



FINANCIAL AID APPLICATION CHECKLIST

Step 1:

Create a FSA ID

- Your FSA ID is your electronic signature for your FAFSA (if you are a dependent your parent will also need to create their own FSA ID) which is the quickest way to submit a FAFSA. Your FSA ID will be utilized throughout the federal aid process during and after college from the U.S. Department of Education.

- Create your FSA ID at <https://fsaid.ed.gov/npas/index.htm>.
- Have a valid email address
 - Dependent students and parents must have separate email addresses
- FAFSA ID Questions: 1-800-433-3243

Step 2:

Complete FAFSA Application

-File your **Free** Application for Federal Student Aid (FAFSA) using FAFSA on the web, at www.fafsa.ed.gov. If you are hearing impaired, the telecommunications device for the deaf (TDD) line is 1-800-730-8913.

- Gather all needed documents; W-2 forms, prior-prior tax year information, social security card, drivers licenses, records of child support received/paid. Dependent students should gather all necessary documentation from their parents.
 - An independent student is a student that is the age of 24 (or will be in the year to come), have a child that they provide 50% support for, married, or have served ACTIVE DUTY in the military. Exception include; PROOF of homelessness, ward of the court, foster care, deceased parents. If the student feels that they have a special circumstance please see a Financial Aid advisor.
- NCTC's school code is 003558 (listed as the Gainesville Campus; but good for all campuses)
- Review your Student Aid Report (SAR) which is sent to you via email or postal mail after you file your FAFSA. If after reviewing your report you deem inaccurate information was reported, make necessary corrections online at www.fafsa.ed.gov.
- Takes 3-5 business days for the school to receive your FAFSA.

Step 3:

Follow Up

-Promptly respond to any school request for additional information or documentation.

FINANCIAL AID CAN NOT COMPLETE YOUR FILE WITH MISSING INFORMATION.

- If you are selected for verification please log onto <http://nctc.verifymyfafsa.com/> and create an account if you do not already have one. Once account is created document(s) needed will be listed. After all required documentation is turned in you will then be allowed to submit your verification for review.

- If student is a dependent, parent will also need to create an account on the PARENT PORTAL. Parents cannot create an account until student has requested the parents account on their profile.
- REMINDER: After you create your account, log onto your email and verify that it is you. You will never be able to reset your password if this step is not done.
- If you are not selected for verification and you need to turn in a document(s) please follow through and turn in required documentation to any of the 5 campuses. If you need a form provided by the school please visit our website and print it off and turn it in (forms are year specific); <http://www.nctc.edu/financial-aid/forms.html>.

Step 4:

Awarding Process

-Once all verification items and/or documents has been turned in and reviewed (if necessary), NCTC will evaluate your application for financial aid awards that you are eligible for and at that time will send you an award notice. The student will then log into their financial aid portal which can be accessed on <http://www.nctc.edu/financial-aid/> and use their Web ID, given to the student in their award notice email, to create an account or log into their account. **Your WEB ID is not your STUDENT ID.**

- At this time the student will click on the menu option and go to the ‘Accept/Decline Awards’ option. This is where the student will accept and decline any aid offered by NCTC.
 - After accepting aid please visit the ‘Your Documents’ option to see if there is anything else that you may need to do to receive your financial aid.

NEED TO KNOW'S:

- ✓ Make sure your classes fit your degree plan. If you would like an advising worksheet please see the Counseling Office or the Financial Aid Office for assistance.
- ✓ **ALL** Grants prorate based on hours enrolled.
- ✓ You only have to be in 6 hours to get the full amount of your loans. If accepting a loan you will need to complete the Entrance Counseling and MPN found on <https://www.studentaid.gov>.
- ✓ Our financial aid policy states that a student must maintain a cumulative completion rate of 67% and an overall 2.0 GPA to be in Good Standing.
- ✓ If you are considering withdrawing from a class, and you have financial aid, it is best if you speak with a Financial Aid Advisor BEFORE withdrawing to understand how this will affect your aid.
- ✓ Verification review process takes 7 to 10 business days, possibly longer during peak period.
- ✓ Priority Dates: Fall Semester- June 1/ Spring Semester- November 1/ Summer Semester- April 1
- ✓ If you have taken a course 2 times; financial aid will **NOT** pay for it.
- ✓ Set-up your direct deposit through your **MyNCTC**, you will need to log-in and go to the **Student Services tab**, in the left column you will chose **Direct Deposit Designation**.