saic.sfs@saic.edu</a> Award Guide, and <a href="http://saic.edu/loansteps">saic.edu/loansteps</a> Award Guide, credit-worthy borrower required <a href="http://saic.edu/loansteps">saic.edu/loansteps</a> Self Service > Student Homepage > Financial Aid > Awards <a href="http://saic.edu/loansteps">saic.edu/loansteps</a> Missing Information Letter, Award Guide, Self Service > Student Homepage > "To Do List"
January 15, 2026	<input type="radio"/> <b>FINAL DEADLINE - Complete all SPRING 2026 Financial Aid Steps if not already completed</b>	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 15<sup>th</sup> [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).