Road Map for Financial Aid

(Keep as a reference throughout the Financial Aid process)

1. **Complete the FAFSA Application.**
   - ❏ Complete the FAFSA form at www.fafsa.gov. *U.S. Department of Education's processing time is 7-10 business days.*
   - ❏ Date FAFSA submitted online: _____.
   - ❏ Utilize the IRS Data Retrieval Tool to decrease the processing time of your financial aid file.
   - ❏ FCC's school code number is **002071**.
   - ❏ March 1 is the deadline to submit your FAFSA in order to be eligible for certain types of state aid. Apply early to ensure that your financial aid is processed before you need to pay your bill.

2. **Complete Admissions process at FCC.**
   - ❏ To be eligible for financial aid, you must be admitted to an approved program (degree or certificate) at FCC.
   - ❏ When applying to FCC, be sure to provide your social security number, the exact spelling of your name as it appears on your social security card, and your correct date of birth so that your admissions and financial aid files can link up to be processed.
   - ❏ Date applied online or in person to FCC : _____.
   - ❏ Student ID # _____.
   - ❏ Be sure to complete all steps of the admissions process.

3. **Receive a Student Aid Report (SAR).**
   - ❏ U.S. Department of Education will confirm your FAFSA was received and processed by sending you a copy of your SAR. (Check your SAR to be sure your FAFSA information is correct).
   - ❏ Date email was received from U.S. Department of Education: _____.

4. **Check your financial aid status on PeopleSoft on the FCC website.**
   - ❏ If you are selected for verification, you will need to submit the required documents as listed on your PeopleSoft To-Do list. These may include: W-2(s); **AND/OR** IRS Tax Return transcripts or the IRS Data Retrieval on the FAFSA. (You can request tax return transcripts at www.irs.gov or 800.908.9946. It will take 7-10 days for you to receive them by mail); **AND/OR** Specific forms requested.
   - ❏ Date submitted all required documents to FCC: _____.
   - ❏ Processing time for these documents, once submitted to the Financial Aid Office, is approximately 4 weeks.

5. **Award Notification/Letter.**
   - ❏ View your awards on PeopleSoft's Student Center by clicking on 'View Financial Aid' link.
   - ❏ **PLEASE NOTE:** There are more steps required to receive Federal Direct Student Loans.
   - ❏ If several weeks have passed since you turned in paperwork, check your To-Do list for additional items, or call our office for a Status Update at 301.846.2620.
   - ❏ If you are awarded prior to the first week of classes and your award is more than your tuition and fees , you may charge your books at the FCC Bookstore for a limited time.
   - ❏ Financial Aid will be awarded only for courses that are <u>required</u> for your program of study.

6. **Refunds (if you are due a refund from your financial aid awards).**
   - ❏ Generally, awards are disbursed approximately 3-4 weeks after classes begin and attendance is confirmed. Awards may be disbursed at a later time if you are registered for late-start classes.
   - ❏ New students will receive a letter from HigherOne listing available options for receiving refunds. Questions regarding HigherOne should be directed to the Student Accounts Office.
   - ❏ Once the refund is credited to your FCC account, it can take up to 14 days to reach your HigherOne or bank account.

Frederick Community College

301.846.2620 • www.frederick.edu