

# Student Financial Services Checklist for Parents of First-Year Hofstra Undergraduate Students

## EVERY PARENT SHOULD HAVE:

*(The enrollment deposit must be paid prior to completion of FERPA and e-bill authorization.)*

- A completed Family Educational Rights and Privacy Act (FERPA) form. This form gives us permission to discuss your student's Hofstra records with you. Visit [hofstra.edu/sfshowto](http://hofstra.edu/sfshowto) for step-by-step instructions; click on "How to Complete FERPA Online."
- Authorized user access to the e-Bill system. This allows you to receive electronic billing statements and make online payments. Students will receive only one paper bill; it is critical to review the student account online. Visit [hofstra.edu/sfshowto](http://hofstra.edu/sfshowto) for step-by-step instructions; click on "How to Add an Authorized User to e-Bill."

## FEBRUARY:

- File the FAFSA by February 15 every year at [FAFSA.gov](http://FAFSA.gov) (Hofstra's code is 002732). Follow up after five business days to make sure the FAFSA was processed (not rejected). For assistance, call **1-800-433-3243**.
- Residents of New York state must file the TAP application by February 15 every year. The link is provided at the end of the FAFSA application, or New York state residents may apply directly at [HESC.ny.gov](http://HESC.ny.gov) (Hofstra's code is 0300). For assistance, call **1-888-697-4372**.

## MAY:

- Monthly payment plan enrollment for the fall semester begins in May each year. Please visit [hofstra.edu/paymentoptions](http://hofstra.edu/paymentoptions) or call the Student Financial Services Office at **516-463-8000** for more information.

## JUNE:

- If purchasing a dining plan, sign up for one by the beginning of June each year to be sure bills for the fall semester are accurate (dining plans are required for resident students). Visit [hofstra.edu/sfshowto](http://hofstra.edu/sfshowto) for step-by-step instructions; click on "How to Purchase a Dining Plan."
- Parents wishing to borrow the Parent PLUS Loan for Undergraduate Students must complete the master promissory note (MPN) and application request form at [studentloans.gov](http://studentloans.gov). For assistance completing these forms, call **1-800-557-7394**.
- Parents borrowing the Parent PLUS Loan for Undergraduate Students must complete the Title IV Authorization Form for Parents (a one-time requirement). Visit [hofstra.edu/sfsforms](http://hofstra.edu/sfsforms) to download the form.
- Let us know of any change in student housing status (from or to resident/commuting student) from what was reported on the FAFSA.

## AUGUST (FALL SEMESTER)/JANUARY (SPRING SEMESTER):

- Prior to the beginning of classes, your student should enroll in the tuition insurance plan to protect his/her financial investment in case of medical withdrawal. Visit [collegerefund.com](http://collegerefund.com) or call **1-617-774-1555**.
- Make arrangements to have paid monies in excess of the student's billable charges moved to Dutch Debits to buy books.
- Students seeking on-campus employment should visit [hofstra.edu/jobs](http://hofstra.edu/jobs) or call **516-463-6782**.
- If not participating in the monthly payment plan, fall semester bills are due the beginning of August; spring bills are due the beginning of January.

### ▶ Student Financial Services

206 Memorial Hall  
126 Hofstra University  
Hempstead, NY 11549-1260  
Phone: 516-463-8000  
Fax: 516-463-4936  
Email: [studentfinancialservices@hofstra.edu](mailto:studentfinancialservices@hofstra.edu)



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