

Tips
When to submit documents to the
Office of Financial Aid

NEED HELP ?

Submitting Documents

1. Read everything the Office of Financial Aid sends you.

We are either sending you information because it's valuable information for students and families, or we are asking you to submit information to our office. Either way, it's important that you read the correspondence (mostly via email) because it will direct you on how to maximize your financial aid eligibility and avoid problems.

2. Avoid errors by first reading the instructions on each form before you answer the questions.

Have you ever tried to follow a recipe? If you dump all the ingredients in a bowl without first reading the instructions, you sometimes end up with a mess. It might not be a big deal; you can throw out the cake if it doesn't turn out. But if you mess up your financial aid, you could end up with an empty pocketbook and no money to pay fees.

3. The Snail Trail.

Financial aid professionals can fix mistakes, but errors and incomplete applications or forms complicate the process and potentially can delay a timely payment of your financial aid award. After a week, if you are confident that you submitted your documents to our office, but they still appear on your TITAN Online To Do List, contact us for assistance. Keep in mind that incomplete documents will not be posted to your record and will be returned to you.

4. Follow up.

Return **all** requested documentation. We may ask you for a copy of your Federal Income Tax form. Even if you don't file a 1040, you'll need to turn in a certification form to let us know that too! We provide detailed instructions on all our forms to let you know what, if any, attachments must be included with the form, before we can begin the evaluation of your application. Reread #3 above to remind you as to what happens to incomplete forms.

