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)

☐ Complete setup to designate Authorized Users, July 1st. Students can set up parents and others now in UVAPay. Without this account in place for parents and others who may be helping pay the student’s costs, federal law requires that SFS no longer disclose any information about the student account to anyone other than the student.

☐ 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.