Steps to Financial Aid

1. **Apply for Federal Financial Aid by going to www.fafsa.gov** (free application):
   - Apply for your PIN Number and complete the application online before our priority deadline.
   - The PIN is your electronic signature for the FAFSA. Parents of dependent students must have their own PIN.
   - Shelton State Community College’s School Code is 005691.
   - For fast processing, students should use the IRS data retrieval process and sign the application online.

2. **Complete Verification Process (if selected):**
   - Applicants selected for verification must provide requested documentation within 15 days of the request.
   - Verification forms are available at [http://www.sheltonstate.edu/financial_aid/financial_aid_forms.aspx](http://www.sheltonstate.edu/financial_aid/financial_aid_forms.aspx)
   - Failure to provide all requested documents will delay your award offer and financial aid payments.

3. **Satisfy Documents, Review and Accept Award Offers:**
   - All student notifications are made by mail and email. When notified, you must review and satisfy documents online:
     1. Login to *MyShelton* using your SSCC ID (ex. S00000000) and pin number (*date-of-birth: mmddyy*).
     2. Select Fin Aid Tab (tab only shows on the screens of students whose financial aid information has been accepted).
     3. Select Fin Aid Status, enter aid year, submit (will display message and hyperlink to student requirements).
       - **Note:** Hyperlinks appear underlined in blue print.
     4. Display will show Unsatisfied and Satisfied Student Requirements.
     5. For any Unsatisfied Requirements follow the instructions or hyperlinks.

4. **Apply Aid to your Student Account:**
   - Register for courses each semester during registration.
   - Get books during the book charge period a few days before the beginning of each term.
   - Attend every class and/or complete all required online course assignments throughout the semester.
   - During the first week of the semester, aid is *authorized* to student accounts. Once attendance is verified, your funds will be *disbursed* into your account to pay tuition and fees (if approved). *Authorized* aid will retain your course schedule and allow you to charge in the bookstore if you have available funds.

5. **Get Books for Class:**
   - You may charge books to your financial aid account a few days prior to the first day of class. Dates are posted before each semester.
   - You are responsible for any book charges greater than your final financial aid award.

6. **Class Attendance:**
   - Financial aid disbursements require documented attendance from each course instructor.
   - Be sure to review the course syllabus and complete attendance and/or participation requirements for each course during the first week of the semester to ensure timely aid disbursements.
   - Financial aid awards may be reduced for non-attendance during the first two weeks of class.

7. **Get your Refund:**
   - Refund checks will be mailed 14 days after financial aid funding is disbursed to your account.
   - It is your responsibility to attend class and communicate with your instructor if you have complications.

8. **Withdrawals:**
   - Each course that is not successfully completed will negatively impact your completion rate and/or GPA which can potentially limit your future financial aid funding.
   - If you withdraw or stop attending school before the 60% point of the semester, you will owe a portion of your award to the Department of Education or Shelton State.