



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.
- **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.
- 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.

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❑ 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.

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❑ 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 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/.
- 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/. If interested, please apply for your Parent PLUS Loan prior to **June 1, 2012**.

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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

Visit www.usi.edu/finaid for more information about Student Financial Assistance.