

Financial Aid Checklist and Tips

Step-by-Step Instructions

(Please print a copy for your reference)

- Submit a completed **Free Application for Federal Student Aid (FAFSA)** or renewal FAFSA to the federal processor four to six weeks before your anticipated start date.

File your application online at <http://www.fafsa.gov>. No filing fee is required!

Okefenokee Tech's Federal School Code is **005511**.

- Be sure you/your parent sign the FAFSA** either by using your, and if required, your parents' **Department of Education PIN** or by signing and mailing in the Signature Page to the address on the form.
- Students who do not wish to complete the FAFSA, must submit a completed **GSFAPPS Application** online to apply for the HOPE Scholarship/Grant. Please complete this application four to six weeks before your anticipated start date to allow the Office of Financial Aid time to determine your eligibility. Please note that this application is submitted electronically to the Georgia Student Finance Commission (GSFC) and not to the Office of Financial Aid for processing.
- Review your **Student Aid Report (SAR)** for accuracy once received from the Department of Education. Make necessary changes as needed and return to the Central Process System. If you change **income, asset, or household size** information, you may need to submit additional documentation to **our office** for verification purposes.
- Respond to any request for **verification** of information as soon as possible. **Remember:** You are responsible for checking your **Financial Aid Status** regularly. In addition, you can check your **Award Status** to ensure your application is **Complete** through BANNER Web.
- Be sure that your (the student's) **Social Security number** is correct on all forms.
- Keep your address current** with the Admissions Office by completing a **Change of Address Form** or by emailing the Admissions Office providing the information that needs to be updated in your email (i.e. Name, Address, Phone Number, etc...).
- Ensure that you have been accepted into an eligible program of study to receive financial aid. Applications will not be processed until you have been accepted by the Admissions Office at OTC.

PLEASE NOTE: NO FINANCIAL AID WILL BE AWARDED UNTIL ALL REQUIRED FORMS ARE ON FILE and HAVE BEEN REVIEWED. PLEASE ALLOW FOUR TO SIX WEEKS FOR YOUR APPLICATION TO BE PROCESSED.