

Piedmont Technical College (003992 School Code)
Financial Assistance Checklist for the 2013-2014 FAFSA

- APPLY** for a federal PIN (personal identification number) online at www.pin.ed.gov. If you are a dependent student, your parent will also have to apply for a PIN. Remember your PIN number; 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 or **COMPLETE** a Renewal FAFSA online at www.fafsa.ed.gov if you applied for aid the previous year. **REMEMBER: You must re-apply for financial aid each academic year before the Fall semester begins in August.**
- RETAIN** copies of your passwords, PIN, and FAFSA worksheet.
- OBTAIN** a copy of your tax transcript if selected for verification. Many applicants for federal aid will be required to submit a 2012 tax transcript to the Financial Aid Office due to a federal policy called Verification. To obtain a copy of your transcripts, call the IRS at 800-908-9946. ****Effective 2013-2014: Tax forms and W2s will no longer be accepted. You must submit IRS transcripts.****
- 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; 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 filled out the FAFSA correctly.
- CHECK** your **PTC Pathway account** at pathway.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 address is correct on file in the Student Records Office to ensure all documents and/or disbursement checks will be sent to the correct address.