

Checklist for Financial Aid

2019-2020 Academic Year (Fall 2019-Summer 2020)

- ☐ **APPLY FOR FINANCIAL AID:** Complete the 2019-2020 **Free Application for Federal Student Aid (FAFSA)** at studentaid.ed.gov. This is the application to apply for all financial aid including Pell, HOPE Grant/Scholarship, SEOG, etc.
 - Make sure your name on the FAFSA matches your social security card.
 - OFTC's school code is **031555**. NOTE: You will see the address for the main campus located in Sandersville.
 - Use the 2017 Federal Income Tax Return and W-2's (and parents' information if you are a "dependent" student). To simplify the FAFSA process, you may want to select **"YES"** when asked if you want to download your tax information directly from the tax return submitted to the IRS. Spouse or parents can do the same by using the FSA ID for this process. Sign the FAFSA by using your (and parents' if you are a "dependent" student) FSA ID.
 - Print or save the confirmation page once the FAFSA is submitted or check your email for the acknowledgement page.
 - **OFTC does not participate in the Federal Direct Loan program. You may apply for a state funded or credit-based private loan.**
- ☐ **APPLY FOR ADMISSION AND REGISTER FOR CLASSES.** You must be enrolled in and attending classes to receive financial aid. Verify that you have been accepted into an eligible program of study to receive financial aid. **READ THE STUDENT HANDBOOK** to ensure that you understand OFTC's policy and procedures.
- ☐ **Read Your Student Aid Report (SAR):** After your FAFSA has processed you will receive a SAR notification within 5 to 7 days by e-mail or within 7 to 10 days by mail if you did not include an e-mail address on the FAFSA. Read the "Comment" section on the SAR and respond to any action items without delay. **CONTACT THE FINANCIAL AID OFFICE IMMEDIATELY IF YOU HAVE QUESTIONS.**
- ☐ **Provide Additional Documentation.** If additional documentation is needed to complete your financial aid file, you will receive a letter from the Financial Aid Office requesting specific documents or forms. Forms can also be downloaded from www.oftc.edu.
- ☐ **CHECK YOUR FINANCIAL AID AWARDS:** After advisement and receipt of your class schedule, verify on BannerWeb (select the BannerWeb link at the top of the www.oftc.edu website) that your Financial Aid file is complete (instructions on back). **Please allow 24 to 48 hours for Financial Aid to be authorized to your account after registering for classes.**
- ☐ **PAY YOUR ACCOUNT BALANCE:** Check your BannerWeb account to ensure there are no balances due. Account balances must be paid no later than the third day of classes. A Tuition Payment plan called Nelnet is available each semester. The online application can be completed at www.oftc.edu. Students who have a balance due after the third day of classes will have their registration purged from the system and cannot attend class unless payment can be made.
- ☐ **VERIFY YOUR MAILING ADDRESS AND OFTC E-MAIL ADDRESS.** Check your mailing address and e-mail address in BannerWeb at "Personal Information". To change your address or phone number, print the "Update Address Form" and submit it to the Admissions or Registrar's Office. Use your OFTC e-mail account when you have a question or need to send information to the Financial Aid Office: financialaid@oftc.edu. Check your OFTC e-mail regularly.
- ☐ **MAINTAINING YOUR FINANCIAL AID**
 - REGISTER FOR CLASSES THAT ARE IN YOUR PROGRAM OF STUDY ONLY!
 - Renew your FAFSA at least 6 to 8 weeks prior to Fall Semester each school year (preferably by May 1). The financial aid award year consists of Fall, Spring, and Summer Semesters.
 - Meet OFTC's Satisfactory Academic Progress (SAP) requirements located online at www.oftc.edu. **Contact the Financial Aid Office before withdrawing from classes. All withdrawals and failing grades can affect your financial aid status.**

To check the status of your Financial Aid file:

Login to BannerWeb on the OFTC website (www.oftc.edu)
Go to Student Services and Financial Aid
Go to Financial Aid Status
Select appropriate aid year, then Submit
Select Student Requirements if applicable

To check your Student Account balance:

Login to BannerWeb on the OFTC website (www.oftc.edu)
Go to Student Services and Financial Aid
Go to Financial Aid
Go to Award
Go to Account Summary By Term
Select the Current Term and Year (i.e. Fall 2019)
Scroll all the way to the bottom of the page. . If you see a negative amount-that is the amount you have available in the Bookstore. If you see a positive amount-that is the amount you will need to pay BEFORE going to the Bookstore.