HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES FINANCIAL AID PROCEDURES	Procedure 5.1.3.1

A.   Complete the Free Application for Federal Student Aid (FAFSA) in one of two ways:

    1.   Submit FAFSA online at www.studentaid.gov

    2.   Complete paper FAFSA and mail to Department of Education ("ED"). Download a paper FAFSA by visiting the www.studentaid.gov or visiting the College's Financial Aid Department.

B.   FAFSA is processed by ED. ED determines Expected Family Contribution ("SAI") using Federal Methodology. SAI determines student eligibility. The college receives the FAFSA product called FSS/ISIR ("FAFSA Submission Summary").

C.   Students must apply for admission to the college and must be accepted into a qualified program of study, associate degree, diploma program, or certain approved certificates.

D.   The College's Financial Aid Office shall notify a student that his/her FAFSA Submission Summary has been received and is being processed via their HCC student-issued email address. This notification includes information on how to apply for scholarships and the Federal Work-Study program.

E.   Students with eligibility for grants (federal and/or state) who are selected for the process called Verification or who are missing information necessary to complete processing their application are sent a Communication Tracking letter to their address on file and an email to their HCC student issued email address, listing the information required to complete their file. Additional emails are also sent out 15, 30, and 45 days after the receipt date if the student is still missing documents.

F.   When the student's "file" is complete (i.e., all supporting information received, verification completed, and the student is fully accepted into a qualified degree-seeking program), an award letter notification shall be emailed to the student's HCC-issued student email address. Student award letters may be viewed on their self-service portal.

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