

CALIFORNIA STATE UNIVERSITY, SACRAMENTO STUDENT FINANCIAL AID DISBURSEMENT CHECKLIST

Use the Kiosk, call c@sper.[NET] at 278-8011, or come to the Financial Aid Office to find out if you have cleared every step necessary to receive your financial aid check disbursement. Check all which apply. If you cannot check all boxes which apply to you, you may not be receiving funds in the next disbursement.

1. AWARD

- I have applied for financial assistance and have been awarded from one or more programs.

Note: does not include Federal Work Study

2. RECORD COMPLETE

- I have provided all document requested by the financial aid office including my award letter

3. ENROLLMENT

- I have registered for the minimum number of units indicated on my award letter.
 - 12+ units - full time
 - 9-11 units - three quarter time
 - 6-8 units - half time
 - 0-5 units - less than half time (not eligible for a majority of programs)

Note: Graduate units weighed at 1.5 per unit

4. SATISFACTORY PROGRESS

- I have met the Satisfactory Progress policy
- I am not disqualified for not meeting the Satisfactory Progress policy

5. REPAYMENT

- I do not owe repayment on a grant

6. DEFAULT

- I am not in default on a federal student loan

7. FUND AVAILABILITY

- I have checked with my scholarship donor and the check has been sent.
- For Stafford/PLUS, I have maintained a minimum of ½time enrollment during the entire loan period (I have completed the loan counseling workshop at CSUS). MPN was acknowledged.
- I have written confirmation from CSAC that my Cal Grant is being transferred to CSUS.

Please see reverse side of this checklist for information on what to do if you were unable to check an appropriate box ----->

GENERAL FINANCIAL AID INFORMATION

1. If you have not applied for financial aid, pick up the FAFSA from the Financial Aid Office.

If you have applied for assistance and submitted your documents, make sure your file is complete on the Kiosk or c@asper.[NET]. If your file **is not** complete, please see a counselor in our office if you have questions on our request.

2. You must submit all requested documents. If you have questions, please see a counselor in our office.
3. Your financial aid award(s) will not be released until after you:
 - a. register for full-time units
 - b. inform our office in writing to revise your aid to your current units. (less than 6 units may result in cancellation; less than the *designated* minimum may result in cancellation of most aid, including scholarships)
4. You must meet the satisfactory progress guidelines to be eligible for assistance.
5. You must repay grant funds that you received for which you are not entitled.
6. You must clear your default status with the postsecondary institution for Perkins/Nursing loans; and with the guarantee agency for Stafford/PLUS or other FFELP loans, and DLSC for Direct Loans.
7. If funds are to be received from outside donors, lenders, and/or agencies as a single payment to CSUS, they must be received by our university prior to your receipt. If you do not receive your funds during disbursement, you may wish to inquire about your award with a counselor in our office.
8. A "hold" will be placed on your record if you do not meet one or more of the eligibility criteria. The Kiosk, c@asper.[NET], or the "How to Clear your Financial Aid Check Hold" fact sheet can provide assistance.
9. Generally, the Financial Aid Office will run checks once a week during the semester. If you have a hold and you have taken the necessary action to clear the hold, your check should be included in the following week's check run.