



## FINANCIAL AID CHECKLIST

### APPLY FOR ADMISSIONS:

- Complete and submit an application for admission through ApplyTexas at [www.applytexas.org](http://www.applytexas.org)
- Submit HS Transcripts or proof of GED (Incoming Freshmen)
- Submit an official transcript from each college or university that you attended (Returning/Transfer Students). Transcripts must be evaluated by the Office of Admissions

***Financial Aid funds will not be release until the official transcripts have been submitted to the Office of Admissions.***

### APPLY FOR FINANCIAL AID

Complete on of the financial aid applications:

- Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.ed.gov/sa/fafsa>. TSC's school code is 030646. This application is for U.S. Citizen or Eligible Non-Citizen
- Texas Application for State Financial Aid (TASFA). This application is for students that are classified as a Texas Resident who cannot apply for FAFSA.

### ELIGIBILITY REQUIREMENTS:

- 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
- 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)

### APPLY FOR AN FSA ID (FAFSA Only)

Visit <https://fsaid.ed.gov/npas/index.htm>. You will need a username and password for yourself and a parent if dependent. You will also need:

- 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 APPLICATION

**Free Application for Federal Aid (FAFSA)** - Complete the application online at <https://studentaid.ed.gov/sa/fafsa>. 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:
  - 2020-2021 – You will use 2018 income tax information
  - 2021-2022 – You will use 2019 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.



**Texas Application for State Financial Aid (TASFA)** - This application is a paper application and must be printed, filled out, signed and submitted to our institution.

- Your DACA Number if applicable
- Submit a signed copy of Federal Tax Returns and W2 (if applicable) for you (and your spouse, if you are married), and for your parents if you are providing parent information
- Male students from the age of 18 and older must submit proof they registered with Selective Service
- Use income tax records for the specified year:
  - 2020-2021 – You will use 2018 income tax information
  - 2021-2022 – You will use 2019 income tax information
- Records of your untaxed income, such as child support received, untaxed income, veteran's non-education benefits, investments including real estate, business and farm assets for you, and for your parents if you are providing parent information.

***Meeting the priority deadline gives students the best chance at being eligible for grant funding since funding is available on a first come, first served basis. Students who do not meet the January 15 deadline can still submit the application at any time during the academic school year.***

### **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 be notified via e-mail to submit them as soon as possible.

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.

### **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 three 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. For more information go to: <http://www.collegeforalltexas.com/apps/financialaid/tofa.cfm?Kind=E>

### **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.



# TEXAS SOUTHMOST COLLEGE

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Financial Aid Office

80 Fort Brown • Brownsville, Texas 78520 • (956) 295-3600 • Fax (956) 295-3368 • [www.tsc.edu](http://www.tsc.edu)