



Gordon College
University System of Georgia

OFFICE OF FINANCIAL AID

419 College Drive
Barnesville, GA 30204
678.359.5990 f. 770.358.5120
www.gdn.edu

2009-2010 Gordon College Financial Aid Application Process Checklist

<u>DID YOU:</u>	<u>DONE</u>	<u>DATE</u>
1. <i>Complete</i> the 2009-2010 Free Application for Federal Student Aid or The Renewal FAFSA? Visit www.fafsa.ed.gov . Remember to include Gordon's School Code of 001575.	<input type="checkbox"/>	_____
2. Notify the Gordon College Financial Aid Office in writing of all Scholarships, assistantships, tuition waivers and other aid you expect to receive for the 2009-2010 school year?	<input type="checkbox"/>	_____
3. Receive an electronic 2009-2010 Student Aid Report (SAR) from the Federal Processor? Or receive a light orange paper SAR if you did not <i>provide your email address on the FAFSA</i>).	<input type="checkbox"/>	_____
Is the SAR complete and correct?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If it is not correct, make corrections online or on Part 2 of SAR and mail it to the federal processing center as instructed on the SAR. The student and a parent must sign the correction at the time of submission.

If your electronic or **light orange paper SAR is correct *DO NOT* mail it to the Gordon College Financial Aid Office. We will electronically receive your Information from the U.S. Department of Education.**

4. Check your Application Status on Banner Web to see if your application Process is complete? You can view your award status by logging into your Banner Web Account, Selecting the "My Eligibility" link, selecting the "Student Requirements" link, selecting the "Aid Year 2009-2010" link and clicking the "Submit" button. Once here, you can view the status of your application. Any document listed in this section that does not have the word "completed" beside it means that the Financial Aid Office has not received it.

5. Print a **2009-2010 Verification Worksheet** (*if required to do so*) from the Gordon College Financial Aid website? **Please do not print this document unless instructed to do so by the Financial Aid Office.**

Yes No

If yes, have you completed the Verification Worksheet and submitted it to the Financial Aid Office with all requested documents? If no, have you submitted any other documentation that was requested by the Financial Aid Office? ****Please do not submit documentation to the Financial Aid Office unless it is requested.**

6. Have you received a paper copy of your award letter via U.S. Mail? You can also view an Electronic 2009-2010 Award notice by logging into your Banner Web Account, selecting the "My Award Information" link and then selecting the "Award By Aid Year" link. This will allow you to view your financial aid award(s). If you have not received an award letter, or if there is nothing on the screen, this means that either (a) you have not applied for financial aid; (b) you have not submitted requested documentation in order to complete your file or (c) the Financial Aid Office has not completed the review process, or (d) you do not qualify for certain types of aid. It is important to note that financial aid is sometimes awarded in incremental fashion. You are encouraged to periodically review your Banner Web Account for updates to your financial aid award letter.

7. In order to receive a student loan from Gordon College, the 2009-2010 Stafford Loan Request must be completed for the appropriate award year. For the 2009-2010 aid year, which includes the Fall 2009 semester, the Spring 2010 semester, and the Summer 2010 semester, the application can be accessed at the following link: <http://www.gdn.edu/FinancialAid/>. Select the 2009-10 Stafford Loan Request located in the tan box on the right side of the screen.

8. If you wish to apply for a Parent Plus loan, you need to complete and submit a Gordon College Federal Plus loan request form. You can find this form at <http://www.gdn.edu/FinancialAid/finaidforms.asp> under the Gordon College Financial Aid Office Forms (2009-2010 Forms).

9. If your student loan has been awarded, have you electronically signed your Master Promissory Note (when applicable)? The link to sign the form can be found at <http://www.gdn.edu/FinancialAid/finaidforms.asp>. Look for the Master Promissory Note (MPN) section at the bottom of the page. Select the link for your lender.

10. Once your Plus loan has been “approved” and awarded, you must complete the (Plus) Loan Promissory Note. You can find the link to sign the promissory note at <http://www.gdn.edu/FinancialAid/finaidforms.asp>. Look for the Master Promissory Note (MPN) section at the bottom of the page. Select the link for your lender.

APPLY EARLY! You should complete the 2009-2010 Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA as soon as the appropriate 2008 tax forms are complete.

Read all printed material. If you do not understand something, call the Financial Aid Office at 678-359-5990.

Keep a folder with copies of everything you submit, including instructions, application, and notifications.

Reply promptly to a request for additional information, even if you think the information has already been provided.

Make sure you provide your Gordon College Student ID number on all applications and submitted documentation.

Be sure all required signatures are on all applications and submitted documentation.

Use your full legal name on all applications. Do not use nicknames, abbreviations, or middle names as first names.