

## Financial Aid Checklist

<input type="checkbox"/>	You MUST be enrolled and attending classes in order to receive financial aid.
<input type="checkbox"/>	Submit a Free Application for Federal Student Aid (FAFSA) or renew your FAFSA online at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> 4 to 6 weeks before your anticipated registration date.
<input type="checkbox"/>	Review your Student Aid Report (SAR) for accuracy once received from the U.S. Department of Education. Make any necessary changes and return to the Central Processing Systems (CPS). If you make corrections to income, assets, or household size, you may need to submit additional documentation to the Financial Aid office.
<input type="checkbox"/>	Respond to any request for Verification of Information as soon as possible. Remember: You are responsible for checking your Financial Aid Status regularly online via your Banner Web account. In addition, you can check your Award Status to ensure your application is complete on Banner Web.
<input type="checkbox"/>	Be sure that your name on your FAFSA matches the name on your Social Security Card and that both are listed clearly and correctly on all documents.
<input type="checkbox"/>	If you have a scholarship or voucher to pay for your classes, please contact the Financial Aid office directly to find out what is required for your particular situation.
<input type="checkbox"/>	Authorize Pell online via your Banner Web account to pay fees that are not HOPE eligible.
<input type="checkbox"/>	If you're a recent HOPE Scholar, or transferring into ATC as a HOPE recipient, complete and return a HOPE Evaluation form.
<input type="checkbox"/>	Keep your address and phone number current with the Admissions Office.
<input type="checkbox"/>	Ensure that you have been accepted into an eligible program of study (major) to receive financial aid.
<input type="checkbox"/>	Please provide Financial Aid with a copy of your alien registration or permanent residence card (if you are not a U.S. citizen).
<input type="checkbox"/>	Always check your Athens Tech email account for financial aid updates and emails.

**NOTE:** No financial aid will be awarded until all required forms and documentation are on file and have been reviewed by the Financial Aid office. Please allow 4 to 6 weeks for your application to be processed.