

The more accurately you complete the FAFSA and any follow-up documents we request, the more quickly we can determine your award. All federal aid, including student and parent loans, all state aid, and many scholarships are tied to the FAFSA.

## **Vincennes University Financial Aid Checklist**

<b>When</b>		<b>Finish date</b>
<u>Now</u>	Student, create an FSA ID username & password. As you do so, click the reveal text box and print off your username, password, and challenge questions & answers. Keep in a financial aid folder.	_____
<u>Now</u>	Parent, create an FSA ID username & password. As you do so, click the reveal text box and print off your username, password, and challenge questions & answers. Keep in a financial aid folder.	_____
<u>After Jan. 1, 2016</u>	Log onto <a href="http://www.fafsa.gov">www.fafsa.gov</a> to file your 2016-2017 FAFSA. You will use your 2015 federal tax return. If that is not completed before March 1, you can use your 2014 return figures and then update your FAFSA when your 2015 return is complete. Use the IRS data retrieval tool if possible.	_____
<u>By Mar. 1, 2016</u>	Indiana residents, file the 2016-2017 FAFSA or renew your FAFSA to be eligible for State of Indiana grants and benefits. <b>March 10 each year is the absolute deadline.</b>	_____
	Two or three weeks after you file: Check your Student Aid Report (FAFSA results) on the FAFSA Web site and check the comments at the end that list any issues you need to take care of.	_____
<u>As It Arrives</u>	First correspondence from VU FA will be by postal mail. After that notices are on your preferred e-mail & under <i>Financial Aid</i> tab. Return promptly any documents that are requested and follow directions carefully. Incomplete documents cause delays.	_____
<u>By May 1, 2016</u>	Check the Indiana Student Financial Aid (CHE/SFA) Web site ( <a href="http://www.in.gov/ai/appfiles/eStudents">www.in.gov/ai/appfiles/eStudents</a> ) to see if you have any FAFSA corrections (called “edits” by SFA) that you need to make. <b>These must be made no later than May 15, 2016.</b>	_____
<u>By Aug. 1, 2016</u>	CHE/SFA sends awards only to the Indiana school listed first on the FAFSA. If you are coming to Vincennes University but did not list VU first, you can change that on the eStudent Web site.	_____

Vincennes University’s college code is **001843**. All campuses of VU—Vincennes, Jasper, Aviation Technology Center, and American Sign Language Program—use this number.

FAFSA [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

eStudent [www.in.gov/che](http://www.in.gov/che) then click on the eStudent link.

VU Financial Aid Office [www.vinu.edu/financialaid](http://www.vinu.edu/financialaid)

812-888-4361 or 800-742-9198 812-888-4261 (fax) fa@vinu.edu

Admissions e-mail: [vuadmit@vinu.edu](mailto:vuadmit@vinu.edu) 812-888-4313 or 800-742-9198

[vuadmissions@vinu.edu](mailto:vuadmissions@vinu.edu) 812-482-3030 or 800-809-8852

Other handy sites: [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

[www.finaid.org](http://www.finaid.org)

**(Over for how to avoid common FAFSA errors)**

*The more accurately you complete the FAFSA and the VU scholarship application, the more quickly we can determine your award. If you have questions about particular FAFSA items, the online FAFSA at [www.fafsa.gov](http://www.fafsa.gov) has a “Help and Hints” box to the right of each screen of items.*

## **How to avoid some common errors that hold up processing your FAFSA**

Suggestions courtesy of Vincennes University Student Financial Services

1. Read and follow directions carefully. Read the “Help and Hints” box to right of each FAFSA item on the Web window.
2. Make sure your name and Social Security number match those on your Social Security card, and make sure your birth date is correct. Be careful to have last and first names in correct order as asked for on the FAFSA.
3. Do not leave the answer to question 23 about drug conviction issues blank.
4. As you enter financial figures, follow directions about which lines to use from the version of the tax return that you filed (1040, 1040A, or 1040 EZ). If your taxes were filed early enough, use the IRS Retrieval method for completing the relevant sections of the FAFSA.
5. If you will not have your taxes filed by March 10, fill out the FAFSA anyway. Check the appropriate box in questions 32 and 80, then use figures from your prior year’s taxes for questions 35-45 and 85-94. As soon as you file your taxes, submit corrections to FAFSA for these questions. To beat the state deadline for filing corrections, do this by May 15.
6. Note that question 36 asks for your (the student’s) adjusted gross income, and question 37 asks how much tax you paid. Do NOT put the same figure for both these questions. You did not pay all your income (Q 36) in taxes (Q 37).
7. If you need to provide information about and from your parent(s), make sure parental name, Social Security number, and birth date are correct.
8. Note that question 85 asks for parental adjusted gross income, and question 86 asks how much parental tax was paid. Do NOT put the same figure for both these questions. Parents do not pay all their income (Q 85) in taxes (Q 86).
9. If you are a student who does not have to submit parental information, don’t forget to do Step Five and answer questions 95-102.
10. Make sure Vincennes University (college code 001843) is on your list of colleges. If you are most interested in VU, list us first.
11. It is a good idea to click “Run Final Check” as you finish entering data. This can help you avoid some errors.
12. Be sure to follow directions all the way to the end. Take your time. Ideally, you are signing your online FAFSA immediately with your FSA ID.  
If you have to submit parental information, your parent **must** sign the FAFSA:
  - **either** your parent must also e-sign using his/her own FSA ID (highly recommended),
  - **or** you must print out a signature page that a parent must sign and **mail to the FAFSA processing center**. (The address is on the signature page.)Be sure to follow the directions to the end in order to **submit** your FAFSA. **The processing center will not process your FAFSA until they have the required signature(s).**
13. If you later submit corrections, be sure you follow screens out to the end to e-sign and then submit the corrections. Both student and parent must sign most corrections.

**(Over for a financial aid checklist)**