Checklist Calendar for Students and Parents of Current Undergraduate Students Returning for 2019-2020

Authorize our office to discuss your financial information with your parents and other (if you have not already done so in a prior year)

☐ Compete the Authorization to Release Financial Information form by July 1
☐ Complete setup to designate Authorized Users, July 1st. Students can set up parents and others now in UVAPay.

Applying for all available forms of need-based financial aid

☐ Complete and submit the Free Application for Federal Student Aid, March 1
☐ Complete and submit the CSS/Profile, March 1
☐ Complete and submit the Financial Aid Application Certification Form, March 1
☐ Check your To Do List in SIS regularly for other required documents and complete them promptly

Accepting and using a Federal Direct Loan

☐ Accept or Reduce the loan amount in SIS after awards are Official, June
☐ Complete the Master Promissory Note at www.studentloans.gov, June
☐ Complete the Entrance Counseling at www.studentloans.gov, June

Applying for and using a Federal Parent PLUS Loan

☐ Complete the University’s Parent PLUS Loan Application, after May 1
☐ Complete the Federal PLUS Loan Application and Master Promissory Note at www.studentloans.gov, after May 1

Accepting Federal Work Study Awards

☐ Accept or Reduce the Federal Work Study amount in SIS after awards are Official, June
☐ Read the email detailing Federal Work Study procedures, July
☐ Review the work study postings on Handshake and apply for a job, August

Accepting and using a Federal Institutional Loan

☐ Accept or Reduce the loan amount in SIS after awards are Official, June (If you decline your Institutional, it cannot be reinstated to your award!)
☐ Complete the Master Promissory Note at https://heartland.ecsi.net/, June

Term Charges and Payment

☐ Review the Fall 2019 Term Charges, mid-July
☐ Pay Fall Semester Balance Due, August 14, 2019
☐ Review the Spring 2020 Term Charges, mid-December
Pay Spring Semester Balance Due, **January 8, 2020**

Enrolling in the [Payment Plan](#) (This is optional for every family, but you must enroll for each semester for which you want to use the payment plan; $45 per semester fee)

- Sign up for the payment plan

**Additional Checklist Calendar Items for all Students and Parents**

- Establish a monthly budget for your student for the Fall 2019 and Spring 2020 semesters.

- If you have a state pre-paid educational savings account, **contact the administrator early** to be sure they have all they need to get their payment to the University of Virginia before the August and January due dates. UVA will bill the Virginia Pre-paid Education Plan (VPEP) according to the roster they provide us each term. It is still your responsibility to let them know that you wish to have them make a distribution for each term you want them to pay.