Financial Aid Checklist
The following checklist indicates the various documents required for a successful Federal Student Aid (FSA) application process. Please see the next page for a brief explanation of each piece.

☐ Valid Government-Issued Photo ID

☐ FAFSA

☐ Official High School Transcripts (or equivalency)

☐ Reference Form

☐ Master Promissory Note (MPN) and Loan Entrance Counseling (LEC) (if needed)

☐ Clearance Letter (if needed)

☐ Verification Documents (if needed)

☐ GOFAO (FSA Award Acceptance)
Financial Aid Checklist
The following checklist is intended to simplify and streamline the application process for Federal Student Aid (FSA). For documents where the intended recipient is not otherwise indicated, please submit them to Grantham’s Office of Financial Aid at finaid@grantham.edu.

- **ID**
  - Government-issued photo ID

- **FAFSA**
  - The Free Application for Federal Student Aid (FAFSA) is the application developed by the U.S. Department of Education to determine a student’s eligibility for financial aid.
  
  Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for the FAFSA form and related instructions. To complete the FAFSA, you must have Grantham University’s school code, 041223, as well as your FSA PIN (go to [www.pin.ed.gov](http://www.pin.ed.gov) to obtain PIN). For additional questions, see the FAFSA contact page: [www.fafsa.ed.gov/contact.htm](http://www.fafsa.ed.gov/contact.htm).

- **Official High School Transcripts**
  - Transcripts must be received directly from the school. Some government documents, such as a DD214, may also provide proof of high school graduation. Your Grantham admissions representative can help you obtain your transcripts.

- **References**
  - Three references are required.

- **MPN and LEC (if needed)**
  - Note: This step is only required of students interested in obtaining loans. The U.S. Department of Education requires all first-time borrowers to complete Loan Entrance Counseling (LEC) and sign a Master Promissory Note (MPN). Loans will not be disbursed until these requirements have been fulfilled. Go to [www.studentloans.gov](http://www.studentloans.gov) to complete these steps online.

- **Clearance Letter (if needed)**
  - If you have attended and received financial aid from another school within the last year, you may need to submit a Financial Aid Clearance Letter.

- **Verification (if needed)**
  - Approximately 30% of students applying for federal aid are selected for verification and must complete a verification worksheet. Additionally, you may need to provide other documentation. If selected, you will be notified by the Department of Education via the Student Aid Report (SAR). You will also be notified by Grantham’s Office of Financial Aid.

- **GOFAO**
  - You will accept your financial aid award package via Grantham Online Financial Aid Office (GOFAO).
    1. You will be notified by Grantham’s Office of Financial Aid that you have been awarded financial aid.
    2. Log in to GOFAO at [https://gofao.grantham.edu](http://https://gofao.grantham.edu) to accept or decline your award package.

Necessary documentation: To help make the process for securing financial aid easier and faster, gather the following documentation prior to completing the FAFSA (list is not all inclusive):

- Social Security Number
- Driver’s License or other valid, unexpired government-issued ID
- W-2 forms and other records of money earned
- Federal Income Tax Return / Transcript
- Your untaxed income records
- Your parents’ Federal Income Tax Return (if you are a dependent student)
- Foreign Tax Return
- Veterans non-education benefit records
- Child support received
- Worker’s compensation

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