

**CLAFLIN UNIVERSITY
OFFICE OF STUDENT FINANCIAL AID
STUDENT FILE CHECKLIST
2019-2020**

Please check (✓) each document, as it is needed to award the student.

Student's Name: _____
Last Name, First Name M.I.

Social Security Number: _____ - _____ - _____

Student's ID#: _____

File Audit Completed	
Date	Initials
_____	_____
_____	_____
_____	_____
_____	_____

Item is on file

Yes	No	N/A	Description of Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2019-2020 Verification Worksheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 Student/ Spouse Federal Tax Transcript/2017 Untaxed Income Documentation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017 Parent(s) Federal Tax Transcript/Untaxed Income Documentation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Claflin University Master Application Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Claflin University FAFSA Signature Page Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FERPA Consent Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rights & Responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrance Counseling (Entering First Time Student)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Master Promissory Note
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit Counseling (Housed In Separate Location)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Selected For Verification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of Verification: / /
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pell Origination Fall Date: _____ Spring Date: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loan Certified Date: / / / /
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Correspondence deemed necessary _____ _____ _____
			FA Counselor: _____