

EWU Financial Aid & Scholarship Office

102 Sutton Hall, Cheney, WA 99004 ♦ 509.359.2314 ♦ finaid@ewu.edu ♦ www.ewu.edu/financialaid

QUICK SUMMARY

Step 1: Print, complete and sign (with a pen, not typed), the required form(s).

Step 2: Scan and electronically submit your complete and signed form(s).


Step 3: The Financial Aid Office will take action on your forms, as soon as possible, once ALL Unsatisfied Requirements are complete.

STEP BY STEP DETAILS

STEP 1: GET STARTED

- Login at inside.ewu.edu
- Under My Account, Financial Aid & Scholarships, select “Financial Aid Status”
- Redirected to EagleNET, Select “Financial Aid Status”
- Select Award Year “Aid Year 2023-2024”
- Go to Student Requirements, “Unsatisfied Requirements” for missing items
- Review, complete and upload each Unsatisfied Requirement

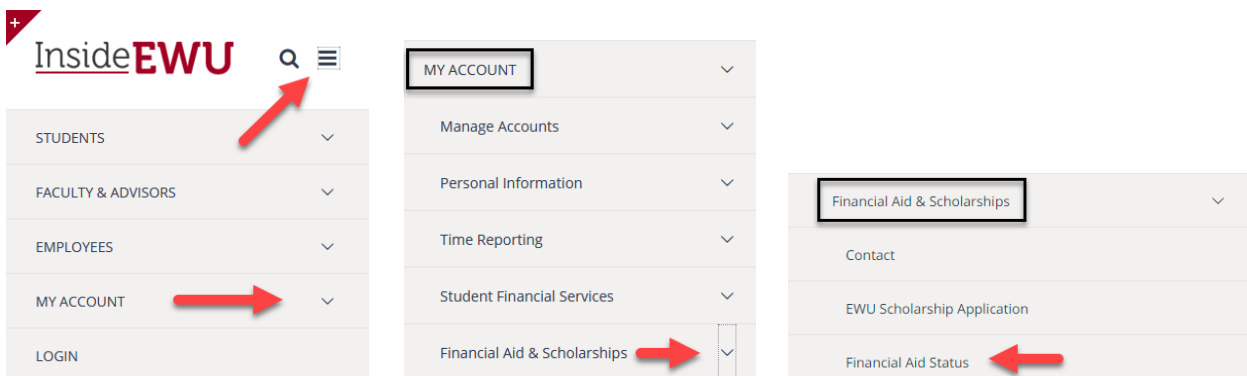
To Get to My Account, Financial Aid Status from Computer:



InsideEWU A-Z Services STUDENTS ▼ FACULTY/ADVISORS ▼ EMPLOYEES ▼ MY ACCOUNT ▼ LOGOUT

- Manage Accounts
 - Change NetID Password
 - Student Email
 - Reset Password
 - Setup Account
 - Duo Two Factor Auth.
 - My Library
 - Former Student/Employee
- Personal Information
 - Benefits
 - Employee Tax Forms
 - Job Details
 - Update Address and Phone
 - Update E-mail Addresses
 - Update Emergency Contacts
- Time Reporting
 - Holidays
 - Leave Balances
 - Pay Stub
 - Proxy Set up
 - Timesheets
- Student Financial Services
 - Contact
 - Make A Payment
 - My Statement
 - View/Print Tax Forms
 - View/Update Direct Deposit
- Financial Aid & Scholarships
 - Contact
 - EWU Scholarship Application
 - Financial Aid Status**

To Get to My Account, Financial Aid Status from Mobile Device (phone/tablet/iPad):



InsideEWU

- STUDENTS ▼
- FACULTY & ADVISORS ▼
- EMPLOYEES ▼
- MY ACCOUNT ▼
- LOGIN

- MY ACCOUNT ▼
 - Manage Accounts ▼
 - Personal Information ▼
 - Time Reporting ▼
 - Student Financial Services ▼
 - Financial Aid & Scholarships ▼

- Financial Aid & Scholarships ▼
 - Contact
 - EWU Scholarship Application
 - Financial Aid Status

Redirected to EagleNET, select Financial Aid:

Welcome, [REDACTED], to EagleNET!

Home > Financial Aid

Personal Information Student Financial Aid [REDACTED] [REDACTED] [REDACTED]

| | | |
|---|--|--|
| Financial Aid Status View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages. | General Financial Aid EWU Financial Aid web site | EWU Scholarships Apply for general scholarships at EWU |
|---|--|--|

Select Aid Year 2023-2024:


Financial Aid

Award Year: Aid Year 2023-2024

Home Award Offer Financial Aid History Resources Notifications Satisfactory Academic Progress College Finance >

Go to Student Requirements, Unsatisfied Requirements:

- Skip “Responses Required | View Questions” Section
- Click the arrow next to “Student Action Required” for next steps for each Unsatisfied Requirement

Responses Required 




Questions from the Financial Aid Office
Please answer the questions from FAO




No Action

VIEW QUESTIONS

Student Requirements 

Unsatisfied Requirements 



HHSD - Household Size Verification for
Dependent Students 
Last update: 01/30/2023

STUDENT ACTION REQUIRED



TAXP - Parent 2021 Tax Return 
Last update: 01/30/2023


STUDENT ACTION REQUIRED



TAXS - Student 2021 Tax Return 
Last update: 01/30/2023

STUDENT ACTION REQUIRED



VERD - Income Verification Form for Dependent
Students 
Last update: 01/30/2023


STUDENT ACTION REQUIRED




HHSD - Household Size Verification for
Dependent Students
Last update: 01/30/2023

STUDENT ACTION REQUIRED



Step 1: Print, complete and sign (with a pen, not typed), the Household Size Verification Form for Dependent Students. [Click here to get the form.](#) 

Step 2: Scan and electronically submit your complete and signed form. [Click here to electronically submit your form.](#) 

Step 3: The Financial Aid Office will take action on your form, as soon as possible, once **ALL** Unsatisfied Requirements are complete.

STEP 2: COMPLETE THE UNSATISFIED REQUIREMENTS

Household Size Verification Form

- Click the down arrow next to “Student Action Required”
- Review the action steps
- Select “Click here to get the form” to open the form
- Print and complete the form
 - Be sure to respond to ALL sections
 - Be sure you and at least one parent sign (with a pen, not typed) the form
- Select “Click here to electronically submit your form” to upload your form

Income Verification Form

- Click the down arrow next to “Student Action Required”
- Review the action steps
- Select “Click here to get the form” to open the form
- Print and complete the form
 - Be sure to respond to ALL sections; if the answer is zero, respond with zero
 - Be sure you and at least one parent sign (with a pen, not typed) the form
- Select “Click here to electronically submit your form” to upload your form

Parent 2021 Tax Return

- Click the down arrow next to “Student Action Required”
- Review the action steps
- If your parent(s) filed** a 2021 Federal tax return, do one of the following:
 - Obtain a signed (with a pen, not typed) and dated copy of your parent(s) 2021 Federal Tax Return, or
 - Obtain your parent(s) IRS issued 2021 Tax Return Transcript (obtained from irs.gov)
- If your parent(s) did not file** a 2021 Federal tax return, do the following:
 - Have your parent complete the Verification of Non Filing form (request from our office)
 - Obtain your parent(s) 2021 W2s for any income from work
- Select “Click here to electronically submit their tax documents” to upload your parent(s) tax return/tax transcript, Verification of Non Filing form and/or W2(s), as applicable

Student 2021 Tax Return

- Click the down arrow next to “Student Action Required”
- Review the action steps
- If you filed** a 2021 Federal tax return, do one of the following:
 - Obtain a signed (with a pen, not typed) and dated copy of your 2021 Federal Tax Return, or
 - Obtain your IRS issued 2021 Tax Return Transcript (obtained from irs.gov)
- If you did not file** a 2021 Federal tax return, do the following:
 - Verify your non-filer status on the Income Verification Form
 - Obtain your 2021 W2s for any income from work
- Select “Click here to electronically submit your tax documents” to upload your tax return/transcript and/or W2(s), as applicable


Other Unsatisfied Requirements

- Complete any other “Unsatisfied Requirements,” such as Admission to EWU
- Complete any outstanding Scholarship Terms and Conditions, such as Presidential/Deans/University or Honors
- Call or email us if you need help or have questions

STEP 3: SUBMIT THE REQUIRED FORMS/DOCUMENTS

OPTION 1: Upload – Secure & Fast!

- Scan and save the complete & signed form or applicable document as a PDF or TIF
(NOTE: Most mobile devices have the ability to scan/save)
- Select “Click here to electronically submit your form” (you will be redirected to Etrieve)
- From Etrieve, select “Click here to select your Aid Year” and choose the Aid Year 2023-2024
- Enter your Daytime Phone, Read and “check the box” for the confirmation statement, Select “Attachments”
- From Attachments, select “Upload File,” find and attach your saved form/document
- Once upload is complete, the attachment will appear in the prompt box; choose Submit to complete the upload
- Close Etrieve


 **HHSD - Household Size Verification for Dependent Students**
Last update: 01/30/2023 STUDENT ACTION REQUIRED ^

Step 1: Print, complete and sign (with a pen, not typed), the Household Size Verification Form for Dependent Students. [Click here to get the form.](#)

Step 2: Scan and electronically submit your complete and signed form. [Click here to electronically submit your form.](#)

Step 3: The Financial Aid Office will take action on your form, as soon as possible, once **ALL** Unsatisfied Requirements are complete.

Redirected to Etrieve:

 **Household Size Verification for Dependent Students**

Select Aid Year

Aid Year 2023-2024

Aid Year 2023-2024

Personal Information





First Name Last Name

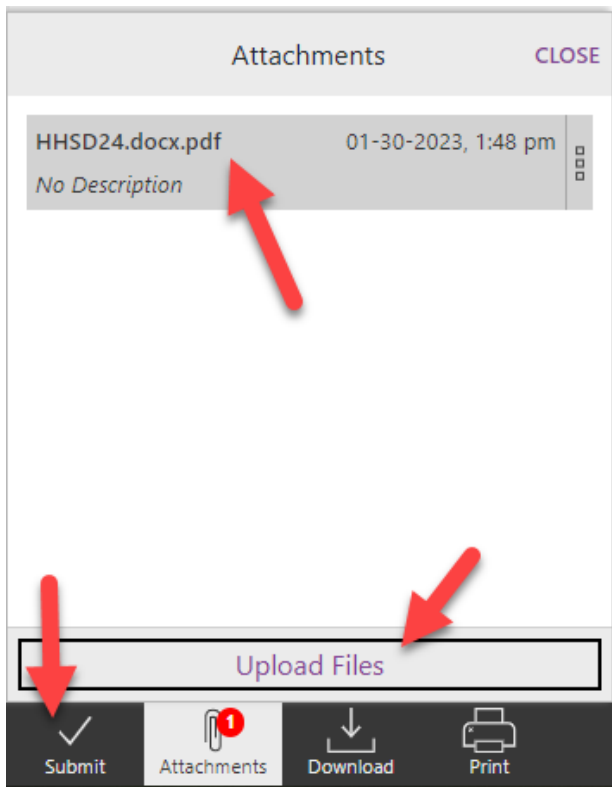
NetID Email Daytime Phone

Instructions to submit the document:

1. Attach your completed HHSD - Household Size Verification for Dependent Students by clicking "Attachments" below.
2. Click "Submit" below.
3. If you have other documents you need to submit, close this page and return to the [Student Requirements page](#) to use each document-specific link, or contact Financial Aid for assistance.

By checking this box, I (we) certify that all of the information reported on this form is complete and correct. I understand the importance of maintaining current contact information in [inside EWU](#). I further understand the Financial Aid Office is under no obligation to approve this request and the decision cannot be appealed to the Department of Education. If you purposely give false or misleading information on this form, you may be fined, sentenced to jail or both.



OPTION 2: Send by US Mail

- Make and retain copies for your records before mailing
- Mail to EWU Financial Aid, 102 Sutton Hall, Cheney, WA, 99004

OPTION 3: Send by Fax

- Retain copies for your records
- Fax to EWU Financial Aid at 509.359.4330