



Financial Aid Checklist 2014/2015 Aid Year

The Financial Aid Checklist details actions you are required to take, including those required for disbursement of financial aid funds to your student tuition and fees, and actions that we strongly recommend you take once financial aid has been awarded.

- ✓ Complete FAFSA on the Web.
Get worksheets to fill out prior to filing the FAFSA at www.fafsa.ed.gov / (1-800-433-3243). Filing online is REQUIRED, the Web site has prompts that help you avoid making mistakes. You and your parents (if dependent) will both need a PIN, or electronic password, before completing the form – available at www.pin.ed.gov. It's a good idea to get your PIN in advance of your deadline or priority date, although PINs can still be obtained during the FAFSA sign-up process. **The priority FAFSA date at Palm Beach State College is April 1. The federal code for Palm Beach State College is 001512.**
- ✓ Apply for **Bright Futures** scholarships as early as December 1 of high school senior year by submitting an *Initial Student Florida Financial Aid Application* at www.floridastudentfinancialaid.org
- ✓ **Review Financial Aid Programs at a Glance.** Initial financial aid awards are based on full-time enrollment for both the fall and spring semesters (12 or more credit hours per semester for undergraduates, 450 clock hours per semester for PSAV programs). Awards are subject to change if 1) your eligibility information changes, 2) changes to federal or state regulations are made, 3) if fund reductions are imposed upon the college, 4) if you are not making Satisfactory Academic Progress (SAP). SAP standards can be found on the financial aid website <http://www.palmbeachstate.edu/financialaid/sap-satisfactory-academic-progress.aspx>. 5) if you have not provided all requested documents to financial aid office, 6) if you are not enrolled in an eligible Financial Aid program and pursuing classes specific towards your degree program (Primary Objective)
- ✓ **On Panther Web** – 1) Complete and submit an Authorization to Use Federal Title IV Funds, 2) Review and Accept Terms and Conditions, Apply for Direct Subsidized Loan (if needed)
- ✓ **Sign up for direct deposit.** When financial aid funds exceed college charges, you will receive a refund to assist you with the purchases of books, supplies, and other educational or living expenses. Direct deposit of a refund is faster, easier, and more secure than mail delivery of a paper check. Please sign up for direct deposit to have any refund deposited directly to your bank account. Many of the major banks offer free checking accounts for college students. Please note, disbursements will occur 30 days after classes have started. Loans will be disbursed in two (2) separate disbursements- 30 days after classes begin and estimated about mid-point of semester for 2nd disbursement. Refunds are generally processed (when applicable) up to 1 week after disbursement of funds.

Federal Direct Loans

Go on-line to www.StudentLoans.gov and sign in using your PIN for FAFSA. (There are instructions for obtaining a new or forgotten PIN.)

1. Complete Entrance counseling (*not Financial Aid Awareness*). This will take about 20-30 minutes. Be sure to select “no” to graduate/professional question.
2. Complete the Master Promissory Note (MPN) for Subsidized Direct Loans for undergraduate students. This will take a few minutes.(Only required if you have not completed one in previous year) (Toll-free help with this MPN is available at 1-800-557-7394)
3. Complete Financial Literacy application at schoolbucks.broward.edu

All borrowers: Go to your Panther Web

1. Satisfy any Red Flag requirements
2. From the drop-down menu for Financial Aid, Select "Loan Request"
3. Complete the Loan Request Form. This will take 1-2 minutes.
 - **REMEMBER THIS IS A DEBT YOU ARE ASSUMING. YOU MUST PAY THESE FUNDS BACK. BORROW RESPONSIBLY!**

Complete a Federal Direct PLUS Loan Request. If you are a dependent student needing additional funds, your parent may apply for a Federal Direct PLUS Loan. The PLUS Loan application is located on the financial aid website under Forms.