

Please Read Carefully

The purpose of this instruction sheet is to provide you with the necessary information you need to successfully complete the financial aid application process. We want to be sure that you receive all the financial aid for which you are eligible. Please contact us if you have any questions. **We are here to assist you!!!** You can email us at CA-FinAidHelp@ccc.commnet.edu

Student's Responsibility

Capital Community College expects the student to initiate the application process in a timely manner, and considers it the student's responsibility to complete the application on time. Incomplete applications will not be reviewed. Students and their families should be aware that they are completing applications for federal, state, and college funds. Students are also expected to be familiar with the general provisions of financial aid. To help you understand this process, Financial Aid Workshops are held throughout the year. Information on financial aid programs, regulations, and procedures are found in the College catalog. Deliberately misreporting can result in criminal and civil liabilities. Late applicants will be awarded on a funds available basis. Application materials cannot be accepted after the student's last date of attendance.

Priority Timetable

While we accept applications all year, in order to ensure priority consideration, your results from the FAFSA and any other required documentation must be received in the Financial Aid Office at Capital Community College by:

Academic Year 2002-2003

Fall & Spring Semesters:

June 1, 2002 – Returning students

July 1, 2002 – Newly enrolled students

Spring Semester Only:

December 1, 2002

Important information:

Banner ID # _____

Department of Education PIN # _____

My Email Address:

WEB addresses: _____



Financial Aid Instructions & Electronic Filing for 2002-2003 Academic Year

Financial Aid Office

Capital Community College
61 Woodland Street ■ Hartford, CT 06105

860.520.7827

FAX: 860.520.7906

Email: CA-FinAidHelp@ccc.commnet.edu

GETTING STARTED

Capital Community College is participating in a pilot project with the System Office of the Connecticut Community Colleges to encourage students to electronically apply for student financial aid. Our effort supports the activities of the U.S. Department of Education in making electronic delivery of student financial aid a reality for all students. We hope to improve our services to students and assist you in completing the financial aid process.

Important – You do not have to own a personal computer to participate in this project or to apply for financial aid from Capital Community College. However, you do need to have use of a computer with Internet access. Many public libraries, high schools, adult education centers and community centers offer FREE access to students. Also, you have access to many of the computers available for student use at Capital Community College. These computers are available for use at the Welcome Center, Financial Aid Office, Library and Learning Center.

To participate in this electronic pilot project, you must have a basic understanding of a personal computer and Internet use. If you don't, please contact us at the Welcome Center (520-7969) or the Financial Aid Office (520-7827) at Capital Community College.

Step 1 Getting an e-mail address

It is essential that you possess an e-mail address to participate fully in this endeavor. If you do not already have a personal e-mail address, you can obtain one for FREE at many web sites on the Internet. For example, both [Yahoo!](http://www.mail.yahoo.com) (www.mail.yahoo.com) and [MSN Hotmail](http://www.hotmail.com) (www.hotmail.com) provide e-mail services for free.

You will provide your e-mail address to both the U.S. Department of Education and Capital Community College, and both of us will communicate with you about your financial aid application by sending information to your e-mail address.

By the way, you can get an e-mail address in just a few minutes. Just follow the above step.

Step 2 Applying for a PIN (Personal Identification Number)

It is important that you apply for a PIN. For the 2002-2003 Award Year, you can obtain a PIN electronically by going to the government's [PIN site](http://www.pin.ed.gov) (www.pin.ed.gov). If you are not sure whether or not you have a PIN already, you can go to the same web site to check. Now that you have an e-mail address, the Department of Education will e-mail you directions as to how to obtain your PIN from a secure web site. Allow 3 days to secure your PIN from them.

Your PIN serves as your password to access private information on the U.S. Department of Education's web site. You can also use your PIN as an electronic signature when completing your FAFSA on the Web.

Step 3 FAFSA on the Web

To apply for financial aid from Capital Community College you must complete the [**Free Application for Federal Student Aid \(FAFSA\)**](#). You will need to visit the [FAFSA on the Web](http://www.fafsa.ed.gov) (www.fafsa.ed.gov) site for the application. You will need personal information documents to complete the electronic application.

What do I need to fill out the FAFSA?

You will need records for income earned in the year prior to when you will start school. **You may also need records of your parent(s)' income information.** For the 2002-2003 school year, you will need 2001 information. You will need to refer to:

- Your Social Security card and driver's license
- W-2 Forms or other records of income earned
- Your (and your spouse's, if you are married) Federal Income Tax Return
- Your parent(s)' Federal Income Tax Return
- Records of other untaxed income received such as welfare benefits, social security benefits, TANF, veteran's benefits, or military or clergy allowances
- Current bank statements and records of stocks, bonds, and other investments
- Business or farm records, if applicable
- Your alien registration card (if you are not a U.S. citizen)

On the FAFSA form in step six, you must enter Capital Community College's School Code Number. Enter 007635 to ensure your application information is provided to Capital Community College.

Since you have a PIN, you can sign your application electronically. If your parent(s) is required to sign the application, your parent(s) can obtain a PIN by following Step 2 as indicated previously. By filing this electronic application, you are applying for federal, state and college financial aid. This electronic application process takes 45 minutes to 1 hour to complete. If you provide the Department of Education with your e-mail address, you will be notified when the results from your application are available to you at a secure website.

Step 4 Using Online

The Student Information System

Now that you've applied for financial aid from the U.S. Department of Education and Capital Community College, you can track your financial application and award information on the Internet by using Capital Community College's [**Online**](#) student information system (www.online.commmnet.edu).

To use this system, you need to know your Banner ID number and Banner PIN (This PIN is different from your U.S. Department of Education PIN mentioned earlier). When you applied for admission to Capital Community College, you were given these numbers. Your User ID is the @sign followed by your 8-digit student number (for example: @12345678.) Your initial PIN is your date of birth in the format mmddyy (for example:010482). You will be asked to change your PIN when you first login. If you don't remember your Banner ID student number, you must contact the Registrar's Office at Capital Community College to get this information.

In addition to being able to track your financial aid application online, you will be able to download any documents you may need to complete your application requirements. You can then print out these documents and either mail or drop them off at the financial aid office. To inform you of your application status, we will periodically e-mail you and direct you to visit the [**Online**](#) system to check your list of missing documents. You should make sure you log into the [**Online**](#) student information system weekly to stay current with your financial aid information and news.

Step 5 Your Financial Aid Award

When we complete our review of your financial aid application we will notify you at your e-mail address and direct you to the [**Online**](#) student information system. You will be able to view your Financial Aid Award and make decisions about your awards over the Internet. We will assume that you want to accept any grants (free money) that you are eligible for, but there may be additional awards (like student loans or work-study jobs) that you have the option to accept or decline.

By using [**Online**](#), you can review and adjust your financial aid awards, complete award requirements, and [**e-mail**](#) the financial aid office with your questions and concerns. Your use of the student information system allows you 24 hours/day, 7days/week access to the Financial Aid Office of Capital Community College.