



Art Academy
of Cincinnati
College of Art & Design

>> Financial Aid Checklist

Name: _____

Date: _____

Financial Aid Officer: _____

>> ACTION STEPS:

(Below are the action steps to take to process your financial aid.)



FAFSA: Date Submitted: _____

Submit your Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The FAFSA is your application to the Department of Education for federal student aid so your financial need can be evaluated after you enter your info. When applying for financial aid, be sure to use the IRS Data Retrieval Tool for the income section and use the code **003011** for the **Art Academy of Cincinnati**.



Verification (if applicable): Date Submitted: _____

If your FAFSA is selected for the audit process called "Verification" you will be notified by the Art Academy Office of Financial Aid, and you will be asked to provide additional documents to verify that certain information on your FAFSA is correct and accurate. If you are selected for this process, it will be important to complete it in a timely manner.



Award Letter: Date Submitted: _____

The Award Letter lists the student aid you are potentially eligible to receive. You must sign and return on copy to the Art Academy of Cincinnati Office of Financial Aid before any student aid can be evaluated and potentially dispersed. Your signature on the Award Letter indicates your acceptance of the aid package offered. Cross out any student or parent loans that you do not wish to pursue. We cannot bring in any aid for you without your authorizing signature, so please make sure you have signed and returned your Award Letter. You have the option to accept or decline each specific type of aid offered. Note: The award letter is not a guarantee for the PLUS loan if you have been awarded one.



Master Promissory Note and Entrance Counseling: Date Submitted: _____

If you are accepting any of the student loans offered in your Award Letter, you will take additional steps with the Department of Education. Before your loans can disburse to your student account, first-time borrowers must electronically sign a Master Promissory Note for the Stafford Subsidized and Unsubsidized Loans at www.studentloans.gov. You will also complete mandatory Direct Loan Entrance Counseling at the same website.



Parent Plus Loan (if applicable): Date Submitted: _____

If your Award Letter offers your parents the option to apply for a Parent Plus Loan, and they wish to do so, they will apply for the loan and sign a Master Promissory Note at www.studentloans.gov. The Award Letter shows the maximum amount they can apply for, but they may wish to apply for less depending on your needs. This loan is credit based.



Begin Class: Start Date: _____

After these steps are finished, your financial aid process is complete! All your federal, state, and institutional aid funds will disburse directly to the college the week before class begins, and they will be processed by our Business Office. If you still owe a balance after student aid has been applied, you will remit any payments to the Business Office. If your aid exceeds your billable costs, you will receive a refund check from the Business Office



Parent Signature _____



Student Signature _____