

2026-27 Financial Aid Checklist

1. Set Yourself Up (10–15 min)

- Create/verify your FSA ID (every FAFSA “contributor” needs their own: student + parent if dependent).
- Know your SSN, permanent address, and your parents’ full legal names & DOBs.
- Gather 2024 income info for 2026–27 (W-2s, untaxed income details).
- Decide who will be a parent contributor (for dependent students).

2. File the FAFSA (20–30 min total)

- Check the FAFSA open date for 2026–27 and file ASAP (earliest filing gets priority aid; date may shift—verify on studentaid.gov).
- Invite all contributors inside FAFSA; each must consent to IRS data transfer.
- List The University of Olivet as a school using code 002308.
- Submit; then save your confirmation page.

After you file:

- Watch for your FAFSA Submission Summary; fix any rejects or missing content.
- If you’re selected for verification, respond within 7 days.

3. State & institutional aid (Michigan students)

- Complete any state aid steps (e.g., Michigan Achievement Scholarship tasks in MiSSG, residency docs).
- Submit Olivet’s internal scholarship application (if applicable) by priority date.
- Upload outside scholarship letters to the portal so they’re included in your package.

4. Your offer & to-dos (when your aid offer posts)

- Read your financial aid offer in the portal (grants, scholarships, work-study, loans).
- Accept/decline work-study and loans (only what you need).

If borrowing federal loans for the first time:

- Entrance Counseling (student)
- Sub/Unsub MPN (student)

Parent borrowing?

- Parent completes Parent PLUS Application (credit check)
- Parent signs PLUS MPN (separate from the student’s MPN)

5. Special circumstances (as needed)

- Request a Professional Judgment review if your 2024 income doesn’t reflect your current situation (job loss, medical, etc.).
- Ask about dependency override if you cannot provide parent info due to unusual circumstances.
- Submit cost-of-attendance adjustments (one-time computer, required supplies, childcare, disability-related costs).

6. Before billing hits

- Enroll in a payment plan before the late-fee date.
- Set up direct deposit for refunds.
- Authorize parents/guardians in FERPA/Proxy/Authorized Payer to discuss your account.
- If using 529/tuition benefits, request disbursement early.

7. If you work on campus

- Complete hiring steps (I-9, W-4, direct deposit) and accept your work-study award.
- Track hours so you don’t exceed your semester allotment.

8. Stay eligible (every term)

- Meet Satisfactory Academic Progress (SAP): GPA, pace, and maximum timeframe.
- If placed on SAP warning/appeal, follow directions and deadlines immediately.

9. Just-in-time dates (fill these in when your calendar is set)

- FAFSA priority date: March 1, 2026
- Scholarship priority date: _____

Payment plan deadline (avoid late fee):

- First refund run (if eligible): _____
- Add/Drop deadline: _____
- Book voucher window: _____

10. Help when you need it

Book a 1:1 with Financial Aid (in-person or virtual):

- QR code at the right
- Email: FinAid@uolivet.edu
- Phone: 269-749-7645

Drop-in hours:

- Monday–Thursday 8 a.m.–5 p.m.
- Friday 8 a.m.–4 p.m.



THE UNIVERSITY of
OLIVET

OFFICE OF FINANCIAL AID

Questions?

Email: FinAid@uolivet.edu
Phone: 269-749-7645