



## **FINANCIAL AID CHECKLIST**

*These Steps need to be completed before financial aid can be processed.*

Please use this checklist to assist you in better understanding the financial aid process and the necessary steps required to complete your financial aid file.

	<b>Date Completed</b>
1. Apply for Financial Student Aid online at <a href="https://studentaid.gov/">https://studentaid.gov/</a> ( <b>Add our school code: 033274</b> )	
• File the 2019-2020 and 2020-2021 FAFSA ( <i>for Summer 2020, Fall 2020, Spring 2021</i> )	_____
• File the 2020-2021 and 2021-2022 FAFSA ( <i>for Summer 2021, Fall 2021, Spring 2022</i> )	_____
2. Complete Entrance Counseling	_____
3. Complete a Master Promissory Note (MPN) for Graduate/Professional Students	_____
4. Complete Annual Student Loan Acknowledgment	_____
5. Complete Application for Financial Aid (Attached)	_____
6. Complete Direct Loan Request Form (Attached)	_____
7. Complete this Financial Aid Checklist	_____

Once you have completed the steps above, email a copy of confirmation of completion (screenshot ok, for items 1 to 4) and completed forms (for items 5 to 7) to [faofficer@aimc.edu](mailto:faofficer@aimc.edu).

Your FEDERAL DIRECT LOANS will be disbursed in the Terms/Year you indicated in the AIMC DIRECT LOAN REQUEST FORM. Assuming all documents are in place & your attendance has been confirmed, funds will be disbursed from the Department of Education 6-8 weeks after the start of the term.

In addition, remember to budget your monies to last you until the start of the next trimester. Per federal regulations, funds may not be disbursed until the first week of the term for current students & second week of the term for new starts. (Students must post attendance and administrators must confirm attendance.)

To calculate the amount of funds you will have available for books and living expenses, first determine your tuition charge based on your unit load. (Please refer to <https://www.aimc.edu/msom-overview-tuition/>)

If you wish to pursue additional borrowing with a federal credit based Graduate PLUS Loan or to check if you are eligible for Federal Work Study, please contact the Financial Aid Office.

**AIMC BERKELEY, FINANCIAL AID DEPARTMENT**  
**[faofficer@aimc.edu](mailto:faofficer@aimc.edu) 510-666-8248 x 109**