WIREGRASS
GEORGIA TECHNICAL COLLEGE®

Financial Aid Checklist

☐ **APPLY FOR FINANCIAL AID:** Complete the 2017-2018 **Free Application for Federal Student Aid (FAFSA)** at www.fafsa.ed.gov. This is the application to apply for all financial aid including Pell, HOPE Grant/Scholarship, SEOG, etc. **The FAFSA application process is FREE!**

  ➢ **Make sure your name on the FAFSA matches your social security card**.
  ➢ WGTC's school code is **005256**. NOTE: You will see the address for the main campus located in Valdosta.
  ➢ Use the 2015 U.S. Federal Income Tax Return and W-2's (and parents' information if you are a "dependent" student). ~~Click on the IRS Link to use the *IRS Data Retrieval Tool* when completing the FAFSA.~~ Currently unavailable~~.~~
  ➢ Sign the FAFSA by using your (and parents' if you are a "dependent" student) FSA ID at https://fsaid.ed.gov/npas/index.htm.
  ➢ Print the confirmation page once the FAFSA is submitted or check your email for the acknowledgement page.
  ➢ **WGTC does not participate in the Federal Direct Loan program. You may apply for a state funded or credit-based** private loan. Information is located online at http://www.wiregrass.edu/admissions/student_loans.php.

☐ **IF APPLYING FOR AN ASSOCIATE DEGREE PROGAM**, in addition to the FAFSA, you must complete a HOPE Scholarship Evaluation Form, available in the Registrar's Office or at www.wiregrass.edu under "myCampus" then "Forms."

☐ **READ YOUR STUDENT AID REPORT (SAR)**: After your FAFSA has processed you will receive a SAR notification within 5 to 7 days by e-mail or within 7 to 10 days by mail if you did not include an e-mail address on the FAFSA. Read the "COMMENT" section on the SAR and respond to any action items without delay. **CONTACT THE FINANCIAL OFFICE IMMEDIATELY IF YOU HAVE QUESTIONS**.

☐ **PROVIDE ADDITIONAL DOCUMENTATION:** If additional documentation is needed to complete your financial aid file, you will receive a letter from the Financial Aid Office requesting specific documents or forms. A letter will be sent to you by mail or by e-mail. Forms can also be downloaded from http://www.wiregrass.edu/admissions/finaid_forms.php.

☐ **APPLY FOR ADMISSIONS AND REGISTER FOR CLASSES**. You must be enrolled in and attending classes to receive financial aid. Verify that you have been accepted into an eligible program of study (major) to receive financial aid. **READ THE STUDENT HANDBOOK** to ensure that you understand WGTC's policy and procedures.

☐ **CHECK YOUR FINANCIAL AID AWARDS/AUTHORIZATIONS**: After advisement and receipt of your class schedule, verify at Banner Web (http://banweb.wiregrass.edu) that your Financial Aid file is complete (instructions on back). Please allow 24 to 48 hours for Financial Aid to be authorized to your account after you register for classes (instructions on back).

☐ **PAY YOUR ACCOUNT BALANCE**: Check your BanWeb account to ensure there are no balances due. Account balances must be paid no later than the third day of classes. A Tuition Payment plan called Nelnet is available each semester through Nelnet Business Solutions at www.wiregrass.edu, "Apply/Pay Online." Students who have a balance due after the third day of classes will have their registration purged from the system and cannot attend class unless payment can be made.

☐ **VERIFY YOUR MAILING ADDR ESS and WGTC E-MAIL ADDRESS**. Check your mailing address and e-mail address in BanWeb at "Personal Information." To change your address or phone number, print the "Update Address Form" and submit it to the Admissions or Registrar's Office. Use your WGTC e-mail account when you have a question or need to send information to the Financial Aid Office: financialaid@wiregrass.edu. Check your Wiregrass email regularly.

☐ **IMPORTANT DATES HANDOUT**: A handout is available each semester that gives deadline and refund dates.

☐ **MAINTAINING YOUR FINANCIAL AID**
  ➢ REGISTER FOR CLASSES THAT ARE WITHIN YOUR PROGRAM OF STUDY (MAJOR) ONLY!
  ➢ Renew your FAFSA at least 6 to 8 weeks prior to Fall Semester each school year. **FAFSA application online October 1**. The financial aid award year consists of Fall Semester, Spring Semester, and Summer Semester.
  ➢ Meet WGTC's Satisfactory Academic Progress (SAP) requirements located online at http://www.wiregrass.edu/admissions/finaid_eligibility.php. **Contact the Financial Aid Office before withdrawing from classes. All withdrawals and failing grades can affect your financial aid status.**

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