



## **Financial Aid Checklist** **2024-2025**

***Students must apply every year for financial aid. To maintain eligibility, a student must remain enrolled on at least a half-time basis. Definitions of half-time status can be found in the Student Handbook at <https://commonwealthlaw.widener.edu/>.***

**Incoming Students** must be accepted to Widener Law Commonwealth before their completed financial aid files will be reviewed. Incoming students have a priority filing date of June 13<sup>th</sup>, 2024; however, financial aid information will be accepted throughout the summer. It is strongly recommended that the required forms are completed as soon as possible.

**Returning Students** whose FAFSA results are received by the Financial Aid Office on or before **April 5<sup>th</sup>, 2024**, will receive priority consideration in the awarding process and in determining eligibility for the Federal Work-Study Program.

\*Please note that there may be a delay in processing and receipt of funds if your paperwork is completed after August 1<sup>st</sup>, 2024.

*Please refer to this checklist to complete your financial aid application.*

- ☐ **Federal Student Aid ID (FSA ID):** Students wishing to use Federal Financial Aid will first need to create an FSA ID and Password at <https://fsaid.ed.gov>. The FSA ID replaced the PIN effective May 2015.
- ☐ **Free Application for Federal Student Aid (FAFSA):** Students wishing to use Federal Financial Aid need to complete the 2024-2025 FAFSA online at <https://studentaid.gov/h/apply-for-aid/fafsa>. The results of the processed FAFSA (the Student Aid Report or SAR) will be sent to the student and school electronically, provided our school code is indicated. **The code is E00656.** If Widener Law Commonwealth is not listed on the SAR, please go online to add our campus.
- *Students selected for verification will be notified of what documentation must be submitted. Selection may occur in two forms: students may be selected by the U.S. Department of Education or at the discretion of the Financial Aid Office.*
- *Students may begin completing their 2024-2025 FAFSA on **December 30, 2023**. Students will provide prior, prior year tax information (2022) and should use the IRS (Internal Revenue Service) Data Retrieval Tool.*
- *Returning students who wish to be considered for Federal Work-Study Funds should complete their 2024-2025 FAFSA by **April 4th** to meet the **April 5th** priority filing.*
- ☐ **Financial Aid Data Form:** Students should indicate on the form the amount of funding they would like to receive from the Federal Direct Unsubsidized Loan Program. Incoming students should return the form as soon as possible to [cwfinaid@widener.edu](mailto:cwfinaid@widener.edu). (Form will be sent to students to complete).

- **Federal Direct Unsubsidized Loan Applications:** All incoming students and returning students borrowing for the first time from the Federal Direct Loan Program in 2023-2024 must complete a Master Promissory Note (MPN) for the Direct Subsidized/Unsubsidized Loan at <https://studentaid.gov/mpn/>. Returning students that borrowed a Federal Direct Unsubsidized Loan in 2023-2024 only need to complete the Free Application for Federal Student Aid (FAFSA).
- **Federal Direct PLUS Loan Applications:** Students can apply for the Federal Direct Graduate PLUS Loan at <https://studentaid.gov/plus-app/grad/landing>. This loan requires a credit check. To qualify for a PLUS Loan, applicants must not have an adverse credit history. If denied, students are provided the option to obtain an endorser (cosigner). If borrowing, a PLUS MPN will also need to be completed at <https://studentaid.gov/mpn/>. ***Due to credit expiration dates, please wait to complete this application until after May 1, 2024.***
- **Summer Intent Form (Returning students only):** Students intending to take summer classes or study abroad at another institution, and would like to receive financial aid, must complete a Summer Intent Form. It is recommended that students set up an appointment with the Financial Aid Office to review their summer borrowing options. Students can submit this form via their Widener email to [cwfinaid@widener.edu](mailto:cwfinaid@widener.edu). This form is not required to meet the priority filing deadline of April 5th; however, it needs to be completed and submitted before summer classes begin.

**Contact Information:**

Financial Aid Office  
3737 Vartan Way  
Harrisburg, PA 17110  
Phone: 610-490-7105

Email: [cwfinaid@widener.edu](mailto:cwfinaid@widener.edu)

*(Feel free to email to schedule a Zoom call!)*