1. **Student applies online using the Free Application for Federal Student Aid (FAFSA).**
   - www.fafsa.ed.gov
   - Enter SLCC Federal School Code: 005220
   - Use IRS Data Retrieval Tool when possible

2. **SLCC Financial Aid Office (FAO) receives FAFSA data and requests information.**
   - Monitor your BruinMail account for emails from the FAO
   - Requested information can also be found on MySLCC

3. **Student submits requested information to the FAO.**
   - Submit information at one time and make sure name and student number are on each page
   - Submit paperwork by priority dates:
     - Fall Priority Date – April 15
     - Spring Priority Date – November 1
     - Summer Priority Date – April 1
   - Late applications will be processed but aid may not be ready by the beginning of the semester.

4. **SLCC FAO reviews information and corrects FAFSA data, if necessary.**
   - Corrections will be processed through the federal processor
   - Student waits for information to be reviewed
   - May take 2-6 weeks depending on the number of files being reviewed

5. **SLCC FAO determines eligibility for aid and sends award notification email.**
   - Monitor your SLCC email account for emails from the FAO

6. **Student reviews award notification email and completes all requirements for awards they wish to accept.**
   - Loans require acceptance, loan entrance counseling and a promissory note
   - SLCC Promise requires acceptance

7. **Student sets up refund delivery method with the Cashiers Office.**
   - Options include: direct deposit, putting funds on your OneCard or using the Discover card option
   - If you do not select an option, the Cashiers Office will mail refunds

8. **SLCC FAO transfers aid to the Cashiers Office about 5 working days before the semester starts.**
   - Students must be enrolled, making progress and meet all aid requirements
   - If the amount of your aid exceeds your bill, you will be eligible for a refund

*Updated 10/19/16*