

Policy Type: Student Services
Policy Title: Financial Aid Application Process
Policy Number: SS-13

Purpose:

Specify the process students need to use to apply for and have their eligibility determined for Financial Aid at Green River Community College.

Scope:

Applies to all students wishing to obtain Financial Aid at Green River.

Definitions:

FAFSA – The *Free Application for Federal Student Aid* students must complete in order to apply for Financial Aid at Green River. Determines student’s eligibility for Financial Aid.

Student Aid Report (SAR) – Results and report of the information provided on the FAFSA.

Verification – Where the U.S. Department of Education Financial Aid Central Processing System selects the student’s application and requires that the student provide documentation that the data provided is accurate.

Policy:

To apply for Financial Aid at Green River students must complete the FAFSA and the Green River Financial Aid Application. Priority consideration will be given to students who have these forms completed by April 15th.

Procedures:

1. New students must apply for admission to Green River and be enrolled in an eligible program.
2. Complete the Green River Financial Aid Application and return it to the Financial Aid Office.
3. Complete the FAFSA with all the required information and signatures either by completing the paper application and mailing it to the Central Processor or completing the FAFSA on the Internet at www.fafsa.ed.gov.
4. Review the information on the SAR for accuracy, and if corrections are necessary, make them on the SAR and mail it to the Central Processor or do so electronically at www.fafsa.ed.gov.
5. Provide any additional information or documentation that may be requested by the Green River Financial Aid Office as soon as possible.
6. If selected for Verification, complete the Verification Form sent by the Financial Aid Office and return the completed and signed form with signed copies of all requested Federal Income Tax Returns. Non tax filers can request and complete a Non-Filer Form if a particular Tax Return will not be filed and is not required to be filed by IRS.

7. Review, sign, and return to the Green River Financial Aid Office any financial aid award letter that may have resulted from the student's application.
 8. For student loans, student should request a Loan Application Packet from the Green River Financial Aid Office, as loans are not automatically provided.
 9. For student loans, the student should complete the Stafford Loan Worksheet and return it to the Green River Financial Aid Office.
 10. Register for courses that are required by the student's eligible program.
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Specific Authority:

Law Implemented:

History of Policy or Procedure

Draft: February 5, 2005

Adopted: Approved by EVP or Dean: January 1, 2003, January 6, 2006

Revised:

Reviewed by:

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