



FINANCIAL AID CHECKLIST

ELIGIBILITY REQUIREMENTS:

- Apply for admissions to Texas Southmost College. Contact the Office of Admissions and Records for complete 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 or owe an overpayment on any Title IV financial aid.
- Applicant must be meeting Financial Aid Satisfactory Academic Progress (SAP). (see back for more info on SAP)
- 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.

FSA ID (username and password)

Effective May 10, 2015 the U.S. Department of Education will implement a new login process to access Federal Student Aid's web-based systems, including FAFSA on the Web, NSLDS® Student Access, StudentLoans.gov, StudentAid.gov, and the TEACH Grant website. Users will be prompted to enter their new **FSA ID**, which will consist of a user-selected username and password. The new FSA ID will replace the Federal Student Aid PIN as the process by which **students, parents, and borrowers** will be able to authenticate their identity to access their federal student aid information. FAFSA on the Web will be updated to require users to authenticate with the FSA ID rather than the PIN.

After implementation on May 10, 2015, users who arrive at impacted websites will be directed to a link to register for their new FSA ID.

Students who already have a FAFSA PIN will have the option to link that PIN to their new FSA ID. By linking to a "matched" PIN, the user will be able to immediately use the FSA ID with the websites mentioned above. If an individual does not link to a "matched" PIN during the FSA ID registration process, they will have limited use of the FSA ID until the Social Security Administration confirms their personal identifiers. This process could take up to three days.

APPLY FOR FINANCIAL AID

Complete the financial aid application (FAFSA) online at www.fafsa.ed.gov or in person at the TSC Student Services Center. TSC's school code is **030646**. To apply, you will need the following:

- 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 income 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 records for the year prior to the academic year for which you are applying; for instance, if you are filling out the 2015-2016 FAFSA, you will need the 2014 income tax information
 - If you have not filed an income tax return, complete and submit the FAFSA using estimated tax information
- Records of you untaxed income, such as child support received, interest income, and veterans 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 for your parents if you are providing parent information.

* *Not sure whether you will need to put parents' information on the FAFSA? Check out "Am I Dependent or Independent?" at: <https://studentaid.ed.gov/fafsa/infographic-accessible> If you filed your federal income tax before completing your FAFSA online, you might be able to have your income tax information automatically transferred from the IRS and inserted in your FAFSA. **Note that the FAFSA application must be completed yearly by or before the March 1st priority deadline.***

CHECK YOUR FINANCIAL AID STATUS

You may check the status of your financial aid by visiting [TSC Online](#) under “My Documents” tab. If documents are pending, you will get notified by e-mail and asked to submit documents to our Financial Aid Office as soon as possible. If a tax return is requested by our office, you must:

- Go to <http://www.irs.gov>
- Click on “**Get a Transcript of Your Tax Records**” under the “**Tools**” list.
- Select the “**Get Transcript ONLINE**” to receive an immediate PDF copy of Tax Transcript; if you request it by MAIL it may take 5 to 10 calendar days to arrive at the address the IRS has on file for you.

If no documents are pending, you will get an award notice via e-mail. Note that additional documentation may be requested.

We encourage you to check your emails on the e-mail address listed on your FAFSA or primary e-mail address on your TSC account on a daily basis for important updates from our office.

SUBMIT OFFICIAL TRANSCRIPTS TO THE OFFICE OF ADMISSIONS AND RECORDS

- Incoming Freshmen:
 - Submit official High School Transcript (*sealed envelope*), or proof of GED (*test scores or certificate*)
- Transfer Student:
 - Submit an official transcript from *each* college or university that you have attended. Official transcripts must be evaluated by the Office of Admissions and Records.

Students transferring from UTB must also submit a copy of their official transcript to the Financial Aid Office.

DECLARE OFFICIAL PROGRAM OF STUDY WITH THE ACADEMIC ADVISING CENTER

- Applicants must be regular students in eligible programs and enrolled only for courses listed in officially declared program of study with the purpose of obtaining an Associate’s degree or certificate. Students enrolled for the only purpose of personal or skill enhancement are *not eligible* for most federal and state financial aid programs.

STUDENTS ARE AWARDED BASED ON ENROLLMENT STATUS AND FINANCIAL NEED

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

REQUESTING STUDENT LOANS

- Log in to [TSC Online](#) and complete the Student Loan Request form available under the Financial Aid section
- Once a student loan has been offered, you will receive an e-mail notification from the Financial Aid Office with specific instructions on how to complete the **3 steps that are required** to process your loan request. 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](#).

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 calculates the amount that must be returned by the school. Check with the Financial Aid Office before you decide to withdraw or drop a course. Note that this may also affect your financial aid SAP status calculation.