



Financial Proficiency Student Workbook



Financial Proficiency: Student Workbook

This workbook belongs to:

Created by the Hispanic Association of Colleges and Universities (HACU). Support was given by the United Services Automobile Association (USAA). Material collaboration in this workbook was supplied by Cash Course.



Acknowledgements

We want to acknowledge USAA for their support in this project, Cash Course for allowing collaboration in material use and the school districts listed below for joining us in this endeavor to encourage and provide financial proficiency skills for the Hispanic student body and community in San Antonio:

East Central Independent School District

Harlandale Independent School District

South San Antonio Independent School District

Southwest Independent School District

Southside Independent School District

We want to thank the teachers, staff, administrators, community members, mentors, speakers, and families for supporting and engaging students in their financial literacy.

We want to express our gratitude to the students for giving us their time and energy to participate in this program. We hope the information, connections, and aid will inspire students to continue to reach their goals and strengthen their financial proficiency.



Table of Contents

Progress Page	5
Budgeting	6
Spending Perceptions Scale	6
Needs vs. Wants Worksheet	7
Monthly Budget Worksheet.....	8
Saving and Goal Setting	11
SMART Goals Worksheet	11
Savings & Investing	14
Comparing Checking Accounts Worksheet.....	14
Comparing Savings Accounts Worksheet	15
Borrow	16
Credit Scavenger Hunt Worksheet.....	16
Compare Credit Cards Worksheet	18
Taxes.....	19
Taxes Scavenger Hunt	19
Career Planning	21
Explore Your Interests Worksheet.....	21
Future Aspirations Worksheet	24
Job Application Worksheet.....	25
Funding Sources.....	28
Determining Your Annual Net Cost	28
FAFSA Scavenger Hunt	30
Student Loan Comparison Chart.....	32
Student Aid Report (SAR)	33
Student Aid Report Scavenger Hunt.....	33
Texas Application for State Financial Aid (TASFA).....	35
TASFA Scavenger Hunt	35
Summer Job or Internship.....	37
DECIDE Worksheet.....	37



Progress Page

Your Financial Proficiency Advisor will use this page to track your progress.

Budgeting	Signature of Financial Proficiency Advisor	Date
Spending Perceptions Scale		
Needs vs. Wants Worksheet		
Monthly Budget Worksheet		
Saving & Goal Setting	Signature of Financial Proficiency Advisor	Date
SMART Goals Worksheet		
Saving & Investing	Signature of Financial Proficiency Advisor	Date
Comparing Checking Accounts Worksheet		
Comparing Saving Accounts Worksheet		
Borrow	Signature of Financial Proficiency Advisor	Date
Credit Scavenger Hunt Worksheet		
Compare Credit Cards Worksheet		
Taxes	Signature of Financial Proficiency Advisor	Date
Taxes Scavenger Hunt		
Career Planning	Signature of Financial Proficiency Advisor	Date
Explore Your Interests Worksheet		
Future Aspirations Worksheet		
Job Application Worksheet		
Funding Sources	Signature of Financial Proficiency Advisor	Date
Determining Your Annual Net Cost		
FAFSA Scavenger Hunt		
Student Loan Comparison Chart		
Student Aid Report (SAR)	Signature of Financial Proficiency Advisor	Date
Student Aid Report Scavenger Hunt		
Texas Application for State Financial Aid (TASFA)	Signature of Financial Proficiency Advisor	Date
TASFA Scavenger Hunt		
Summer Job or Internship	Signature of Financial Proficiency Advisor	Date
DECIDE Worksheet		



Budgeting

This section will help you learn about your spending habits and how to create a budget.

Instructions: Log in to [CashCourse.org](https://www.cashcourse.org) and complete the **Budgeting Basics** coursework. Once you have finished, complete the **Budgeting** section in this workbook.

Spending Perceptions Scale

Here are 18 statements pertaining to spending techniques. There are five responses to select from which indicate the degree of your likeness to each statement. Mark the corresponding number on the line next to the statement.

1. **Totally like me**
2. **A lot like me**
3. **Equally like and unlike me**
4. **A little like me**
5. **Not at all like me**

1. ____ Each time I receive any money, I usually put a small amount of cash aside as savings.
2. ____ Each time I receive any money, I usually deposit it into a checking or savings account.
3. ____ I keep track of all the money I receive from every source.
4. ____ I create a budget every month and stick to it.
5. ____ I make sure to pay myself first (PYF) out of every allowance and/or paycheck.
6. ____ I keep a spending diary so I can track where my money goes.
7. ____ I am not influenced by other people's purchases or spending habits.
8. ____ I rarely make more than two trips per week to the grocery or convenience store.
9. ____ I rarely eat fast food.
10. ____ Comparison shopping for quality, value, price, etc. is something I do for practically every purchase, large or small.
11. ____ I do not owe money to my family or friends at the moment.
12. ____ I have set at least one long-term savings goal.
13. ____ I don't get anxious when I shop because I know how much money I have to spend.
14. ____ I look for free activities to do with my friends.
15. ____ I keep all of my receipts in case I need to return something.
16. ____ I am saving money towards my college education/graduate school.
17. ____ I think it is fun to go to the thrift stores and garage sales.
18. ____ I think a homemade gift or card says more than a fancy gift.

Review the scoring key:

17–27: You are very perceptive. You could teach others how to manage their spending and saving habits.

28–42: Pretty good. If you concentrate on some of your weak areas, you'll soon be amazed at the difference.

43–58: Welcome to the crowd. Just an hour a week focused on improving your spending would equal an increase in savings—you could actually pay yourself first!

59–90: Need some improvement. You need to make some immediate changes to avoid financial disaster. Consider implementing a spending plan as soon as possible.



Needs vs. Wants Worksheet

One way to help you spend wisely is to separate your needs from your wants and spend your money primarily on your needs. For example, groceries are a need and dining out is a want, but some nights, after staying up late for a test or working late, takeout is sure to feel like a need. Maybe food is a need in that instance, but ordering takeout is a want. List some of your needs in the spaces below. Write down some of your regular expenses and then consider whether they are truly a need or if they are a want.

Item	Cost	Need?	Want?	Alternative if want



Monthly Budget Worksheet

To complete the worksheet, find your average monthly income and expenses, and fill out the information below. For expenses you do not have you may leave those blank or find the average cost of those items in your state online. You can keep this budget in mind for future use.

Income	Monthly Amount
Scholarships	
Work-study pay	
Loans	
Grants	
Work	
Family support	
Other:	
Total Income:	
Expenses	Monthly Amount
Housing	
Rent or mortgage	
Utilities (electricity, heat, water)	
Condo/homeowner's association fees	
Property taxes (if not included in mortgage payment)	
Savings Goals	
Emergency fund	
Other saving goals (car, computer, vacation, etc.)	
Retirement	
Insurance	
Health insurance	
Homeowner's or renter's insurance	
Auto insurance	
Dental insurance	
Vision insurance	



Life insurance	
Disability insurance	
Credit Cards	
Monthly payment	
Student Loans	
Monthly payment	
Other Loans	
Monthly payment	
Medical Expenses	
Doctor/dentist office visit copays	
Uncovered expenses	
Prescription drug costs or copays	
Over-the-counter medications	
Contact lenses or glasses	
Food and Beverages	
Groceries	
Restaurants	
Transportation	
Car payments	
Car maintenance	
Gas	
Car washes	
Parking	
Ride share/taxis	
Public transportation	
Clothing	
General clothing	
Workplace attire	
Shoes	
Accessories	



Technology	
Internet	
Software programs and video games	
Tech accessories	
Cell phone	
Cable	
Video streaming subscriptions	
Travel	
Hotels	
Flights/rail/car costs	
Food	
Tickets to shows, sporting events, museums	
Pet/house sitting	
Personal Care	
Health club/gym membership	
Toiletries	
Haircuts	
Pets	
Food	
Vet bills	
Groomer fees/boarding costs	
Toys and collars	
Medicine	
Other Expenses (some examples can be entertainment and gifts):	
Total Monthly Expenses:	
Monthly Income – Monthly Expenses:	



Saving and Goal Setting

This section will help you learn about Specific, Measurable, Achievable, Relevant and Time-bound (SMART) goals, saving, and comparison of personal financial accounts.

Instructions: Log in to [CashCourse.org](https://www.cashcourse.org) and complete **Saving and Goal Setting & Getting Started with Saving and Investing** coursework. Once you have finished, complete the **Save & Invest** section in this workbook.

SMART Goals Worksheet

Improving your financial life requires planning, and that starts with setting goals that are **(SMART)**. Share your goals with a “financial buddy” or a friend who can keep you accountable for these goals and set specific dates to check-in on progress. Don’t forget to celebrate your successes!

Short-Term-Goals (1-3 years)

Example: *I want to save \$200 in an emergency fund every month for the next 12 months. I will report my progress on the last Monday of the month to my financial buddy.*

I want to...	
This amount...	
This often...	
For this long...	
I commit to the following check-in dates with my financial buddy:	



Medium-Term Goals (3-5 years)

Example: *I want to save \$10,000 over the next three years for a house down payment. I will check in with my financial buddy every three months.*

I want to...	
This amount...	
This often...	
For this long...	
I commit to the following check-in dates with my financial buddy:	



Long-Term Goals (5-10 years)

Example: *I want to invest at least \$5,000 per year in my retirement funds for the next five years. I will check in with my financial buddy every six months.*

<p>I want to...</p> <p>This amount...</p> <p>This often...</p> <p>For this long...</p>	
<p>I commit to the following check-in dates with my financial buddy:</p>	



Savings & Investing

This section will help you learn about saving and investing and how to compare personal financial accounts. Instructions: Log in to [CashCourse.org](https://www.cashcourse.org) and complete the **Getting Started with Saving and Investing** coursework. Once you have finished, complete the **Saving and Investing** section in this workbook.

Comparing Checking Accounts Worksheet

Call or visit the websites of several nearby or convenient financial institutions (i.e., banks, credit unions) to learn more about their checking accounts. Using this information, you can make comparisons and figure out which may be the best account for you.

Checking Account Feature	Financial Institution 1	Financial Institution 2
Minimum deposit to open account?		
Monthly fees?		
Convenient location?		
Online banking and fees?		
Minimum balance to avoid account fees?		
Are there any accounts that earn interest?		
Debit card access and fees?		
ATM access and fees?		
Overdraft protection and fees?		
Federal Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA) insured?*		
Automatic deposits?		
Unauthorized transaction?		
Protections?		
Extra benefits for students?		
Other:		

*The Federal Deposit Insurance Corporation (FDIC) is a federal agency that regulates banks for safety, reliability, consumer protection, and secures deposits. National Credit Union Administration (NCUA) is a federal agency that regulates credit unions for reliability, consumer protections, and secures deposits.



Comparing Savings Accounts Worksheet

Call or visit the websites of several nearby or convenient financial institutions (i.e., banks, credit unions) to learn more about their saving accounts. Using this information, you can make comparisons and figure out which may be the best account for you.

Saving Account Features	Financial Institution 1	Financial Institution 2
Interest rate (Annual Percentage Yield)		
Minimum deposit to open account?		
Monthly fee?		
Convenient location?		
Average or daily minimum balance and fees?		
Overdraft protection and fees?		
Is there an online banking and or fees?		
Debt card access and fees?		
ATM access and fees?		
Withdrawal services and fees?		
Federal Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA) insured?*		
Automatic deposits?		
Unauthorized transactions protections?		
Extra benefits for students?		
Other:		

*The Federal Deposit Insurance Corporation (FDIC) is a federal agency that regulates banks for safety, reliability, consumer protection, and secures deposits. National Credit Union Administration (NCUA) is a federal agency that regulates credit unions for reliability, consumer protections, and secures deposits.








Borrow

This section will help you learn what credit is and how to use credit responsibly.

Instructions: Log in to CashCourse.org and complete the **Be Credit Savvy** coursework. Once you have finished, complete the **Borrow** section in this workbook.

Credit Scavenger Hunt Worksheet

Scan the QR codes with your phone's camera and follow the links. Then answer the following questions to learn more about credit.

Question	Response
Smart Student Guide 	
What are 13 smart credit card tips?	
Credit Reports 	
Where can you find a free copy of your credit report?	
About Credit Scores 	
What are the different ranges for credit scores?	
About Credit Scores 	
What are the 5 main factors that impact your credit score?	
About Credit Scores 	
Can you have more than one type of credit score?	



Credit Report Terms



Credit Card Terms



Define these terms:

- **Thin/Credit File/No Credit File**
- **Credit Score**
- **FICO Score**
- **Annual Percentage Rate (APR)**
- **Credit Balance**
- **Daily Periodic Rate**
- **Grace Period**
- **Interest Rate**

Fair Credit Reporting Act Summary



What are the 9 things you should know about the Fair Credit Reporting Act?



Compare Credit Cards Worksheet

Scan the QR code below to explore the differences and similarities between secured and unsecured credit cards.



Find two secure or unsecured credit cards and fill out the worksheet below.

Card Features	Credit Card 1	Credit Card 2
Is this secured?		
Is there an application fee?		
Does it require a deposit and how much?		
What is the credit limit if it is a secure card?		
For secured cards does it earn interest?		
Is there an annual fee and how much?		
Is there a late payment fee and how much?		
What is the Annual Percentage Rate (APR)?		
Do they report to the credit bureaus?		
For credit cards what is the interest rate?		
Can you take out cash and what is the fee?		
Can use online banking and/or a mobile app?		
Do they have any fraud protections?		
Are there fees for late payments and returned payments and how much are they?		
Are they a member of the Federal Deposit Insurance Corporation (FDIC)?*		
Other:		

*The Federal Deposit Insurance Corporation (FDIC) is a federal agency that regulates banks for safety, reliability, consumer protection, and secures deposits.









Taxes

This section will help you learn what taxes are, how it affects your future, and where to go for help.




Instructions: Log in to CashCourse.org and complete the Understanding and Managing Income Taxes coursework. Once that is finished, complete the Taxes section in this workbook.

Taxes Scavenger Hunt

Scan the QR codes with your phone's camera and follow the links. Then answer the following questions to learn more about taxes.

Questions	Response
Cash Course W-4:  What is a W-4 form?	
IRS W2:  What is a W-2 form?	
IRS 1098-T:  What is a 1098-T Form?	
IRS 1098-E:  What is a 1098-E form?	
IRS Who Should File:  Do you know if you need to file a tax return?	
IRS Filling Status Tool:  Do you know your filling status?	



<p>IRS Filling Options:</p>  <p>What are two options to file your Taxes for free?</p>	
<p>Steps to Get Ahead:</p>  <p>What are the five steps the IRS says you can do to get ahead on filling your Taxes?</p>	
<p>When To File:</p>  <p>What date is the last day to file taxes?</p>	



Career Planning

This section explores how different career paths can align with your interests.

Instructions: Log in to CashCourse.org and complete the **Career Planning** coursework. Once you have finished, complete the **Career Planning** section in this workbook.

Explore Your Interests Worksheet

Exploring how your interests can align with potential careers is a great way to know what kind of career you would enjoy. Take the Career One Stop Interest Assessment quiz using the QR code below. Scan the QR code with your phone's camera and follow the link shown on your phone's screen. Once you have finished, answer the questions below.

Career One Stop Interest Assessment



Question	Response
What are the top 10 professions listed on your results?	
Click on the interest score details graph on the left-hand side of the page. What are your top three interest areas?	
Click one profession that grabs your interest. What is the profession you chose and why?	
How much education do most people have in this profession?	
What is the job outlook for the profession?	



What is the median wage for that profession?	
In Texas, do you need a license or certificate for this profession?	
What skills do you need for this profession?	
What abilities do you need for this profession?	
What are four activities you might do in a day of this profession?	
What knowledge areas would a person have if they were in this profession?	
What are three related occupations to this profession?	
What are your thoughts about this profession?	
Were there any other professions on the list that caught your interest?	



Optional

You can also conduct an in-depth assessment on O*NET Interest Profiler on My Next Move. **It is not required to complete this worksheet, but it is given for your use.** The U.S. Bureau of Labor Statistics Occupational Outlook Handbook is also a great resource to research a wide range of professions, their education need, and job detail. QR codes for both are below.

O*NET Interest Profiler on My Next Move assessment



U.S. Bureau of Labor Statistics Occupational Outlook Handbook



Future Aspirations Worksheet

We all want something different for our future, and the concept of the future is different for each of us. What will yours look like? Mark a time frame for each “future” concept below or apply these time frames to your own list of aspirations.

Aspiration	Already Doing This	Near Future	Within a Few Years	Far Future	Not Applicable
Buy a home					
Buy a car					
Pay off debt					
Establish an emergency fund					
Travel					
Retire					
Have peace of mind					
Be financially secure					
Invest in the stock market					
Work for myself					
Save for a child’s education					
Improve health					
Take a family vacation					
Volunteer					
Donate to charities					
Help other family members					
Change careers					
Earn a professional certification or degree					
Other:					



Job Application Worksheet

Complete this form and take it with you when you fill out a job application. That way, you'll have all the information listed in one place. Note: many job applications ask for your social security number (SSN). It is helpful to have it memorized, but do not carry around your written SSN.

Employment History: Using this form, add the following information about the places you've applied: business names, addresses, supervisors' names, dates of employment, and wages of the last three places you worked. You can also use any volunteer work, or extracurricular activities at school such as student government association and babysitting.

Business 1

Business Name:

Street Address:

City, State, Zip:

Supervisor's Name:

Telephone Number:

Employment Dates:

Wages:

Business 2

Business Name:

Street Address:

City, State, Zip:

Supervisor's Name:

Telephone Number:

Employment Dates:

Wages:

Business 3

Business Name:

Street Address:



City, State, Zip:	
Supervisor's Name:	
Telephone Number:	
Employment Dates:	
Wages:	
References: You may also need to list the name and telephone numbers of at least three references (usually a manager or supervisor.)	
Reference 1	
Name:	
Street Address:	
City, State, Zip:	
Email address:	
Telephone Number:	
Relationship:	
Reference 2	
Name:	
Street Address:	
City, State, Zip:	
Email address:	
Telephone Number:	
Relationship:	
Reference 3	
Name:	
Street Address:	



City, State, Zip:	
Email address:	
Telephone Number:	
Relationship:	

Educational History: You might also be asked to provide your schooling history. The earliest education you should list is your high school.

School 1

School Name:	
Type of Degree:	
Actual or Expected Graduation Date:	
Street Address:	
City, State, Zip:	

School 2

School Name:	
Type of Degree:	
Actual or Expected Graduation Date:	
Street Address:	
City, State, Zip:	



Funding Sources

This section will help you learn about the real cost of tuition, how to compare student loans, and how to apply for federal aid.

Instructions: Log in to [CashCourse.org](https://www.cashcourse.org) and complete the **Funding Source** coursework. Once you have finished, complete the **Funding Sources** section in this workbook.

Determining Your Annual Net Cost

Compute your annual expenses to understand what you will need and how you will pay for higher education.

Cost of attendance		
Tuition and fees	\$	
Housing and meals	\$	
Books and supplies	\$	
Transportation	\$	
Other education costs:	\$	
Other Expenses:		
Estimated cost of attendance for full-time enrollment	\$	/yr
Grants and scholarships to pay for college		
Grants from your school	\$	
Federal Pell Grant	\$	
Grants from your state	\$	
Scholarships	\$	
Other:	\$	
	\$	
	\$	
Total grants and scholarships ("Gift" aid; no repayment needed)	\$	/yr
What you will pay		
Net costs (Cost of attendance minus total grants and scholarships)	\$	/yr
Work options		
Work-Study (Federal, state, or institutional)	\$	/yr



Net costs after work options	\$	/yr
Loan options*		
Federal Perkins Loan	\$	/yr
Federal Direct Subsidized Loan	\$	/yr
Federal Direct Unsubsidized Loan	\$	/yr
Other Loans:	\$	/yr
	\$	/yr
	\$	/yr
Net costs after loan options:	\$	/yr
Other options		
Family contribution:	\$	/yr
Parent PLUS Loan:	\$	/yr
Payment plan offered by the institution:	\$	/yr
Military and/or National Service benefits:	\$	/yr
Other Contributions:	\$	/yr
	\$	/yr
	\$	/yr
	\$	/yr
Net Costs after Other Options:	\$	/yr
*Contact your financial aid office if you have questions about your borrowing eligibility		



FAFSA Scavenger Hunt

Go to the following websites and hunt for some of the most frequently asked questions regarding available Federal Student Aid: Scan the QR codes with your phone's camera and follow the links to find the answers to the following questions.

How Aid Works



Types of Aid



Apply for FAFSA



Late Start Checklist



12th Grade Checklist



Frequently Asked Questions	Answers
What is FAFSA?	
When should I submit my FAFSA application?	
How does Financial Aid Work?	
What does Financial Aid cover?	
What are the different types of Financial Aid? How are they different?	



What should I do my senior year, leading up to graduation to secure my financial aid?	
What should I do during my senior fall semester of high school to prepare for college?	
What should I do during my senior spring semester of high school to prepare for college?	
How can my parents assist me in staying on track with my financial aid?	
School starts next month, and I just decided I want to go to college, what should I do?	
School starts next week, and I just decided I want to go to college, what should I do?	



Student Loan Comparison Chart

Compare current student loans you may have and any future loans you are considering.

Lender Name	Website and Contact Information	Type of Loan (circle one)	Loan Amount	Interest Rate and Fees	Loan Terms	Grace Period	Date Repayment Begins
		Federal Perkins Stafford(Unsub.) Stafford (Sub.) PLUS Other: _____ Private		Interest Rate: Fixed: ____% or Variable: ____% Fees:			
		Federal Perkins Stafford(Unsub.) Stafford (Sub.) PLUS Other: _____ Private		Interest Rate: Fixed: ____% or Variable: ____% Fees:			
		Federal Perkins Stafford(Unsub.) Stafford (Sub.) PLUS Other: _____ Private		Interest Rate: Fixed: ____% or Variable: ____% Fees:			
		Federal Perkins Stafford(Unsub.) Stafford (Sub.) PLUS Other: _____ Private		Interest Rate: Fixed: ____% or Variable: ____% Fees:			



Student Aid Report (SAR)

This section is to learn what the Student Aid Report (SAR) is and how to use it strategically.

Instructions: Complete the **Student Aid Report (SAR)** section in this workbook.

Student Aid Report Scavenger Hunt

It's important to fully comprehend the information being presented in a SAR and how to use it. Go to the following website and hunt for some of the most frequently asked questions regarding SAR.

SAR Information



Frequently Asked Questions	Answers
What is an SAR?	
How do I obtain my SAR? Are there multiple ways of obtaining the report? What are they?	
What am I supposed to do with a SAR?	
What will I find on my SAR?	
What do I need to do if my SAR is not accurate?	



When should I receive my SAR?	
How will I receive my SAR?	
How can I get in contact with someone if I have more questions about my SAR?	



Texas Application for State Financial Aid (TASFA)

This section is to learn what TASFA is and how to apply for it.

Instructions: Complete the **Texas Application for State Financial Aid (TASFA)** section in this workbook.

TASFA Scavenger Hunt

TASFA is another great resource and learning more about it can be helpful. Go to the corresponding websites to learn more about TASFA, be sure to click any PDFs available and answer the questions below.



TASFA 101



UTSA One Stop TASFA



Texas Legislature Online



Question	Response
What is TASFA?	
What is the name of the Texas bill, either house or senate, that created TASFA? What year did the bill pass and who were the authors of the bill?	
Do you need to file both the FAFSA and TASFA?	
Are you eligible for FASFA?	
What are the general eligibility requirements for TASFA?	



What month does the TASFA application open?	
What month is the TASFA priority deadline to file an application?	
Do you have to pay an application fee for TASFA?	
Where do I find the application for TASFA?	
Where do you submit your TASFA application?	
Who determines eligibility for TASFA?	
Who distributes any awards given from TASFA?	
If you have any questions about the TASFA who should you contact?	



Summer Job or Internship

This section guides you in decision-making to ensure you place your priorities first.

Instructions: Complete the **Summer Job or Internship** section in this workbook.

DECIDE Worksheet

Use the DECIDE decision-making model to help you choose the right option for you:

- Define the problem.
- Establish your criteria.
- Choose options.
- Identify pros and cons.
- Decide.
- Evaluate.

Define the problem with deciding between a summer job and internship. Be as specific as possible.

Establish your criteria. What features are must-haves? What is non-negotiable?



Choose options. Narrow down your options to three top choices.

Option 1:

Option 2:

Option 3:

Identify pros and cons. Jot down a few of the key features, factors and costs of your top choices.

	<i>Pros</i>	<i>Cons</i>
Option 1:		
Option 2:		
Option 3:		



Decide. Choose the option that best fits your criteria.

I choose ...

Evaluate. Make a plan to regularly evaluate your choice.

I will review my chosen option in _____ (weeks / months / years).

Check-in date: _____

