



**Office of Student Financial Aid
Checklist for Arizona
Extended Campus Students**

This information is for NAU Arizona Extended Campus Students who have applied for financial aid. We recommend that you print out this page and check off each item as you complete it.

<input type="checkbox"/>	<p>Be certain you are admitted to NAU as a <i>degree-seeking undergraduate or graduate student</i>.</p> <ul style="list-style-type: none"> • Visit www.nau.edu/gradcol/ if you are going to be a graduate student. • Visit www.nau.edu/admissions if you are going to be an undergraduate student
<input type="checkbox"/>	<p>Obtain a PIN at www.pin.ed.gov, if you have not already received one from the federal processor. This will allow you to access, complete & electronically sign your FAFSA or Renewal FAFSA; to view the status and results of your processed FAFSA; to make corrections to your Student Aid Report (SAR); to complete Exit Counseling (required if you drop below part-time, withdraw or graduate)</p>
<input type="checkbox"/>	<p>Submit a completed FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov using information from the requested income tax returns (preferably by February 14)</p> <ul style="list-style-type: none"> • Students wishing to receive aid for spring 2009 and summer 2009 will need to complete a 2008-2009 FAFSA. • Students who are interested in summer financial aid will also need to complete a 2009 Summer Financial Aid Application which is available on LOUIE at www.nau.edu/louie. • Students interested in financial aid for the fall 2009, spring 2010 and summer 2010 will need to complete a 2009-2010 FAFSA.
<input type="checkbox"/>	<p>Once your file is complete it will go through a verification process. You may be required to submit further documentation before your financial aid can be awarded. Check your To-Do List on LOUIE to make sure your file is complete and verified to avoid delays in getting your financial aid funds. Delays could result in a ‘late fee’ being added to the total amount owed the university and/or being placed on the Tuition Payment Plan and being assessed the \$100 non-refundable service fee. NAU also participates in the federal Quality Assurance Program which helps us improve financial aid services and processes. If chosen as a participant, you will be required to provide additional documentation for verification purposes after the disbursement of awards.</p>
<input type="checkbox"/>	<p>Complete Loan Entrance Counseling at www.dl.ed.gov if you are a first-time loan borrower to NAU. If you would like a copy of the “Entrance Counseling Guide for Borrowers” to retain for your records, please contact our office and we will mail you one.</p>
<input type="checkbox"/>	<p>Obtain and use your NAU e-mail account. This will enable you to receive important notifications from the Office of Student Financial Aid and other NAU offices. If you have questions regarding your NAU account, please contact the Academic Computing Help Desk by emailing StudentComputing@nau.edu or call 7.888.520.7215. If you have a main email account such as yahoo, msn, aol, etc..., that you would rather use, you should ALWAYS forward your NAU e-mails to that account so you do not miss any important messages from our office. We do NOT send junk mail. To forward e-mails, go to: http://www.nau.edu/its/emailmanager/. Click on manage email account. Log in and then click “Set Forward on Email”.</p>

<input type="checkbox"/>	<p>Register for <u>all</u> of the hours you indicated on the FAFSA (hours for which you are funded). You can view how many hours for which you are funded by logging on to your LOUIE account, selecting Financial Aid And scrolling down to Term Summary for Aid Year. Your funded hours will be under FA Load.</p> <ul style="list-style-type: none"> • Graduate student – 5 hours = part time, 9 hours = full time • Undergraduate students – 6 hours = part time, 12 hours = full time <p>IMPORTANT! If you indicated on your FAFSA that you will be full-time then you either must register as a full-time student or contact our office at Financial.Aid@nau.edu or 1.800.426.8315 x4951 or (Phoenix – 602.728.9506, Tucson – 520.879.7910, Yuma – 928.317.6437) to have your class load and financial aid adjusted accordingly. If you are awarded as a full time student and only register as a part time student, your financial aid will not disburse. You will then be placed on the Tuition Payment Plan and charged the non-refundable \$100 service fee. Reminder: The summer semester does NOT have an automatic Tuition Payment Plan. If you do not have enough financial aid to cover your summer tuition, your classes will be dropped for non-payment. Visit www.nau.edu/louie to see your charges.</p>
<input type="checkbox"/>	<p>Sign up for Direct Deposit on LOUIE. Got to the LOUIE Student Center. Click on Finances. Click on Direct Deposit. You will need your savings or checking account number and the routing number for your United States bank or credit union. If you do not have a direct deposit account, your financial aid refund will be mailed in the form of a check to your 'Refund' address (on LOUIE). Checks are not available for in-person pick up.</p>
<input type="checkbox"/>	<p>If you have been awarded financial aid or a scholarship, check your LOUIE account to ensure your aid will cover your tuition and fees.</p>
<input type="checkbox"/>	<p>Be prepared to pay your fees by the due date listed on your bill. If your 'awarded financial aid' will not cover all of your fees, you MUST pay the difference by the due date. Visit: http://home.nau.edu/bursar/ddpm.asp for tuition due dates and payment methods.</p> <p>IMPORTANT! If you have financial aid but it has not disbursed by the financial aid disbursement date and your balance is more than \$500, you will be placed on the Tuition Payment Plan (with the exception of summer, see Reminder above) and charged the \$100 non-refundable payment plan service fee. In addition, if you have financial aid but it doesn't cover your entire balance (leaving a \$500 balance), you will be placed on the Tuition Payment Plan and charged the \$100 fee.</p>
<input type="checkbox"/>	<p>Keep your 'Refund' and 'Preferred' addresses current via LOUIE www.nau.edu/louie. Log in, go to General Info, click on Addresses then Edit Addresses.</p>