

# ***Westfield State University Financial Information***

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***Document Title:*** FIN003: Financial Aid Application Process ***Effective Date:*** 2023-10-15 ***Document Number:*** FIN003

## **1. Overview/Purpose**

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This document outlines the procedures and policies for applying for financial aid at Westfield State University. It provides guidance on the Free Application for Federal Student Aid (FAFSA), application deadlines, the verification process, award notifications, and the process of accepting financial aid offers. The purpose is to ensure that all prospective and current students have a clear understanding of the steps required to secure financial assistance for their education at Westfield State University.

## ***2. FAFSA Requirements***

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*All students seeking federal and state financial aid must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is used to determine your Expected Family Contribution (EFC), which is a key factor in determining your eligibility for various aid programs. To complete the FAFSA, you will need the following information:*

- Your Social Security Number*
- Your Alien Registration Number (if you are not a U.S. citizen)*
- Your federal income tax returns, W-2s, and other records of money earned*
- Bank statements and records of investments (if applicable)*
- Records of untaxed income (if applicable)*
- An FSA ID to sign electronically.*

Students can file the FAFSA online at [studentaid.gov](https://studentaid.gov). Westfield State University's Federal School Code is **001234**.

### 3. Application Deadlines

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*It is crucial to submit all application materials by the specified deadlines to be considered for the maximum amount of financial aid. Late applications will be reviewed, but aid will be awarded based on the availability of funds.*

<i><b>Application Period</b></i>	<i><b>Priority Deadline</b></i>	<i><b>Final Deadline</b></i>
<i><b>Fall Semester</b></i>	<i>March 1</i>	<i>July 15</i>
<i><b>Spring Semester</b></i>	<i>October 1</i>	<i>December 1</i>
<i><b>Summer Session</b></i>	<i>February 1</i>	<i>April 1</i>

### 4. Verification Process

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Verification is a process used to confirm the accuracy of the information provided on your FAFSA. The U.S. Department of Education selects a subset of students for verification. If you are selected, the Westfield State University Student Financial Services Office will notify you via email and your student portal. You will be required to submit additional documentation, which may include:

- A Verification Worksheet
- Copies of your and/or your parents' federal tax transcripts
- Proof of untaxed income
- Other documents as requested

Failure to submit the required documents in a timely manner will result in a delay in the processing of your financial aid and may affect your eligibility for certain funds. The deadline for submitting all verification documents is **30 days** from the date of the initial request.

## 5. Award Notification Timeline

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Financial aid award notifications are sent to students who have been accepted to the university and have a complete financial aid file. The timeline for award notifications is as follows:

Student Type	Application Completion Date	Award Notification Date
New Students (Fall)	By March 1	Starting mid-March
Returning Students (Fall)	By March 1	Starting mid-June
New & Returning Students (Spring)	By October 1	Starting mid-October

Award notifications will be sent to your Westfield State University email address and will be available on your student portal. The award notification will detail the types and amounts of aid you are eligible to receive, including grants, scholarships, loans, and work-study.

## 6. Accepting Aid Offers

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Once you receive your award notification, you must formally accept or decline each type of aid offered. This can be done through your student portal. You have the option to accept the full amount offered or a lesser amount. To accept your aid, follow these steps:

1. Log in to your MyWestfield student portal.
2. Navigate to the “Financial Aid” section.
3. Select the “Award” tab for the correct aid year.
4. Review your awards and select “Accept” or “Decline” for each fund.
5. If accepting a loan, you will be required to complete Entrance Counseling and a Master Promissory Note (MPN) at [studentaid.gov](https://studentaid.gov).

The deadline to accept your financial aid offer is **May 1** for new students and **July 1** for returning students for the Fall semester. For the Spring semester, the deadline is **December 15**.

## 7. Contact Information

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For any questions or assistance with the financial aid process, please contact the Student Financial Services Office:

- **Location:** Westfield Administration Building, Room 210
- **Phone:** (555) 123-4567
- **Email:** [finaid@westfieldstate.edu](mailto:finaid@westfieldstate.edu)
- **Office Hours:** Monday - Friday, 8:30 AM - 4:30 PM

## 8. Related Policies and Resources

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- **Satisfactory Academic Progress (SAP):** All financial aid recipients must maintain Satisfactory Academic Progress to remain eligible for aid. The SAP policy can be found on the university website.
- **Cost of Attendance:** The estimated Cost of Attendance, including tuition, fees, room, board, and other expenses, is available on the Admissions website.
- **Scholarship Opportunities:** Information on institutional and external scholarships can be found on the Financial Aid section of the university website.

## 9. Frequently Asked Questions (FAQs)

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**Q: What is the difference between a subsidized and unsubsidized loan?**

A: A subsidized loan is a need-based loan where the federal government pays the interest while you are in school at least half-time. An unsubsidized loan is not need-based, and you are responsible for the interest that accrues while you are in school.

**Q: Can I use my financial aid to pay for off-campus housing?**

A: Yes, if you have a credit balance after your tuition, fees, and other university charges are paid, you will receive a refund that can be used for off-campus living expenses.

**Q: What happens if my family's financial situation changes?**

A: If your family experiences a significant change in income, you may be eligible for a special circumstances review. Contact the Student Financial Services Office to discuss your situation.

## 10. Revision History

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Version	Date	Author	Change Description
1.0	2023-10-15	Student Financial Services	Initial document creation.