FINANCIAL AID 101

Helping you navigate the financial aid world at PBSC

In this issue:

- Submitting required documents to the financial aid office

How can I submit documents to the FA office?

The most efficient way to submit your documents to the financial aid office is through online forms signed through DocuSign. By submitting online forms you prevent many simple errors (e.g. not dating your form) that happen when forms are filled out by hand.

Q: How do I access online forms?
A: If you have accessed your PantherWeb account to review the documents you have pending then you can simply click on the box for Financial Aid Forms!
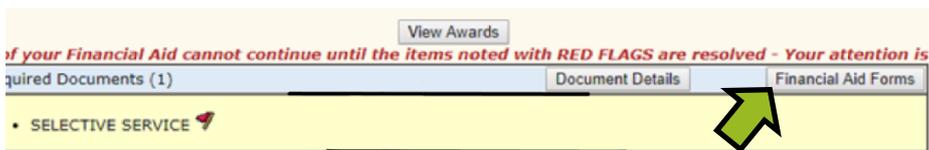
If not, you can find the documents you need by going to our website www.palmbeachstate.edu and select financial aid below the announcements section.

Once there you click on **forms** on the green menu on the right hand side, then select the academic year you need to submit documents for.

Be sure to select the correct academic year, as our forms are date sensitive.

- [2019 - 2020 Forms](#): Fall 2019 | Spring 2020 | Summer 2020

- [2018 - 2019 Forms](#): Fall 2018 | Spring 2019 | Summer 2019

Voilà! You've made it to the forms section. Click on the form(s) you need and follow the DocuSign instructions.

Q: I submitted my online form but PantherWeb shows it wasn't received yet. Should I submit a new form?
A: When you officially submit your form you will receive a confirmation email. Once you've received the email please allow up to 24 hours for the request to be removed.
Please note that if you are a dependent student, you will need to provide an email for your parent to sign the form. Your forms are not finalized until your parent signs electronically.

Q: The document has reappeared on PantherWeb. What is going on?
A: We always ask that you please monitor your application status to make sure it was finalized. If you saw the request disappear and later reappear then that means we found an issue with the items you submitted or might need more documentation from you.