

## **Steps to the Student Financial Aid Process**

**It is very important that you and your family complete the forms and follow the procedures accurately and on time. Adhere to deadlines.**

### **Step One: The Scholar and Family applies**

if filing electronically, *student and parent/guardian each need a PIN*  
collect the documents required to complete the FAFSA and/or PROFILE  
complete and submit the PROFILE, *if required*  
complete the FAFSA on Web worksheet  
plan to sign the FAFSA electronically  
submit a FAFSA on the Web  
complete and submit the Profile, *if required*  
complete and submit institutional forms, *if required*  
unusual circumstances (i.e. medical, death, loss of job)—*Write them out and submit them directly to the college's financial aid office—not to the federal processor. Be sure to use specific dollar amounts. If a wage earner in the family has lost his/her job; provide a copy of the lay off notice and a copy of unemployment eligibility with your request to the college's aid office.*

### **Step Two: The Processing Center Responds**

the processing center sends results to the family called a Student Aid Report (SAR) ~ **this will be in the form of an email if an email address is entered on the FAFSA**  
the processing center sends electronic results to the schools listed on the FAFSA approximately 3 days after the application and all required signatures have been received and processed – It may take about a week for a school to be able to pull in your FAFSA results. Most schools must have an admissions application on file before they can pull in your FAFSA results.

### **Step Three: The Family Reviews**

the family reviews the SAR for errors and/or additional forms needed  
the family makes corrections electronically, *if needed*  
if selected for verification, the family will need to send documents to the college's financial aid office

### **Step Four: The School Processes the Information and Makes an Award**

the schools listed on the FAFSA review the electronic SAR and paper documents  
the schools request additional information, if needed  
the schools make an aid award "package" based on their awarding policy and sends it to the student  
the schools continue to monitor for changes and revisions

### **Step Five: The Scholar and Family Replies**

submit any papers requested by the college to complete documentation requirements  
review the award  
call the Crosby Scholars office if you have questions about your award  
send in award acceptance by paper or electronically, *if required*— review the school's instructions on how to accept an award  
keep schools informed of other scholarships received  
review and file revised SARs  
review revised awards for changes in funds or total dollars

### **Step Six: Apply for a Crosby Scholar Last Dollar Grant**

submit the application by May 15 ~ applications are distributed at the Senior Honors Gala in the spring

### **Step Seven: Paying the Bill**

compare financial aid award letter with the bill received  
billing is done by term or quarters and gift aid is divided between terms  
research the availability of payment options, if needed