

# FINANCIAL AID CHECKLIST

## Financial Aid Application Process for Returning Students

The financial aid checklist is designed to provide you with information about the documents that our office requires. Please review it carefully and contact our office via mail, phone, or email for additional assistance.

- Submit the **Free Application for Federal Student Aid (FAFSA)** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by priority date **February 1<sup>st</sup>**. You must complete a FAFSA every year.  
Roger Williams University **Code Number is 003410**.
- Complete and return the **Roger Williams University Data Form by February 1<sup>st</sup>**. This form is available on our website at [www.rwu.edu/admission/financialaid/resources](http://www.rwu.edu/admission/financialaid/resources).
- Complete and return the **Scholarship Application by February 1<sup>st</sup>**. This form is available on our website at [www.rwu.edu/admission/financialaid/resources](http://www.rwu.edu/admission/financialaid/resources).
- Once you receive your financial aid award letter, you must sign and return the letter to The Office of Student Financial Aid & Financial Planning within 10 days.
- If you plan on borrowing an **Alternative (Private) Student Loan or Federal Parent PLUS Loan** for the balance due, our office should be notified of **approval** by the loan processor no later than **May 28<sup>th</sup>**.
- If you plan on using Tuition Management Systems (TMS) for a monthly payment plan, you must be set up on a plan by **May 28<sup>th</sup>**.
- If you are accepting the Direct Stafford Loan for the first time you must complete the **Direct Stafford Loan Entrance Counseling** for your Direct Stafford Loan by **July 1<sup>st</sup>**. You can complete the entrance interview at [www.studentloans.gov](http://www.studentloans.gov). You will need your Federal Student Aid PIN (FAFSA signature PIN) to complete online Direct Loan Entrance Counseling.
- All students, even if you accepted a Stafford Loan in the past, must complete a **Federal Student Stafford Loan Master Promissory Note (MPN)** for your Direct Stafford Loan by **July 1<sup>st</sup>**. You may complete a Direct Loan MPN electronically at [www.studentloans.gov](http://www.studentloans.gov). You will need your Federal Student Aid PIN (FAFSA signature PIN) to electronically sign the MPN.