Important Dates/Instructions/How to Apply for Aid for Next School Year and the 2015 Summer Semester

How Will the Financial Aid Office Communicate With You?
Correspondence issued by the financial aid office is always addressed to the student, never a parent or guardian. During regular in-school terms (August–May), mail is sent to a student’s local/campus address, as maintained by the registrar’s office, or via the Viterbo email system. Students are asked to check both postal mail and Viterbo email regularly for updates. If a student lives in Viterbo housing, postal mail is sent to their residence hall/apartment mailbox during the regular fall/spring in-school periods. During vacation periods, including summer months, mail for the student is sent to the home/preferred address that the student has given to the registrar’s office. Students are advised to keep their mailing information current at all times. Financial Aid deadline extensions will not be made for undelivered or returned mail due to a student’s failure to provide correct address information or to check their mail/email. (Note: Other Viterbo offices/departments may have alternate postal/email protocols. The above stated procedures are for Financial Aid Office communications only.)

How/When to Apply for Financial Aid for Fall 2015/Spring 2016
Two forms are required to apply for financial aid:
Both the (1) 2015–16 Viterbo University-Additional Information Form* and (2) 2015–16 Free Application for Federal Student Aid (FAFSA) are due by midnight March 15, 2015 to be considered on time. FAFSA filing instructions are included with this mailing. Failure to submit both forms on or before March 15 will reduce aid available for consideration. In addition, failure to submit follow-up requests for information/supporting documentation within 30 days of the first request for such information may jeopardize your eligibility for assistance.

*Available at www.viterbo.edu/financialaid, or, a paper copy can be requested from the financial aid office: 608-796-3900 or Murphy Center room 218, or email FinancialAid@viterbo.edu

Absolute deadline to send in required materials to receive aid for fall 2015 semester is Dec. 7, 2015.
Deadline to submit materials for spring 2016 aid is April 25, 2016.

How/When to Apply for Financial Aid for 2015 Summer
Summer aid application available Feb. 3, 2015 (online at www.viterbo.edu/financialaid or paper version from the financial aid office). You must also have a 2014–15 FAFSA** on file (see information below).

You must be registered for all of your summer semester credits by May 15, 2015 to receive aid for the summer.

Last date to turn in the aid application, and any requested follow-up materials for summer financial aid, is Aug. 3, 2015.
**The last date to submit a 2014–15 FAFSA for 2015 summer consideration is June 30, 2015.

(More important information on next page)
How/When to Apply for 2015 Summer Jobs On Campus

Applications will be available **March 2, 2015** for summer on-campus jobs. Both full time and part time positions are available.

**NOTE:** Summer on-campus jobs are paid 100 percent from Viterbo resources and are not considered financial aid, unlike the regular school year which is federally funded and based solely on financial need per the FAFSA process. Any Viterbo student may apply for work during the summer. Department supervisors will have responsibility for interviewing and hiring students for their specific areas. **This is not a first come, first serve process** and there is no guarantee of employment based on date of application alone. **Application/hiring deadline is June 19, 2015.**

Scholarship Opportunities for 2015–2016 School Year

Applications for the scholarships listed below will be available on **Feb. 2, 2015**. Application(s) can be picked up in the financial aid office or will be mailed to you upon request:

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Eligibility</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. Senty Families</td>
<td>Parent employed at a company owned or operated by the Senty family</td>
<td><strong>Deadline = March 2</strong></td>
</tr>
<tr>
<td>John and Anna Mann</td>
<td>Student, parent, or grandparent a member of St. Mary’s, Gays Mills or St. Philip’s, Soldiers Grove</td>
<td><strong>Deadline = March 2</strong></td>
</tr>
<tr>
<td>Norman Gillette</td>
<td>Student or parent is an employee of Pepsi-Cola Bottling of La Crosse</td>
<td><strong>Deadline = March 2</strong></td>
</tr>
<tr>
<td>White Cane Club</td>
<td>Student is visually impaired and/or is learning disabled with a visual perception problem</td>
<td><strong>Deadline = March 2</strong></td>
</tr>
<tr>
<td>AAUW for Continuing Students</td>
<td>Junior or higher with cumulative GPA of 3.00 or greater</td>
<td><strong>Deadline = Feb. 13</strong></td>
</tr>
<tr>
<td>AAUW Janet Isler Memorial</td>
<td>Admitted to Teacher Education, Full time 2015–16</td>
<td><strong>Deadline = Feb. 13</strong></td>
</tr>
<tr>
<td>Avant</td>
<td>Female, 25 years old or older with at least Junior standing</td>
<td><strong>Deadline = March 2</strong></td>
</tr>
</tbody>
</table>

Other Tips for Finding Scholarships

• Scholarship information may also be available on the bulletin board outside the financial aid office Murphy Center room 218.
• Some on-campus academic and athletic departments have program-specific scholarship resources so you are advised to inquire here as well.
• Use “free” scholarship search service(s) such as Fastweb.com or SchoolSoup.com. It is recommended that you do not use a service which requires a fee for the results.

Privacy/Confidentiality Issues

The application for financial aid is considered to be solely the student’s application and, as a result, will limit the information we are able to share with anyone other than the student, including the student’s parent(s). While we realize this may be frustrating for parents and students, please understand we are following federal regulations, which if violated, may jeopardize our institutional eligibility for federal funding for all of our students.