



### ***APPLICATION PROCESS***

- File the Free Application for Federal Student Aid (FAFSA) every year on the web at <https://fafsa.ed.gov>. Release the information to Southern Crescent Technical College by adding SCTC's School Code: **005621**. The FAFSA is available after October 1<sup>st</sup> for each new award year. SCTC's academic year begins in August with the Fall semester.
- Request a Federal Student Aid ID (FSA ID). You (and your parent(s) if you are a dependent student) must obtain one at <https://fsaid.ed.gov>. Save this ID as you will need it for completing the FAFSA each year. Your parent (if dependent) must request their own FSA ID.
- When completing the FAFSA be sure to use the IRS Data Retrieval Tool if you are able. This will prevent errors and speed up the processing time.
- Upon submission of the FAFSA you will immediately receive a confirmation from the processor. The Central Processing Service (CPS) will generate an electronic Student Aid Report (SAR). **THIS DOES NOT CONFIRM COMPLETION OF THE PROCESS. READ THE CONFIRMATION AND SAR COMPLETELY.**
- [Apply](#) for admissions to SCTC.

### ***AFTER THE APPLICATION PROCESS***

- Sometimes additional documents are required to process your aid such as copies of your Federal Tax Return Transcripts, W-2's, and/or other forms. If SCTC needs additional documentation we will send a "Tracking Letter" to the mailing address we have on file with Admissions. This letter will list all the documents you have outstanding. You can also view outstanding documents through Banner Web, our Student Information Portal. You can access [Banner Web](#).
- Check for outstanding documents by going to "[Banner Web](#)", "Enter Secure Area" (using your SCTC ID and six digit date of birth for pin), and click on "Student Services and Financial Aid" -- "Financial Aid"-- "My Eligibility".
- Submit all required documents as soon as possible to ensure timely processing and disbursement of your aid.

### ***AWARDING PROCESS***

- Information concerning your Financial Aid Award can be found on [Banner Web](#) under the "Student Services and Financial Aid" tab by clicking on "Financial Aid". Once you are on this page you can view your award under "My Award". If you run into difficulties understanding these screens please contact our office by email [finaid@sctech.edu](mailto:finaid@sctech.edu) or by phone at 770-228-7368 or 706-646-6386.
- Official notification of your financial aid award will be mailed to your mailing address on file. Please make sure your mailing address that we have on file is accurate. You can visit the Admissions Office to make any necessary changes. Award notifications are also posted in Banner Web under "My Award".
- For students interested in the Student Access Loan (SAL) you must complete a separate application at [www.GAfutures.org](http://www.GAfutures.org).

### ***PRIOR TO PAYMENT OF YOUR AID***

- Finalize your enrollment for the semester by the end of each semester's drop/add period. A minimum enrollment of at least half-time (6 credit hours) is required for the SAL program ONLY.
- Continue to review your award on [Banner Web](#), complete any missing requirements, and monitor your SCTC email account for any updates.

### ***AFTER YOUR AID***

- Stay enrolled!! Dropping or withdrawing from classes could result in the loss of your aid and may affect future eligibility for aid. Contact the Office of Financial Aid before dropping or withdrawing from any courses at [finaid@sctech.edu](mailto:finaid@sctech.edu) or 770-228-7368 or 706-646-6386.
- Complete your courses! You must make Satisfactory Academic Progress (SAP) toward your program of study to maintain eligibility for aid. Learn more about eligibility by viewing our [SAP Policy](#).