

# THREE-STEP PROCESS FOR FINANCIAL ASSISTANCE

## ❑ File the FAFSA or Online Renewal FAFSA between January 1 and March 10, 2012.

- The FAFSA is used to determine eligibility for federal, state, and University financial aid programs including the Stafford Loan and Parent PLUS Loan.
- The FAFSA is filed online at [www.fafsa.gov](http://www.fafsa.gov).
- **File your taxes early so that you can transfer your tax information directly from the IRS to the FAFSA, using the IRS Data Retrieval Process on FAFSA on the Web.**
- On-line applicants will need a Federal Student Aid PIN number for both the student and at least one parent. The PIN number can be obtained at [www.pin.ed.gov](http://www.pin.ed.gov).
- March 10 is the state of Indiana's deadline for state-funded programs.
- Add USI's School Code of 001808 to your FAFSA.
- Make appropriate corrections to your FAFSA by May 15.

# 1

## ❑ Complete all unsatisfied requirements with USI by May 1, 2012 for timely processing.

- Check your MyUSI to see what requirements are still needed. Here are instructions to help you navigate your financial aid package and requirements <http://www.usi.edu/finaid/Handouts/myusi.pdf>.
- **Be sure to use the IRS Data Retrieval Process when filing and/or correcting your FAFSA. Using this process is likely to reduce the amount of additional documentation needed and will speed up the financial aid process!**
- A minimum of 30% of students are selected for verification by the government; these students will be required to turn in additional documentation.
- All unsatisfied requirements must be met in order for USI to review, process, and disburse (pay) awards.

# 2

## ❑ Accept/decline or reduce the Stafford (Student) Loan on or after July 1, 2012.

- Use the USI Cost Estimator to estimate your student bill. Visit the USI Financial Assistance homepage [www.usi.edu/finaid](http://www.usi.edu/finaid) and click on the USI Cost Estimator link.
- The Stafford Loan will be packaged to eligible students upon receipt of the FAFSA.
- First time Stafford Loan borrowers must complete Entrance Counseling and a Master Promissory Note. First time Parent PLUS borrowers must complete a Master Promissory Note. All are completed online at [www.usi.edu/finaid/](http://www.usi.edu/finaid/).
- Students must be enrolled at least ½ time (6 credit hours for undergraduates) and be in good standing with USI's Satisfactory Academic Progress Policy to be eligible to receive the Stafford Loan and/or Parent PLUS Loan.
- Academic year loans cover August – May and require two disbursements, one in fall and one in spring.
- Summer Stafford Loans require a separate request form available late spring semester.
- Plus Loan request forms are available in paper form or online at [www.usi.edu/finaid/](http://www.usi.edu/finaid/). If interested, please apply for your Parent PLUS Loan prior to **June 1, 2012.**

# 3

***For The Most Accurate and Up-To-Date Information Please Check Your MyUSI Regularly!***

### **Location, Hours, and Contact Information:**

Student Financial Assistance is located in the Orr Center and is accessible through the main lobby. Mail correspondence to:

Office of Student Financial Assistance  
University of Southern Indiana  
8600 University Boulevard  
Evansville, IN 47712

Our regular office hours are 8 a.m. to 4:30 p.m. An evening counselor is available Monday through Thursday for students on campus from 4:30 p.m. to 6 p.m. when fall/spring classes are in session. Please call before 4:30 p.m. to receive the best possible service.

Phone - 812/464-1767

Toll Free - 800/467-1965

Fax - 812/461-5305

E-Mail - [finaid@usi.edu](mailto:finaid@usi.edu)

Visit [www.usi.edu/finaid](http://www.usi.edu/finaid) for more information about Student Financial Assistance.