



FINANCIAL AID CHECKLIST

□ ELIGIBILITY REQUIREMENTS:

- Apply for admissions to Texas Southmost College at www.applytexas.org
- Contact the Admissions Office for details
- Applicants must be U.S. citizens or eligible non-citizens
- Applicants must have a valid Social Security Number
- Applicant must not be in default on any prior student loan
- Applicant must not owe an overpayment on any Title IV financial aid
- Applicant must be meeting Financial Aid Satisfactory Academic Progress (SAP)
- Applicant must have graduated from an accredited high school or have a GED
- Male applicants between 18 and 26 years old must be registered with Selective Service

□ APPLY FOR AN FSA ID

Visit www.fsaaid.ed.gov. You will need a username and password for yourself and a parent if dependent. You will also need:

- Your Social Security number
- Your personal information such your social security number, your name (as it appears on your social security card), your date of birth, your street address
- Your e-mail address

□ APPLY FOR FINANCIAL AID

Complete the financial aid application (FAFSA) online at www.fafsa.gov. TSC's school code is 030646. To apply, you will need:

- Your Social Security Number
- Your parents' Social Security numbers if you are providing parent information
- Your driver's license number if you have one
- Your Alien Registration Number if you are not a U.S. citizen
- Federal tax information or tax returns **including IRS W-2 information, for you (and your spouse, if you are married), and for your parents if you are providing parent information.
- Use income tax records for the specified year:
 - 2017-2018 – You will use 2015 income tax information
 - 2018-2019 – You will use 2016 income tax information
- Records of your untaxed income, such as child support received, interest income, and veteran's non education benefits, for you, and for your parents if you are providing parent information
- Information on cash; savings and checking account balances; investments, including real estate but not including the home in which you live; and business and farm assets for you, and your parent if you are providing parent information

CHECK YOUR FINANCIAL AID STATUS

You may check the status of your financial aid through TSC Online under "My Documents" tab. If documents are pending, you will get notified via e-mail to submit them as soon as possible. If a tax return is requested, you must:

- Go to www.irs.gov
- Click on "Get a Transcript of Your Tax Records" under the "Tools" list
- Choose immediate PDF copy of Tax Transcript or order by mail

Note that additional documentation may be requested. **We encourage you to check the e-mail listed on your FAFSA or your primary e-mail on your TSC account on a daily basis for updates from our office.** If no documents are pending, you will get an award notice via e-mail.

□ **SUBMIT TRANSCRIPTS TO THE OFFICE OF ADMISSIONS**

- Incoming Freshmen:
 - Submit official High School Transcript to the Office of Admissions. ***Financial aid funds will not be released until the official transcripts have been submitted to the Office of Admissions***
- Transfer Student:
 - Submit an official transcript from each college or university that you have attended. Transcripts must be evaluated by the Office of Admissions

□ **DECLARE A PROGRAM OF STUDY WITH THE ACADEMIC ADVISING CENTER**

Applicants must be regular students in eligible programs enrolled for the declared purpose of obtaining a degree or certificate. Students enrolled for the purpose of personal enhancement or skill enhancement are not eligible for most federal and state financial aid programs. Register for courses under your desired program of study. Financial aid will not cover courses that are not part of your program of study.

□ **STUDENTS ARE AWARDED BASED ON ENROLLMENT STATUS & FINANCIAL NEED**

- 1-5 credits is less than half time enrollment
- 6-8 credits is 1/2 enrollment
- 9-11 credits is 3/4 time enrollment
- 12 + credits is full-time enrollment

□ **REQUESTING STUDENT LOANS**

- Log in to TSC Online and complete the Student Loan Request form
- Once a loan has been offered, you will receive an e-mail notification with specific instructions on how to process the loan in 3 steps. Please make sure you check your e-mail daily.

□ **SPECIAL PROGRAMS**

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college without paying tuition or in some cases tuition and fees. Please complete the Special Programs Request form through TSC Online for the appropriate program.

□ **MAINTAINING FINANCIAL AID ELIGIBILITY/SATISFACTORY ACADEMIC PROGRESS**

In order to receive Title IV funds, students must meet the following minimum requirements:

- Grade Point Average - Minimum 2.0 Cumulative GPA
- Completion Rate - Maintain a minimum 70% completion rate
- Timeframe to Complete Academic Program – this measure limits the number of hours required for a degree. The maximum is 150% of the required credits to complete the student's program of study.

□ **WITHDRAWING/DROPPING COURSES**

When a federal Title IV grant or loan is disbursed and the student does not complete the enrollment period, the law requires that TSC calculate the amount that must be returned by the school. Check with the financial aid office before you decide to withdraw a course. Please be aware that this may also affect your financial aid SAP status.