

Financial Aid Process

- Student completes FAFSA
 - a) Once FAFSA is completed and submitted by the student and parents it will take 3-5 days for the file to reach the Financial Aid Office for drawdown.
 - b) Once file is received by the Financial Aid Office, it is reviewed to determine if other verification is required by the Federal Gov't to complete the student's verification process.
 - c) If additional verification documents are required a tracking letter is sent requesting the necessary documents needed to complete the student's files. They may also be asked to provide copies of Federal tax returns and w-2 forms for the required year being verified.

- Verification Process
 - a) Once all documents are turned in, the students file is verified/compared to the information listed on the actual FAFSA application.
 - b) Once the file is verified the students file is packaged with the Federal aid they are eligible for based on the number of credit hours they are enrolled.
 - c) If the student is not enrolled yet, the packaging process is based on the average full-time enrollment.

- Award Notification
 - a) Once the student is packaged the Award notification is emailed to the student letting them know their aid has been packaged. In this notification they are instructed to log into their MYBSC account to accept/decline or modify the student loans they have been offered.
 - b) Included in the notification is the request to accept the Terms and Conditions that allows the financial aid to be applied to their tuition, fees, room and board.

- Attendance Verification
 - a) Once Classes begin Attendance is verified by the instructors and the financial aid office prepares the aid for disbursement based on the students verified attendance.

- Disbursement of financial aid
 - a) Once attendance is verified the disbursement is paid over in banner to the Business Office for them to prepare the tuition/fee checks and refund balances.
 - b) If the student is to get a refund balance the refund will be processed through the BankMobile account they set up
 - c) If the student owes a remaining balance the Financial aid office works with the Business Office to begin trying to contact the students for payment of their remaining balances by the due date set for that term.