2015/2016 Financial Aid Checklist

✔ Respond promptly to your Financial Aid Offer
Respond promptly to the financial aid offer you receive by logging in to the Financial Aid Award section of your myUSF account and indicate your decision to accept or decline the aid offered to you. Additional information regarding the types of funds that have been offered to you is available in your myUSF financial aid section, as well as through links provided to you there.

✔ Be sure your FAFSA information is complete, correct, and verified.
The award offer you have received is for the 2015/2016 award year only and is based on the information made available to us on the most recent financial aid application(s) transaction we received at the time of making the award offer. Please note that subsequent changes or corrections to your financial aid application information through tax verification or other updates can result in adjustments to your financial aid eligibility and your USF Financial Aid offer. If revisions to your award offer become necessary, you will be notified by myUSF email to view your revised award offer online through myUSF.

✔ Submit Requested Documents for Financial Aid to be credited towards your bill
Respond promptly to all requests for information or correction from the Federal processor on your Student Aid Report (SAR) and/or from the University of San Francisco. Requirements that may be needed by the Financial Aid office can be viewed in the Financial Aid Status section of your myUSF account (example: 2015/2016 Tax Verification worksheet and completion of the online IRS Data Retrieval on your 15/16 FAFSA or submission of official IRS 2014 Tax Return Transcripts). No financial aid can be confirmed, credited towards your charges, or paid to your student account unless all requested information and documentation has been provided.

✔ Complete Master Promissory Notes for Federal loans
If you accept an offered student loan (Direct, Perkins, or Nursing) you must follow the instructions in the Financial Aid Status section of your myUSF account to complete and submit one-time online Master Promissory Notes before any loan funds can be disbursed to your USF student account. If your parent is credit approved for a parent PLUS loan, they must also complete their own Master Promissory note, including a new one each time a co-signer, or endorser, is involved.

✔ Complete online Loan Entrance Counseling for Federal Direct Loans
If you accept a Federal Direct student loan, you will need to complete a one-time Loan Entrance Counseling workshop. You must follow the instructions for completing the workshop in the Financial Aid Status section of your myUSF account before any loan funds can be disbursed to your USF student account.

✔ Visit the Student Employment website if you accept a work award
If you accept Federal Work Study or Campus Job Opportunity, visit the Student Employment website at www.usfca.edu/onestop under the Student Employment tab for detailed information about the necessary requirements to be able to work as a student employee.

✔ Regularly view your myUSF emails
The Financial Aid office, as well as many other USF offices, will send important communications to your myUSF email account. As soon as you are able to, begin reviewing those emails on a regular basis so you do not miss important communications.

✔ Contact the Financial Aid Office
At any time during the process, you are encouraged to contact the Financial Aid Office with any questions and/or concerns. You may reach us through the One Stop Services office at 415-422-2020, or by email at onestop@usfca.edu, or online at www.usfca.edu/onestop.

✔ Reapply for Financial Aid beginning January 1st each year
This financial aid offer is for the 2015/2016 award year only. With the exception of the University Scholars and University Academic Merit awards, all of the University, Federal, and State aid offered must be applied for each year by filing the new year FAFSA after January 1st. Students who have been awarded limited University need-based grant funding must reapply with the FAFSA each year before the continuing student priority filing deadline of March 2.
2015/2016 Frequently Asked Questions

My Financial Aid Offer says that I have unmet eligibility. Is that what I will owe USF?
No. To calculate an estimate of what you will owe, use the worksheet provided on the "Understanding 2015/2016 Cost of Attendance" form.

Is my Financial Aid Offer letter also a bill? If not, when will I receive a bill from USF?
No, the Financial Aid Offer letter is NOT a bill and does not indicate actual charges owed. You will not receive a bill until after you are registered for classes. Once you are registered for classes, tuition is due. You will not receive a paper bill. The billing statement will be sent to your myUSF email account.

I have been selected for verification. Do I have to complete a verification worksheet?
Yes, if you are selected for this process you must complete the worksheet for your verification group (may be printed from our website) and return it with official IRS Tax Return Transcripts or indicate on the worksheet that you and/or your parents have completed the IRS Data Retrieval on your FAFSA. Your award is not final and no aid will be credited towards your charges or paid to you until verification is complete.

When is my financial aid going to be paid to my USF student account?
At the beginning of each semester and once you have enrolled properly and completed all the requirements for disbursement, your aid will be paid to your USF student account. You can regularly view your Unsatisfied Requirements in the Financial Aid section of your myUSF account.

I'm expecting to receive a refund from my financial aid. How will I receive these funds?
Credit balances created by federal student aid are refunded by check unless a student’s Direct Deposit information is provided on the online Direct Deposit Authorization Form which is submitted by the student to One Stop/Student Accounts. For Federal Direct PLUS Loans, credit balances are refunded by check to the parent borrower unless the borrower authorizes a refund to be made to the student. In general, your refund will be available within 14 days of disbursement of financial aid into your student account.

Can I pay for my books with financial aid?
Books are available from the University’s bookstore and the bookstore must be paid when you purchase them. Book charges cannot be charged to your student account. We strongly recommend that you come to school with sufficient funds to purchase books as you will likely need them before you receive a refund of a credit balance.

What is the difference between grants or scholarships and loans?
The University’s tuition grants and scholarships are gifts that do not need to be repaid. Student loans must be repaid so review the terms and conditions of each loan offered before accepting it. In most cases, repayment is deferred until you are no longer a college student. For more information, please visit the Grants and Scholarships and Loans pages on our website.

What if my family has special circumstances regarding changes in our family income?
Recognizing that the information collected by the Free Application for Federal Student Aid (FAFSA) does not always reflect an applicant’s current financial circumstances, the Office of Financial Aid may re-evaluate eligibility for student aid when specific circumstances have occurred. Financial Aid applicants interested in submitting a financial aid appeal should read and complete the 2015/2016 Financial Aid Appeal and Guidelines form.