Financial Aid Checklist

Complete the FAFSA at https://fafsa.gov
Priority Deadline: February 1st
-Add Montclair’s School Code 002617 -
Make sure it’s signed with your FSA ID
Date Completed ____/____/____

☐ Complete the NJ State Application for Financial Aid
-At the end of the FAFSA application, there is a link to redirect you to the state application (HESAA) to answer additional questions for state aid consideration
-If you closed the window or can’t find the link, go directly to www.hesaa.org and click on “Report Additional Information for State Aid”
Date Completed ____/____/____

☐ Review your Student Aid Report (SAR)
- The SAR is a copy of what you reported on the FAFSA. You will receive an email when it is ready to be viewed online. Please check for any mistakes. If you made a mistake, you may log back onto https://fafsa.gov to make a correction
- The SAR will tell you if you were selected for verification. If so, check your email regularly for additional requests for information
Date Completed ____/____/____

☐ Submit any missing documentation
- Log on to NEST to see if you’re missing any forms
- We will email you reminders if we require any additional documentation or forms.
- Please submit this information ASAP to the financial aid office
- If you estimated your tax information on the FAFSA, please use the IRS Data Retrieval Tool to submit your updated tax information
Date Completed ____/____/____

☐ Review your financial aid awards
- Awards can be viewed electronically on NEST
- New Students: Award letters are mailed in late March
- Returning Students: Check NEST starting in late June to see awards
- Review costs and determine how much you owe for out of pocket expenses
- Contact our office if you don’t understand something
- Do you have a special circumstance? Complete the Special Circumstance: Request for Review form
  Date Completed ___/___/____

Accept, adjust, or decline your student loan(s) on NEST
- Borrowing a Stafford loan for the first time? You must do two things:
  1. Complete Entrance Counseling at www.studentloans.gov
  2. Sign Master Promissory Note (MPN) at www.studentloans.gov
  Date Completed ___/___/____

☐ Apply for outside scholarships
  - Use scholarship search engines
  - Check with companies for scholarships opportunities
  - If you receive a scholarship, notify the Office of Student Financial Aid by providing a copy of the award letter
  Date Completed ___/___/____

☐ Decide on payment options to pay the bill
  - Payment plan
  - Other payment options
  - Parent PLUS loan
  - Private loan
  Date Completed ___/___/____

☐ Pay your bill
  - Bills are available in late July and due in mid-August
  - You have to pay the difference between your charges and financial aid through one or more of the options above
  Date Completed ___/___/____

☐ Adding or dropping classes?
  - Check with the Office of Student Financial Aid to see how it will affect your financial aid
  Date Completed ___/___/____