

**Piedmont Technical College (003992 School Code)**  
**Financial Assistance Checklist for the 2011-2012 FAFSA**

- APPLY** for a federal PIN (personal identification number) online at [www.pin.ed.gov](http://www.pin.ed.gov). If you are a dependent student, your parent will also have to apply for a PIN. You have the option to create your own PIN or one can be created for you. If you provide an email, the PIN created for you will be electronically sent and can be retrieved by using the special password used to request the PIN. Save the email(s) containing the PIN; you will use this number to electronically sign your FAFSA.
- COMPLETE** the FAFSA ON THE WEB Worksheet and **SUBMIT** the completed Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or **COMPLETE** a Renewal FAFSA if you applied for aid the previous year. The Renewal can also be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **REMEMBER: You must re-apply for financial aid each academic year before the Fall semester begins in August.**
- RETAIN** copies of your passwords, PIN, worksheet and all IRS tax forms filed. Many applicants for federal aid will be required to submit 2010 tax forms and W-2's to the Financial Aid Office due to a federal policy called Verification. (if you misplace the tax documents you can call the IRS @ 1-800-829-1040, ask for a tax return transcript for the 1040 and a wage transcript to for your W2s)
- COMPLETE** and return the PTC SC Need Based/Federal Program Certification Form to the Financial Aid Office. The Financial Aid Office must receive this form before **any** aid can be awarded to a student.
- REVIEW** eligibility requirements for all types of aid on [www.ptc.edu/fininfo](http://www.ptc.edu/fininfo); complete all aid applications that you would like to apply for: **loans, federal work study program.**
- FOLLOW UP** on your application. If you have not received notification from the federal processor after 5 days of an electronically signed FAFSA, call the FAFSA hotline at 1-800-433-3243. Remember they can also assist you if you have questions regarding the FAFSA.
- RECEIVE** your Student Aid Report (SAR). If you provide a valid email address, you will receive an email to retrieve your SAR. All other applicants will be mailed a one-page form. Colleges listed on your FAFSA will electronically receive your file when you are notified.
- REVIEW** your SAR to ensure you correctly filled out the FAFSA.
- CHECK** your **PTC Pathway account** at <http://pathwayiv.ptc.edu> for any additional document requests required to complete your Financial Aid package. Turn in all documents to the Financial Aid Office through mail, 620 N Emerald Rd Greenwood, SC 29648, by fax, 864-941-8599, or through your local County Center.
- RESPOND** by the **deadline date** to any request for additional information previously reported. Aid cannot be determined until the FAFSA process is complete.
- MONITOR** your financial aid award status, the status of balances due and funds available through your Pathway account. Don't forget that all tuition balances are due by the deadline to pay date established for each term. Failure to ensure that you do not have a balance due can result in you being dropped from all your classes for non-payment of fees. **NOTIFY FINANCIAL AID if you receive scholarships or other aid not listed on your Pathway account.**
- CHECK with the Financial Aid Office before dropping or withdrawing from any classes. Change of enrollment status can affect your award amount.**
- REMEMBER, you** will be responsible for tuition costs for classes. If you decide not to attend, you must notify the Records Office at 941-8361 or your local County Center immediately if you will not be attending to avoid being charged for those classes.
- VERIFY** that your correct address is on file in the Student Records Office.