4 Simple Steps to Financial Aid FAFSA Application

FAFSA 2018-2019

1. **Student completes a new or renewal 2019-2020 Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov**

- ✪ Students must list SBVC using federal school code # 001272.
- ✪ Students new to SBVC, must also complete an Application for Admission to San Bernardino Valley College. Go to the Admissions and Records Office website at http://www.valleycollege.edu.
  - • To qualify for federal student aid, students must declare a program of study when completing their application for admission to the college.
- ✪ It is strongly recommended that you have your 2017 federal income tax available before completing your FAFSA . Using the address exactly as it appears on the 2017 federal tax return and the FSA ID, you can use the Data Retrieval tool for the income section of your FAFSA.
- ✪ After the FAFSA is submitted, a "Student Aid Report" (SAR) will be sent within 24-48 hours by email or four weeks by mail from the federal processor. Make sure to carefully read the comments section of the SAR. It will indicate any corrections that must be made and other important information.

2. **Check your Student Email account and/or WebAdvisor (My SBVC FA Documents) for any required documents that may need to be submitted to the Financial Aid Office.**

- ✪ Completed FAFSA applications are received from the Department of Education within 7-10 days.
- ✪ San Bernardino Valley College will notify you via email once your FAFSA is received if additional documents are required to determine your financial aid eligibility.
- ✪ If a student is eligible for a California College Promise Grant (formerly the BOG Fee Waiver), it will automatically be awarded once FAFSA results are received. To confirm a California College Promise Grant (CCPG) has been awarded, view your Financial Aid Award Letter. Students who are placed on Academic Dismissal by the counseling department will not qualify for a CCPG until their eligibility is reinstated.

3. **Students must submit all required documentation to the SBVC Financial Aid Office as soon as possible.**

- ✪ To know what documents must be submitted, login to your student email account or onto WebAdvisor and click the 'My SBVC FA Documents' link.
- ✪ Most required documents can be downloaded online by clicking on the 'Online Forms' link on the SBVC Financial Aid webpage. Most documents are available on the form racks in the Financial Aid Office lobby.
- ✪ All student files are processed, in date order, based on the date the last document was received; processing may take a <u>minimum</u> of 8-10 weeks
- ✪ After a student's file is processed, eligible awards are entered onto the Financial Aid Award Letter. Students will receive an award letter notification email approximately one week prior to funds being available to students via Direct Deposit or the Wolverine Debit Card.

4. **Students must enroll for Direct Deposit or the Wolverine Debit Card Disbursement**

- ✪ On the SBVC Financial Aid web page, click on "How Do I Get My Financial Aid Disbursement?" and follow steps.
- ✪ Financial Aid disbursements are issued through ACH transfer (Direct Deposit) or through the Wolverine card.
- ✪ ALERT! - Selecting Direct Deposit may delay your disbursement by 3-5 business days depending on your personal banking institution policies.

For more information on the Wolverine Card visit: www.valleycollege.edu/wolverinecard

IMPORTANT FACTS ABOUT FINANCIAL AID FOR 2019-2020

★ 2019-2020 FAFSA application is available on **October 1, 2018**. Submit the **FREE** Application for Federal Student Aid (FAFSA) online at: www.fafsa.ed.gov by the priority deadline of **March 2, 2019**.

★ Students may complete the FAFSA application online after the March 2nd priority deadline however, they may experience a delay in the processing of their application.

★ It is strongly recommended that you file your 2017 federal income tax return early, if possible before completing your FAFSA and use the IRS Data Retrieval tool for the income section of your FAFSA.

★ The SBVC Financial Aid Office will start processing 2019 – 2020 applications after **March 2, 2019**.

★ To remain eligible for Federal Financial Aid students are required to:
  - Maintain a minimum **2.00** cumulative college **GPA**
  - Complete at least **67%** of all units **attempted**
  - Complete a degree or certificate program within 150% of units required for the chosen program of study.

★ Students are encouraged to register for classes during their registration period. If determined eligible for financial aid, a disbursement to a student's Wolverine Card (or direct deposit) or a refund of enrollment fees paid out of pocket, will be issued at a later date. Financial Aid funds are intended to assist in covering educational expenses; however, they may not cover all associated educational expenses.

HOW TO OBTAIN A CALIFORNIA PROMISE GRANT (FORMERLY THE BOG FEE WAIVER)

If eligible, a California College Promise Grant award should appear on your SBVC Financial Aid Award Letter within 7-10 business days after adding SBVC school code to your FAFSA application online. Once it appears, enrollment fees will automatically be waived when registering for classes. Other financial aid grants will take longer to appear on your Financial Aid Award Letter. Students who paid for their class registration fees before being awarded a CCPG, can request a reimbursement. Reimbursements are not automatic after being awarded a CCPG. To receive a reimbursement, a student must come to the financial aid office to obtain, fill out, and submit a Request For Refund of Fees form. A reimbursement check will be mailed out by the District Accounts Payable Department, to the student's address on record in the Admissions and Records Office.

FINANCIAL AID COUNTER SERVICE

FULL counter services are Monday through Thursday. *LIMITED COUNTER SERVICE* offered on Friday only:
  1. **Form pickup** - Most Financial Aid forms can be picked up in our lobby or printed online at www.valleycollege.edu/financial_aid
  2. **General questions** - Only information that is NOT specific to your individual file can be given.

NO STUDENT FILE STATUS CHECKS WILL BE DONE ON LIMITED SERVICE DAYS OR BY PHONE

Student file status can be seen 24/7 on WebAdvisor by clicking on 'My SBVC FA Documents'. Grant award status can be seen 24/7 on WebAdvisor by clicking on 'Financial Aid Award Letter'. Grant disbursement status can be seen 24/7 by checking the balance on your Wolverine Card (or bank account if direct deposit was selected)

The Financial Aid Computer Lab is open during regular Financial Aid Office hours based on staff availability. Students are encouraged to visit the Financial Aid Computer Lab for assistance in completing their FAFSA application online and obtain answers to general financial aid questions.

The Financial Aid Office is going paperless. Most notifications will be emailed to your student email address. You must check your Student Email account and WebAdvisor regularly for updated financial aid information.

FINANCIAL AID REGULAR OFFICE HOURS

Monday and Thursday: 8:00 am - 5:00 pm   •   Tuesday and Wednesday: 8:00 am - 7:00 pm   •   Fridays: 8:00 am - 2:00 pm

*Office hours are subject to change. Please check the "Contact Us" webpage at www.valleycollege.edu/financial_aid for the most up to date office hours. The Financial Aid office will stop accepting students 30 minutes prior to the office closure time posted online.

HOW TO ACCESS FINANCIAL AID INFORMATION ON WebAdvisor

You can access important information about your student file status using SBVC's online student account portal called WebAdvisor. From San Bernardino Valley College's main web page click on 'Quick Links' at the top right corner, select 'WebAdvisor' and login.

Under the Financial Aid section, any missing documents can be seen by clicking on 'My SBVC FA Documents.' All grants awarded to each student can be seen in real time by clicking on 'Financial Aid Award Letter.'

Other important information is also available through WebAdvisor about registration, transcripts, grades and online student services. **DO NOT WAIT IN LINE** for information that is available **ONLINE through WEBADVISOR**!

For technical assistance logging onto WebAdvisor <u>PLEASE</u> call the Computer Help Desk at (909) 384-4357 or click on the "Contact Us" tab at the top of the WebAdvisor menu.