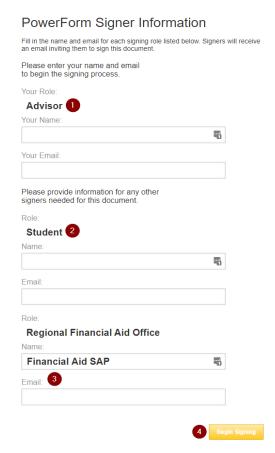


Academic Plan for Financial Aid Probation Instructions

Access the Form at: https://go.rutgers.edu/acadpln

Fill the recipient information for the form.

- 1. Enter your name and email address
- Enter the student name and email address where they can be reached. This form will be emailed to the student after you have entered the full plan instructions.
- 3. Lastly, enter your regional Financial Aid email inbox where the completed form will be sent to:
 - a. nb sap@ofa.rutgers.edu
 - b. newarkfasap@newark.rutgers.edu
 - c. finaid@camden.rutgers.edu
- 4. Click "Begin Signing" to begin the form



Once you start the form you will see a screen like below:

Make sure to fill in **all** the **red** boxes, as they are required fields. If you are choosing more than just one term those boxes will be grey, but you should still fill them out.

The student name, email, and your name will be automatically filled since those fields are grabbed from the initial recipients that were added.

Once filled, click "Finish" that will send the form to the student to sign. Once they sign, the completed form will be sent to the regional Financial Aid office that you specified earlier in step 3.

