

2015–16 FINANCIAL AID ANNUAL CHECKLIST

The **Office of Financial Aid** is committed to providing our students with information related to their personal financial aid packages. Please use the checklist below as a reference guide to help you manage your financial aid account. If you have any questions, please contact financial aid at finaid@iit.edu or 312.567.7219, or visit finaid.iit.edu.

THIS SUMMER

- June 15** Submit all outstanding documentation to the Office of Financial Aid for the upcoming academic year. June 15 is the Priority Submission Date for documentation.
- July 7** Receive bill from the Office of Student Accounting for upcoming fall semester.
- Mid-July** Establish payment plan with the Office of Student Accounting if you plan to pay in installments for any portion of your bill not covered by scholarships or federal aid.
- July** Review financial aid award package and determine how you will pay your bill. Complete Master Promissory Note(s) and Entrance Counseling for Federal Loans at studentloans.gov.

FALL 2015

- Early August** Complete a Title IV Authorization Form with the Office of Student Accounting. This form allows IIT to apply financial aid to non-mandatory fees such as bookstore charges, library fines, and health insurance.
- August 24** Fall 2015 classes begin. Institutional scholarships and federal financial aid disburse to your account. Payments can be made through the portal, in the TouchNet system.
- September 5** Be sure to make any course schedule changes by this date. If you do not drop courses properly with the Registrar's Office, you could be charged!
- Early September** Check financial aid disbursement on your portal. If all aid is not disbursed but all requirements are satisfied, please contact our office.
- November** Register for spring classes. Double check bill is paid in full for the fall term. An outstanding invoice will prevent registration for additional terms.

Don't forget about important deadlines for the semester!

- Last day to accept a Perkins Loan—**September 15**
- Last day to accept federal loans for the fall semester—**November 20**

SPRING 2016

- Mid-December** Establish payment plan with the Office of Student Accounting if you plan to pay in installments for any portion of your bill not covered by scholarships or federal aid.
- Early January** File your Free Application for Federal Student Aid (FAFSA) for 2016–17 using IIT School Code **001691**. The priority deadline for IIT students is February 15. Use the IRS data retrieval tool for quick processing once your tax returns are submitted for 2015. Use an estimate of your taxes if necessary to submit your FAFSA early. It's okay to make changes later!
- January 9** Spring 2016 classes begin. Institutional scholarships and federal financial aid disburse to your account. Payments can be made through the portal, in the TouchNet system.
- January 23** Be sure to make any course schedule changes by this date. If you do not drop courses properly with the Registrar's Office, you could be charged!
- Early February** Check financial aid disbursement on the portal. If all aid is not disbursed but all requirements are satisfied, please contact our office.
- March** Receive 2016–17 award letter from Office of Financial Aid. Begin planning for next fall.
- April** Register for summer and fall terms. Double check bill is paid in full for spring term. An outstanding balance will prevent your registration for additional terms.

Don't forget about important deadlines for the semester!

- Last day to accept federal loans for spring semester (if your loan was not previously accepted in fall)—**April 15**