

# Financial Aid Office

University of South Carolina Lancaster  
PO Box 889 • Lancaster, SC 29721-0889  
Phone: 803-313-7068 • Fax: 803-313-7168 • E-mail: [usclfa@mailbox.sc.edu](mailto:usclfa@mailbox.sc.edu);  
<http://usclanaster.sc.edu/finaid/index.html>

# FINANCIAL AID CHECK LIST

Apply	
<input type="checkbox"/>	<p><b>1.) Apply for Admissions</b></p> <p>a. <a href="http://usclanaster.sc.edu/admissions/Admissions.htm">http://usclanaster.sc.edu/admissions/Admissions.htm</a></p> <p>b. Click on “Complete Your Admission Application ONLINE” or complete an admission application in the Admissions Office.</p> <p>c. There is a \$40 Application Fee</p> <p>d. You will also need to:</p> <ul style="list-style-type: none"><li>i. Complete Citizenship Verification</li><li>ii. Complete State Residency Confirmation</li><li>iii. Complete Immunization Records</li><li>iv. Send all transcripts (high school and college)</li></ul> <p>e. Once admitted, you will receive instructions for VIP</p> <ul style="list-style-type: none"><li>• <i>LIFE Scholarships</i> are awarded automatically provided that you are eligible and the following requirements have been completed:<ul style="list-style-type: none"><li>○ In-state Residency has been confirmed</li><li>○ Final High School Transcript has been evaluated</li></ul></li></ul>
<input type="checkbox"/>	<p><b>2.) Scholarships</b></p> <p>a. You can apply for USC Lancaster Scholarships at: <a href="http://usclanaster.sc.edu/finaid/scholshp.htm">http://usclanaster.sc.edu/finaid/scholshp.htm</a></p> <p>b. You can search for other scholarships on-line: We suggest: <a href="http://www.fastweb.com/">http://www.fastweb.com/</a> and <a href="http://www.schoolsoup.com/">http://www.schoolsoup.com/</a></p> <p>c. You must report all non-USCL scholarships to the Financial Aid Office</p> <p>d. Scholarship checks sent to the school will be applied to the student’s account as financial aid.</p>
<input type="checkbox"/>	<p><b>3.) File the FAFSA (Free Application for Federal Student Aid)</b></p> <p>a. To be considered for federal aid and loans File a FAFSA at: <a href="http://www.fafsa.gov">www.fafsa.gov</a></p> <p>b. Use your/your parents’ 2011 tax returns</p> <p>c. Add USCL School Code: <b>003453</b></p> <p>d. Be sure to sign it with Federal Student Aid PINs</p> <p>e. You will need your parents’ taxes and a PIN for them if you are under the age of twenty four (24).</p> <p>f. The USCL Financial Aid Office should receive the FAFSA within one week.</p> <p>g. You will not receive a letter from USCL unless further information is needed.</p>
<input type="checkbox"/>	<p><b>4.) Get Advised and Register for Classes</b></p> <p>a. Your advisor will be listed on your admissions letter.</p> <p>b. If you attend Orientation, you will be advised and register for classes at that time.</p> <p>c. If you don’t attend Orientation, make an appointment to be advised.</p> <p>d. You can be awarded aid before registering for classes.</p>



126 Starr Hall  
803-313-7149  
Fax: 803-313-7116

Complete  
Your Admission Application  
**ONLINE**

Citizenship Verification





START HERE  
GO FURTHER  
FEDERAL STUDENT AID

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Check your Status										
<input type="checkbox"/>	<p><b>5.) Learn how to use VIP</b></p> <ol style="list-style-type: none"> <li>Go to this website: <a href="https://vip.sc.edu/">https://vip.sc.edu/</a></li> <li>Click on "LOGIN TO VIP"</li> <li>If you are a first time user, click "New Student User" and read.</li> <li>Enter your USC Identification number (social security number) and temporary password.</li> <li>If you are a first-time user of VIP, <b>set your VIP PIN.</b></li> <li>Select "Technology" to change your password.</li> <li>You can now access your USCL E-mail account.</li> </ol> 									
<input type="checkbox"/>	<p><b>6.) Check your USCL E-mail account</b></p> <ol style="list-style-type: none"> <li>Go to <a href="http://usclanaster.sc.edu/">http://usclanaster.sc.edu/</a></li> <li>Click on "OUTLOOK LIVE@EDU"</li> <li>The Financial Aid Office will send e-mails about your "Financial Aid Application Status"</li> <li>and your "Financial Aid Award Status".</li> </ol> 									
<input type="checkbox"/>	<p><b>7.) Check the status of your FAFSA</b></p> <ol style="list-style-type: none"> <li>In VIP, Click on "Financial"</li> <li>Under <b>Financial Aid</b></li> <li>Select <b>SHOW ME Financial Aid Application Status</b> for <b>2012-2013</b> at <b>Lancaster</b></li> <li>If "Incomplete" click on that word to find out what is wrong.</li> <li>Read each issue and how to resolve it.</li> <li>Federal Financial Aid cannot be awarded until your application is "Complete".</li> <li>Applications should be complete by <b>April 15<sup>th</sup></b> to be considered for limited funding awards.</li> <li>Applications should be complete by <b>August 1<sup>st</sup></b> to be awarded aid to pay the Fall Term bill.</li> </ol>									
<input type="checkbox"/>	<p><b>8.) If selected for Verification</b></p> <ol style="list-style-type: none"> <li>Download a "Verification Worksheet" from:  <a href="http://usclanaster.sc.edu/finaid/Forms/index.html">http://usclanaster.sc.edu/finaid/Forms/index.html</a> <table border="1" data-bbox="406 1354 1234 1543"> <tbody> <tr> <td><b>Verification Worksheet, Dependent Student</b></td> <td>12-13</td> <td>Worksheet to complete for students selected for verification. Dependent students must include parent information as well. Both the student and parent must sign the form.</td> </tr> <tr> <td><b>Verification Worksheet, Independent Student</b></td> <td>12-13</td> <td>Worksheet to complete for students selected for verification. Independent students need only include themselves and their spouses (if applicable) information, not parent information.</td> </tr> </tbody> </table> </li> <li>Complete and fax this form to the Financial Aid Office</li> <li>Send us your tax information by:                     <ol style="list-style-type: none"> <li>Completing the IRS Data Retrieval on the FAFSA. Instructions can be found at <a href="http://usclanaster.sc.edu/finaid/Forms/index.html">http://usclanaster.sc.edu/finaid/Forms/index.html</a> <table border="1" data-bbox="503 1701 1429 1785"> <tbody> <tr> <td><b>Verification, IRS Datamatch Instructions</b></td> <td>12-13</td> <td>If you were selected for verification, you may provide your IRS Tax Information through the IRS Datamatch process. Follow these instructions.</td> </tr> </tbody> </table> </li> <li>OR, by ordering an IRS Tax Transcript online from <a href="http://www.irs.gov">www.irs.gov</a> or by phone at <b>1-800-908-9946.</b></li> </ol> </li> </ol>	<b>Verification Worksheet, Dependent Student</b>	12-13	Worksheet to complete for students selected for verification. Dependent students must include parent information as well. Both the student and parent must sign the form.	<b>Verification Worksheet, Independent Student</b>	12-13	Worksheet to complete for students selected for verification. Independent students need only include themselves and their spouses (if applicable) information, not parent information.	<b>Verification, IRS Datamatch Instructions</b>	12-13	If you were selected for verification, you may provide your IRS Tax Information through the IRS Datamatch process. Follow these instructions.
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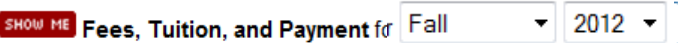
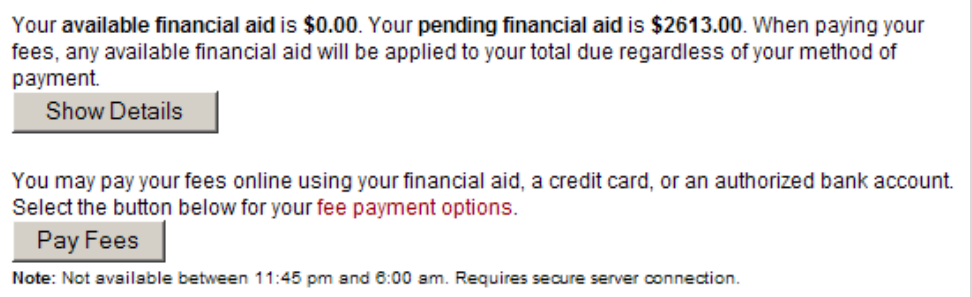
FINANCIAL AID CHECK LIST

Review Awards							
<input type="checkbox"/>	<p><b>9.) Check your awards.</b></p> <p>a. Click on “Financial”</p> <p>b. Under <b>Financial Aid</b></p> <p>c. Select <b>SHOW ME Financial Aid Awards</b> for <b>2012-2013</b> at <b>Lancaster</b></p> <p>d. You will be presented your awards for both Fall and Spring semesters.</p> <p>e. Awards may continue to be adjusted. You will receive an e-mail each time.</p> <ul style="list-style-type: none"> <li>Awards may begin appearing on VIP as early as May 1<sup>st</sup></li> </ul>						
<input type="checkbox"/>	<p><b>10.) Read the Award Terms and Conditions</b> for important information about your awards.</p> <p>They can be found on-line at: <a href="http://www.sc.edu/financialaid/tandc.html">http://www.sc.edu/financialaid/tandc.html</a></p>						
<input type="checkbox"/>	<p><b>11.) Complete State Affidavits (LIFE, SC Need Based Grant, Lottery Tuition Assistance)</b></p> <p>a. State grants and scholarships require affidavits to be signed to accept the awards.</p> <p>b. If an award says “Award On Hold, See Financial Aid”, it probably needs an affidavit.</p> <p>c. Download the affidavits or certificates from:  <a href="http://usclanaster.sc.edu/finaid/Forms/index.html">http://usclanaster.sc.edu/finaid/Forms/index.html</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>LIFE Scholarship Affidavit</b></td> <td style="text-align: center;">12-13</td> <td>If you are a LIFE Scholarship recipient, you must read and complete this affidavit to receive your scholarship. You must also read the Terms and Conditions on VIP.</td> </tr> <tr> <td style="text-align: center;"><b>Lottery Tuition Assistance Certification</b></td> <td style="text-align: center;">12-13</td> <td>If you are a Lottery Tuition Assistance recipient, you must read and complete this affidavit to receive your grant. You must also read the Terms and Conditions on VIP.</td> </tr> </table>	<b>LIFE Scholarship Affidavit</b>	12-13	If you are a LIFE Scholarship recipient, you must read and complete this affidavit to receive your scholarship. You must also read the Terms and Conditions on VIP.	<b>Lottery Tuition Assistance Certification</b>	12-13	If you are a Lottery Tuition Assistance recipient, you must read and complete this affidavit to receive your grant. You must also read the Terms and Conditions on VIP.
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<input type="checkbox"/>	<p><b>12.) Accept or Decline Loans.</b></p> <p>a. You will be offered students loans, but you must decide if you wish to accept them.</p> <p>b. Download the “Direct Stafford Loan First Time Borrower Instructions” from:  <a href="http://usclanaster.sc.edu/finaid/Forms/index.html">http://usclanaster.sc.edu/finaid/Forms/index.html</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>Direct Stafford Loan First Time Borrower Instructions</b></td> <td style="text-align: center;">12-13</td> <td>If you are borrowing a Federal Direct Stafford Loan, you will need to review and follow these instructions. For more information on Direct Loans, please see this web site:  <a href="https://studentloans.gov/myDirectLoan/index.action">https://studentloans.gov/myDirectLoan/index.action</a></td> </tr> </table> <p>c. Follow those instructions to accept, decline or reduce your loans.</p>	<b>Direct Stafford Loan First Time Borrower Instructions</b>	12-13	If you are borrowing a Federal Direct Stafford Loan, you will need to review and follow these instructions. For more information on Direct Loans, please see this web site: <a href="https://studentloans.gov/myDirectLoan/index.action">https://studentloans.gov/myDirectLoan/index.action</a>			
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<input type="checkbox"/>	<p><b>13.) Adjust Hours</b></p> <p>a. All students are awarded as full-time (12 or more hours per term).</p> <p>b. If you intend to be in fewer hours you must request we adjust your financial aid.</p> <p>c. Download the “Minimum Hours Adjustment Form” from:  <a href="http://usclanaster.sc.edu/finaid/Forms/index.html">http://usclanaster.sc.edu/finaid/Forms/index.html</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>Minimum Hours Adjustment Request</b></td> <td style="text-align: center;">12-13</td> <td>If you are taking less than full time (&lt;12 hours), or if you are changing the number of hours you are enrolled for, you must inform the Financial Aid Office so your awards can be adjusted. Complete and return this form.</td> </tr> </table> <p>d. Most grants and scholarships will be adjusted, though loans may not be.</p> <p>e. After classes begin meet with the Financial Aid Office BEFORE you drop a class.</p>	<b>Minimum Hours Adjustment Request</b>	12-13	If you are taking less than full time (<12 hours), or if you are changing the number of hours you are enrolled for, you must inform the Financial Aid Office so your awards can be adjusted. Complete and return this form.			
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<b>Register for Classes and Pay your Bill</b>	
<input type="checkbox"/>	<p><b>14.) Complete the Direct Deposit Form</b></p> <ol style="list-style-type: none"><li>If your Financial Aid exceeds your bill, you will receive an "Overage".</li><li>Your <b>overage will be sent by Direct Deposit</b> to your bank account.</li><li>To set up Direct Deposit:<ol style="list-style-type: none"><li>Download the "<b>Direct Deposit Form</b>" from: <a href="http://usclanaster.sc.edu/finaid/Forms/index.html">http://usclanaster.sc.edu/finaid/Forms/index.html</a></li><li>Complete this form</li><li>Attach a voided check or depository form</li><li>Mail back to the address on the form.</li></ol></li></ol>
<input type="checkbox"/>	<p><b>15.) Pay your Bill on VIP.</b></p> <ol style="list-style-type: none"><li>After you have been advised and register for classes, your bill will be generated.</li><li>On VIP, Click on "<b>Financial</b>"</li><li>Under <b>Fees and Payment</b></li><li>Select </li><li>Click on "<b>Pay Fees</b>"</li><li><p>Your available financial aid is \$0.00. Your pending financial aid is \$2613.00. When paying your fees, any available financial aid will be applied to your total due regardless of your method of payment.</p><p>You may pay your fees online using your financial aid, a credit card, or an authorized bank account. Select the button below for your <b>fee payment options</b>.</p><p>Note: Not available between 11:45 pm and 6:00 am. Requires secure server connection.</p></li><li>You will be given the options to pay any amount not met by financial aid.</li></ol>
<input type="checkbox"/>	<p><b>16.) Financial Aid Overages</b></p> <ol style="list-style-type: none"><li>If your Financial Aid is greater than your tuition and fees, you will receive an Overage.</li><li>Overages are a refund of aid you are awarded or loans you borrow.</li><li>Overages cannot be disbursed until ten days before classes begin.</li><li><b>Overages will be directly deposited</b> into your bank account <b>See Step 14 to sign up for Direct Deposit</b></li><li>Any overages not deposited will be cut as checks and mailed.</li></ol>
<b>Follow Up</b>	
<input type="checkbox"/>	<p><b>17.) ALWAYS check with Financial Aid before Dropping or Adding Classes.</b></p>
<input type="checkbox"/>	<p><b>18.) File the FAFSA every year.</b> It is available starting January 1<sup>st</sup> at <a href="http://FAFSA.ed.gov/">http://FAFSA.ed.gov/</a></p>