



The checklist below is designed to help students move forward confidently and on schedule in areas that impact the student account. To be financially cleared in time for Fall semester, it is imperative that students do not wait to complete these steps. Please do not hesitate to call Student Financial Services if you have questions about any of these items (503-554.2300).

- Student Account **Payment Agreement** – This document establishes your intent to pay and outlines financial requirements for Fall clearance. This form grants financial release of information to parent (s) or other named person (s) for each student. <http://www.georgefox.edu/offices/student-accounts/files/student-account-payment-agreement.pdf>
- Parents and students are encouraged to sign up for the **“SFS News”**, our campus newsletter. In it we provide alerts and general dates such as payment reminders, GFU scholarship opportunities and important deadlines. <http://www.georgefox.edu/offices/student-accounts/other/news-updates.html>
- Student Financial Services **Payment Estimator** – This worksheet will help you plan for the financial aspects of paying for college. It’s a great tool to help you figure out if you will need to borrow for school and how much. <http://www.georgefox.edu/offices/student-accounts/online-forms.html#C>
- Sign up for monthly payments via the Payment Estimator by **July 31st** and the payment plan set up fee will be waived. Beginning August 1st, a \$50 per semester set up fee is assessed. Your first payment is required by August 15th, but feel free to start making payments earlier. All payment plans are subject to authorization by the Student Accounts Office.
- Your **“To Do Checklist”** items and required **“Forms”** can be found in **MyGFU.georgefox.edu**. You will need to go to both of these areas to see what is required. Because there are future requirements triggered by completed items, it is important that you check often for new “To do” requirements and new “Forms” awaiting action.
- If you have **not** yet given GFU your SSN (Social Security Number) or ITIN (Individual Tax Identification Number), once enrolled you are required to complete form **W-9S**. This information is necessary for us to comply with IRS rules for reporting tax benefit eligibility. <http://www.georgefox.edu/offices/student-accounts/other/tax-info.html>
- Payment for Fall semester is due the **Monday prior to semester start** or **August 15th** if paying **monthly**. To meet this timeline, we recommend all financial aid requirements and GFU checklist items be completed by July 31st (and revisited periodically). Payments should be mailed by August 11th unless you wish to pay online via MyGFU. (There is no charge to pay online using your bank account and routing number. There is a 2.75% fee for debit or credit cards.)

IF YOU ARE RECEIVING FINANCIAL AID, FOLLOW THESE STEPS:

- If you want financial aid and have not filed your FAFSA (Free Application for Financial Aid), file! www.fafsa.ed.gov/
- If selected for Federal Verification, required documents must be received by your Financial Aid Counselor before **July 31st** to meet the Fall financial clearance deadline.
- New students:** Your initial award is estimated until verification is completed. Once completed, you will receive a revised award letter. Please review changes and revise your Payment Estimator and payment plans as needed.
- Returning Students:** You will not be awarded financial aid unless you are registered in 12 credits or more for Fall and Spring semesters and verification requirements are completed. Only then will an electronic award notification generate.
- You must accept or decline the offered aid in MyGFU. This step repeats annually.
- If you have been notified by clubs, agencies, etc. that you are getting a scholarship, you need to enter that information into the award acceptance screen in MyGFU. All “outside” or “external” **scholarships must be reported** in this way to your Financial Aid Counselor. It is your responsibility to follow through on the payment side of your scholarships.
- Parent Plus Loan** applications must be submitted each year (www.studentloans.gov). If you plan to use an alternative loan, applications are also requested each year through the corresponding lenders. Alternative loan requirements are not generated through GFU nor do they show up on your MyGFU To Do list – do not delay these loans, they take time!
- Watch your MyGFU To Do List for the **Financial Aid Permission** (authorization). This form will give GFU permission to use your financial aid to pay for course fees and more.