



Financial Aid Check List

BEGIN

- ❑ **Apply for admissions. You must be accepted into a financial aid fundable program. Your financial aid application will not be processed until you are accepted.** In addition, students must be a high school graduate, obtain a GED/HSED, or pass the ability to benefit test.
- ❑ **Apply for Financial Aid.** Apply **after January 1st of each year** once you have completed your tax return. **Priority** is given to those **who file** their FAFSA **by April 30th** for the Fall semester (August). **Filing after May 1st may cause delay** in processing student's financial aid for the Fall Semester and/or the loss of state grant eligibility.
- ❑ **Have your PIN(s) ready.** Student and parent (if student is dependent) need a personal identification number (PIN) from the Department of Education to sign their electronic application. To request or re-request a PIN go to www.pin.ed.gov.
- ❑ **Have your Federal Tax Return(s) ready. Federal regulations prohibit our office from awarding financial aid if you did not file a tax return for the previous year and you were required to do so.** For a complete list of information needed for filling out a FAFSA, go to www.fafsa.gov and click on **Before Beginning a FAFSA**.
- ❑ **Submit your FAFSA.** Apply online at www.blackhawk.edu/financialaid and click on the FAFSA link. Submit the appropriate year "Free Application for Federal Student Aid" (FAFSA) and be sure to use **BTC's school code 005390**. Processing of your online application by the Department of Education **and** BTC takes approximately 8-10 weeks. *Please remember, students need to file for Financial Aid each academic year.*

FOLLOW THROUGH

- ❑ **Review your SAR.** The application results are sent to your home or email address and electronically to the school(s) you have chosen on the application. When you receive your Student Aid Report (SAR) from the Department of Education read it carefully. If your SAR is rejected or corrections are necessary, please contact the Financial Aid office at 608-757-7664 or email us at btcfinaid@blackhawk.edu for assistance.
- ❑ **Check the status of your application online.** Go to www.blackhawk.edu/financialaid to learn how to view what additional information may be needed, click on How to View Requirements and Status. You should also receive a letter in the mail requesting additional information.

END RESULT

- ❑ **Check the status of your award online.** Once the review process is complete you will be able to view your Award information online. To learn how to view your award, go to www.blackhawk.edu/financialaid and click on How to View Award. Your award will list the financial aid you qualify for. All student borrowers must accept or decline your loan.

DIRECT LENDING IS NEW FOR 2010-2011

As we transition to this new loan program the most current information regarding student loans at BTC can be found on our website (www.blackhawk.edu/financialaid)

ALL STUDENT LOAN BORROWERS MUST

- ❑ **Complete and submit a Master Promissory Note (MPN)** even if you have had a loan in the past.

NEW STUDENT LOAN BORROWERS MUST:

- ❑ **Complete Entrance Loan Counseling and a Master Promissory Note.** If you are accepting student loans that are listed on your Financial Aid Award Letter please go to www.blackhawk.edu/financialaid, and click on Student Loan for how to apply for a Stafford Loan.

Money Matters That Could Affect You

ENROLLMENT STATUS

Enrollment status is based on the number of credits you are enrolled in.

Full Time Status	12 credits or more
Three Quarter Status	9 to 11.9 credits
Half Time Status	6 to 8.9 credits
Less than Half Time Status	5 credits or less

HOW ENROLLMENT STATUS AFFECTS FINANCIAL AID

- **Your financial aid award is based on the assumption of full time enrollment. Lowering your credit load can reduce your financial aid.**
- To be eligible for student loans and state grants your enrollment status must be at least half time. Enrollment status for loans and state grants is verified when these funds are credited to your account.
- Enrollment status is locked 2 weeks after the beginning of the fall and spring term for all Federal Financial Aid. (One week for the summer term) If you want financial aid to pay for late starting classes, you must be enrolled for those classes at the beginning of the semester. If a late starting class is cancelled you may owe some of your financial aid back.
- If you register for a class and do not plan to attend, it is **your responsibility** to withdraw from that class. Please be aware that the college refund policy will apply based on when you withdraw. If you never attend a class and do not officially withdraw your financial aid will be adjusted if necessary.
- **Students must stay in class at least 60% of the scheduled class days in order to earn 100% of their Federal Financial Aid including LOANS and GRANTS.** A student who completely withdraws, drops out, or is dismissed before 60% is completed will be required to pay back a portion of their financial aid under the Federal Return of Title IV Funds Policy.
- **Students who receive all F's** for a term may be considered unofficial withdrawals and may be **required to pay back a portion** of their financial aid under the Federal Return of Title IV Funds Policy.

PAYMENT OF FEES

- Tuition and fee payment is due at the time of registration unless the student qualifies for a financial aid deferment. A fall or spring deferment can be granted if BTC has electronically received a valid financial aid application record from the federal processing center **and** the student has returned all requested documents to the BTC Financial Aid Office. To receive aid in summer you must fill out a Summer Financial Aid application. For more information about when you will receive your funds, go to www.blackhawk.edu/financialaid and click on Disbursement of Financial Aid or the Financial Aid calendar.

MISCELLANEOUS INFORMATION

- You may **NOT** receive financial aid at two schools.
- If you do not have access to a computer, they are available at BTC to submit your FAFSA online.
- You are required to make Satisfactory Academic Progress in the course of study in which you are enrolled in order to continue to receive financial aid.
- You are responsible for charges incurred even if it is determined you are not eligible for grants/loans.

If you have questions regarding financial aid, please contact the Financial Aid Office at (608) 757-7664, or toll free at 1-800-498-1282, ext 7664.