INCOMING STUDENT FINANCIAL VALIDATION CHECKLIST

In order to be financially validated to attend Houghton College in the fall, please follow the steps below! You will receive a Financial Validation Confirmation via email in August once you are cleared, and you may also check your status in Student Self-Service at that time.

STEP 1: Financial Aid Applications

- ☐ Free Application for Federal Student Aid (FAFSA) at fafsa.gov, *if applying for federal aid*
- ☐ New York State Tuition Assistance Program (TAP) at hesc.ny.gov*, if a New York State resident*

STEP 2: Verification Documents, *if requested*

- ☐ If you are selected for the federal verification process, you will receive notification from Student Financial Services (typically by early May) outlining the required paperwork. Please contact our office with any questions and return the requested documentation.

STEP 3: Finalize enrollment and register for fall courses

- ☐ Provide your Final High School Transcript to Admission and Immunization Records to the Health Center no later than **July 15th**.
- ☐ Submit your course selection form, if you have not already done so, in order to avoid errors on your July billing statement.

STEP 4: Outside Scholarship Award Letters/Church Matching Scholarship forms

- ☐ Submit outside scholarship award letters and/or church matching scholarship forms to the Student Financial Services Office as soon as you receive them! In order to be certain that they are reflected on your billing statement, please submit them by **June 15th**.

STEP 5: Waive Houghton College Health Insurance

- ☐ *If you are already covered by a health insurance plan, you may waive the Houghton coverage at WellfleetStudent.com **between May 24th and June 12th**. If you do not complete the waiver, the policy fee of $2,205.00 will be reflected on your fall bill.

STEP 6: Complete Consent Forms and View Bill

- ☐ In May/June, review your Student Account Center(SAC) with your **Houghton credentials** at **https://paymybill.houghton.edu**. Your fall bill will be issued in **early July**.
- ☐ If you would like to share SAC access with a parent/guardian, be sure to click "Add an Authorized Party."
- ☐ Complete the electronic **Billing and Financial Permissions Form**, using your Houghton College email and password.
- ☐ If you would like Houghton College to be able to speak with a parent/guardian regarding your educational/financial information, complete the **Family Education Rights and Privileges Act (FERPA) form** for each approved party.

*Health Insurance Rate Subject to Change Pending NYS Approval (5/7/2021)

STEP 7: Cover your Total Balance by August 6th

- □ If borrowing Federal Direct Subsidized/Unsubsidized Loans, complete Entrance Counseling and the Master Promissory Note (see enclosed instructions).
- □ If applying for a Private Loan with a credit-worthy cosigner, or if a parent is applying for a Parent PLUS Loan, we must receive notification of the approved application by August 6th. See enclosed information.
- □ If using a monthly payment plan to cover the balance, enroll at https://paymybill.houghton.edu. See Student Account Center page later in this packet.
- □ Direct payments may be made via postal mail, online at https://paymybill.houghton.edu.

STEP 8: Congratulations! You're Financially Validated!

- □ Watch for an email from Student Financial Services with your Fall Financial Validation Confirmation no later than August 24th. You may also check your financial validation status in Student Self-Service.