Financial Aid Checklist

☐ Complete the FAFSA at www.fafsa.ed.gov

Priority Deadline: March 15th
-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 www.fafsa.ed.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 WESS 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 WESS.
-**New Students:** Award letters are mailed in late March.
-**Returning Students:** Check WESS 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 WESS
  - 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 ___/___/____