



## Financial Aid Checklist 2017/2018 Aid Year

The Financial Aid Checklist details actions you are required to take, including those required for disbursement of financial aid funds to your student tuition and fees, and actions that we strongly recommend you take once financial aid has been awarded.

- ✓ Complete FAFSA on the Web.  
Get worksheets to fill out prior to filing the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) / (1-800-433-3243). Filing online is REQUIRED, the Web site has prompts to help you avoid making mistakes. You and your parents (if dependent) will both need an FSA ID. You may obtain an FSA ID at <https://fsaid.ed.gov/npas/index.htm> Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your *federal student aid* documents. It's a good idea to get your FSA ID in advance of your deadline or priority date, although FSA IDs can still be obtained during the FAFSA sign-up process. **The federal code for Palm Beach State College is 001512. (FAFSA Workshops are available at each campus and are HIGHLY recommended. Please visit <http://www.palmbeachstate.edu/financialaid/FAFSA-Workshops.aspx> for locations and times.)**
- ✓ Apply for **Bright Futures** scholarships as early as December 1 of high school senior year by submitting an *Initial Student Florida Financial Aid Application* at [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org)
- ✓ **Review Financial Aid Programs at a Glance.** Initial financial aid awards are **based on full-time enrollment** for both the fall and spring semesters (12 or more credit hours per semester for undergraduates, **450 clock hours per semester for PSAV programs**). Awards are subject to change if 1) your eligibility information changes, 2) changes to federal or state regulations are made, 3) if fund reductions are imposed upon the college, 4) if you are not meeting Satisfactory Academic Progress (SAP). SAP standards can be found on the financial aid website <http://www.palmbeachstate.edu/financialaid/sap-satisfactory-academic-progress.aspx>. 5) if you have not provided all requested documents to financial aid office, 6) if you are not enrolled in an eligible Financial Aid program and pursuing classes specific towards your degree program (Primary Objective)
- ✓ **On Panther Web** – 1) Complete and submit an Authorization to Use Federal Title IV Funds, 2) Apply for Direct Subsidized Loan (if needed), 3) Clear any red flags under Financial Aid application status. Click on "Document Details" for further explanation. Please remember to check your Panther Web often.
- ✓ **Sign up for direct deposit.** When financial aid funds exceed college charges, you will receive a refund to assist you with the purchases of books, supplies, and other educational or living expenses. Direct deposit of a refund is faster, easier, and more secure than mail delivery of a paper check. Please sign up for direct deposit to have any refund deposited directly to your bank account. Many of the major banks offer free checking accounts for college students. Please note, disbursements will occur 30 days after classes have started. Refunds are generally processed (when applicable) up to 1 week after disbursement of funds. Direct Deposit can be set up on Panther Web under the "My Details" section of your homepage. Click on "Direct Deposit" and add your account and routing number. **If you do not have a bank account, please visit a local bank and inquire about a "student account." These accounts typically have NO FEES associated with them.**

### Federal Direct Loans

Go on-line to [www.StudentLoans.gov](http://www.StudentLoans.gov) and sign in using your FSA ID.

1. Complete Entrance counseling (*not Financial Aid Awareness*). This will take about 20-30 minutes. Be sure to select "no" to graduate/professional question.
2. Complete the Master Promissory Note (MPN) for Federal Direct Loans for undergraduate students. This will take a few minutes. (Only required if you have not completed one in previous year). For additional assistance, call your campus financial aid advisor.

**All borrowers:** Go to your Panther Web

1. Satisfy any Red Flag requirements
2. From the drop-down menu for Financial Aid, Select "Sub Loan Request"
3. Complete the Loan Request Form. This will take 1-2 minutes.
  - **REMEMBER THIS IS A DEBT YOU ARE ASSUMING. YOU MUST PAY THESE FUNDS BACK. BORROW RESPONSIBLY!**

If you need additional funding (UNSUBSIDIZED LOAN), please visit your nearest Financial Aid Office to complete the request form.

**Complete a Federal Direct PLUS Loan Request.** If you are a dependent student needing additional funds, your parent may apply for a Federal Direct PLUS Loan. The PLUS Loan application is located on the financial aid website under [Forms](#).