2015–2016 Financial Aid Checklist

☐ Apply for Admission and receive Acceptance Letter

☐ Access Email and VitNet
  • Grant access through Parent Portal to parents/spouse/other person on VitNet
    • Visit www.viterbo.edu/ParentPortal for step-by-step instructions

☐ Submit the 2015-16 Free Application for Federal Student Aid (FAFSA)
  • Form available at www.fafsa.gov after Jan. 1, 2015
  • Submit electronically on or before VU priority date of March 15, 2015

☐ Submit the 2015-16 Additional Information Form
  • Form available at www.viterbo.edu/financialaid
  • Submit to Viterbo Financial Aid Office on or before VU priority date of March 15, 2015
    • Email: fadocuments@viterbo.edu
    • Fax: 608-796-3859
    • Mail: Financial Aid Office, 900 Viterbo Drive, La Crosse, WI 54601

☐ Submit any additional information specifically requested by the Viterbo Financial Aid Office

☐ View your Award Letter via Vitnet
  • Notification and instructions will be sent to your Viterbo email account

☐ Review Financial Aid Award Letter Information and Complete Cost Estimate Worksheet
  • Information/Worksheet can be found at www.viterbo.edu/1516AwardLetterInfo

☐ Accept or Decline Financial Aid Awards via Vitnet
  • Instructions included in notification email

☐ Complete Sub/Unsub Master Promissory Note (first-time student borrowers only)
  • MPN available at www.studentloans.gov
  • Sign MPN using your FAFSA PIN or FSA ID

☐ Complete Entrance Counseling (new students only)
  • Available at www.studentloans.gov
  • Sign using your FAFSA PIN or FSA ID

☐ Complete PLUS Loan Request Form (parents)
  • Form found at www.viterbo.edu/1516AwardLetterInfo
  • Submit to Viterbo Financial Aid Office

☐ Complete PLUS Master Promissory Note (first-time parent borrowers only)
  • MPN available at www.studentloans.gov
  • Sign using your FAFSA PIN or FSA ID