



MEFA's Financial Aid Toolkit

mefa
COUNSELOR

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Application Deadline Manager

Directions: Use the worksheet to keep track of the deadlines and requirements for your college admissions applications.

College: _____	College: _____	College: _____
User ID _____	User ID _____	User ID _____
Password _____	Password _____	Password _____
Application Deadlines	Application Deadlines	Application Deadlines
<input type="checkbox"/> Early Action _____	<input type="checkbox"/> Early Action _____	<input type="checkbox"/> Early Action _____
<input type="checkbox"/> Early Decision _____	<input type="checkbox"/> Early Decision _____	<input type="checkbox"/> Early Decision _____
<input type="checkbox"/> Regular Admissions _____	<input type="checkbox"/> Regular Admissions _____	<input type="checkbox"/> Regular Admissions _____
<input type="checkbox"/> Rolling Admissions _____	<input type="checkbox"/> Rolling Admissions _____	<input type="checkbox"/> Rolling Admissions _____
Common Application Accepted	Common Application Accepted	Common Application Accepted
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Application Fee: \$ _____	Application Fee: \$ _____	Application Fee: \$ _____
Test Required	Test Required	Test Required
<input type="checkbox"/> SAT	<input type="checkbox"/> SAT	<input type="checkbox"/> SAT
<input type="checkbox"/> SAT II Subject Tests	<input type="checkbox"/> SAT II Subject Tests	<input type="checkbox"/> SAT II Subject Tests
<input type="checkbox"/> ACT	<input type="checkbox"/> ACT	<input type="checkbox"/> ACT
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
Letters of Recommendation	Letters of Recommendation	Letters of Recommendation
Number Required _____	Number Required _____	Number Required _____
People to Ask _____	People to Ask _____	People to Ask _____
_____	_____	_____
Essays	Essays	Essays
Topics _____	Topics _____	Topics _____
_____	_____	_____
Financial Aid Deadlines	Financial Aid Deadlines	Financial Aid Deadlines
<input type="checkbox"/> FAFSA _____	<input type="checkbox"/> FAFSA _____	<input type="checkbox"/> FAFSA _____
<input type="checkbox"/> Federal School Code _____	<input type="checkbox"/> Federal School Code _____	<input type="checkbox"/> Federal School Code _____
_____	_____	_____
<input type="checkbox"/> CSS/Profile _____	<input type="checkbox"/> CSS/Profile _____	<input type="checkbox"/> CSS/Profile _____
<input type="checkbox"/> Institutional Form _____	<input type="checkbox"/> Institutional Form _____	<input type="checkbox"/> Institutional Form _____
Other _____	Other _____	Other _____
_____	_____	_____

Password Manager

YourPlanForCollege

User Name: _____

Password: _____

Common Application

User Name: _____

Password: _____

College Board (SAT, CSS/Profile[®])

User Name: _____

Password: _____

ACT

User ID: _____

Password: _____

FastWeb Scholarship Search

User Name: _____

Password: _____

FAFSA

Parent PIN: _____

Student PIN: _____

Password: _____

Other

User ID: _____

Password: _____

Other

User ID: _____

Password: _____

Important Questions

Questions to Ask the Financial Aid Office

The following are some important questions to ask the financial aid office at each college you apply to. Some of this information may be available in the Financial Aid sections of college Web sites.

- 1 What is the total cost of attendance?**
- 2 What financial aid forms are required and when are they due?**
- 3 What is the college's policy on need-based aid?**
- 4 Are there merit-based scholarships? How do students apply?**
- 5 Assuming cost and family responsibility remain constant, how will grant and loan amounts change from year to year? What if my situation changes?**
- 6 Are the scholarships/grants renewable each year? If so, are there conditions such as grade point average, enrollment status or major?**
- 7 Are students required to apply for financial aid even if they receive a scholarship?**
- 8 How do outside scholarships affect the rest of the package?**
- 9 What is the college's policy on divorced or separated parents?**
- 10 What does the college estimate the total student debt will be upon graduation?**

Tips for Completing Financial Aid Applications

- 1 Do not miss deadlines.** Keep track of financial aid application requirements.
- 2 If your taxes are not complete, you may estimate your income in order to meet deadlines.** Be as accurate as possible since your estimates will impact the initial award package you receive. You will be required to provide updated information later.
- 3 Apply online** if possible, to reduce errors and speed up the process.
- 4 Write clearly and legibly** if applying with a paper application.
- 5 Remember, when the form asks for “your name” and “your Social Security Number”** it is referring to the student, not the parent.
- 6 When completing the FAFSA online, save your information as you go.** This also allows you to start your FAFSA application and complete it at another time if necessary.
- 7 If your family has multiple children in college,** separate applications must be completed for each of them.
- 8 Apply for your Federal PIN.** Dependent students and a parent both need their own PIN to sign the FAFSA electronically. You can apply at www.mefacounselor.org.
- 9 Keep copies of the everything you are asked to submit** to the financial aid office, including tax forms, income and bank statements.
- 10 Ask questions if you need help.** Contact the college’s financial aid office for assistance in completing your forms.

Financial Aid Checklist

To ensure that you always have the information you need when researching and applying for financial aid, we suggest keeping the following documents together in one place:

Materials to gather before completing your application:

- Year-end bank statements and account summaries
- Year-end pay stubs, W2s and 1099s
- Documentation of untaxed income
- Most recent completed tax returns
- FAFSA on the Web Worksheet
- Federal Student Aid PINs for student and parent
- FAFSA password

Materials to add through the application process

- Copy of Student Aid Report and other acknowledgement forms
- Verification forms, if required
- Copy of any correspondence with financial aid office
- Financial aid award letters
- Outside scholarship information