CONTINUING STUDENT CHECKLIST

- If living on campus, pay your $75 housing deposit online.
- If your 2014 federal taxes were filed electronically, within 1-2 weeks after filing, you should be able to retrieve your federal tax data right into your FAFSA. This option will streamline and expedite the processing of your financial aid application. If you are over 24 years of age, you only need to submit your taxes and, if married, you must also include your spouse’s taxes.
- Submit the completed 2015-16 FAFSA. This must be done each year. Complete the FAFSA, available after Jan 1, 2015, at www.fafsa.gov and be sure to include UW-L’s School Code, 003919. We strongly recommend that you use the IRS Data Retrieval option. In order to successfully use this option, you must have a 2014 federal income tax return filed with the IRS, have a valid Social Security Number, and have an unchanged marital status since December 31, 2014. When completing the tax information on the FAFSA, indicate “Already Filed” and select the IRS Data Retrieval option.
- It is recommended that you submit the FAFSA before UW-L’s priority date of March 15 in order to be considered for all financial aid programs, although the FAFSA can be completed throughout the academic year. Make sure your Social Security Number is correct on all forms.
- Apply for UW-L Scholarships. Information about UW-L Foundation scholarships is available at https://uwlaacademicworks.com. Applications must be submitted by February 15 each year.
- Apply for private scholarships. Information about 500+ external scholarships is available at www.uwlax.edu/finaid/scholarships.
- Register for courses. Current balances in your WINGS account must be paid before you can register for courses for upcoming terms. If you are not intending on being full time in the upcoming term, be sure to inform the Financial Aid Office so that your award can be adjusted accordingly. Remember that the cost of tuition and fees is the same for 12 through 18 credits so it is in the best interest of students to take as many credits as they are able to handle in a semester to take advantage of these “free” credits.
- Submit any additional forms specifically requested by the UW-L Financial Aid Office. When the results of your FAFSA are received by the Financial Aid Office, you will be sent an email. This email will also indicate whether there is additional documentation required from you. Any requested items will be listed in the “To-Do” section of your UW-L WINGS Student Center, https://wings.uwlax.edu.
- View your financial aid award on-line. Awarding starts after spring semester grades are posted. All students will receive an e-mail notification when their award is available to accept on their WINGS Student Center. You are able to accept, decline or reduce the aid offered. Click on the name of the award for more information about each award type.
- ONLY BORROW WHAT YOU NEED. Go to www.uwlax.edu/finaid/loans and choose Limit What You Borrow for a list of helpful suggestions.
- Review the “Guide To Your Financial Aid Award” for the upcoming academic year, available at www.uwlax.edu/finaid/accept/decline-your-award. Note the information regarding “Other Financing Options.”
- Complete a Direct Loan Master Promissory Note (MPN) and Entrance Counseling (ELC) if you have not already completed this requirement at UW-L or a previous academic institution. Both of these requirements can be completed at www.studentloans.gov and must be finalized before your loan can be applied to your student bill. If you have already completed these steps at another institution, they do not need to be completed again.
- Verify/change your refund option. All financial aid proceeds are applied first to the student’s university bill. If funds remain after the bill is paid in full, a refund is generated. When you activated your Tower One card, you chose one of three options for the handling of the refund: funds are applied to your Tower One debit account; funds are transferred to your personal bank (an ACH transfer); or a paper check is mailed to you. If you are receiving a paper check, be sure to confirm that the address on record is the correct address to have the check mailed to.
- Print and submit a Federal Parent PLUS Loan Request Form (available at www.uwlax.edu/finaid/Parent-PLUS-Loans). After reviewing the “Other Financing Options” many parents choose to take out a Federal Parent PLUS Loan on their student’s behalf. This loan is in the parent’s name and repayment of the loan is the parent’s responsibility. The parent must also complete a Parent PLUS Loan Master Promissory Note (Parent PLUS MPN), available at www.studentloans.gov. The maximum that can be borrowed in a Parent PLUS Loan is indicated on the student’s award as “Your Other Loan Eligibility.” Parents should wait until their student has received their award before submitting this form.
- Complete and submit the Family Educational Rights and Privacy Act (FERPA) Release Form (optional). The FERPA Act of 1974 protects the privacy of student records, including those created and maintained by the Financial Aid Office. The Financial Aid Office can not discuss your information with your parents, spouse or other individuals without your written permission. This release form will remain in effect for the current academic year and is available at www.uwlax.edu/finaid/FERPA-form.
- Check out the Financial Aid Office Newsletter at www.uwlax.edu/finaid/newsletter. A new issue is available around the first of each month and contains timely and useful information related to UW-L’s Financial Aid application process, scholarships, financial literacy events and more.
- Find helpful information on college and finances provided through the UW-La Crosse It Make$ Cents! financial literacy program. Information on budgeting, credit, saving/banking/investing, protection and how to pay for college is available by visiting www.uwlax.edu/it-makes-cents.