

Important checklist regarding applying for Financial Aid

Steps for applying for Financial Aid:

Complete the FAFSA (Free Application for Federal Student Aid) online at: www.FAFSA.ed.gov. While in this site, you can also apply for TAP, if you will be a full-time student. Part-time students can ask the financial aid office for an APTS (Aid for Part-time Study) application.

At the same time you are applying for aid, you need to be applying for Admission to the College. This requires an application, submission of official high school and college transcripts. If this step is not done, your financial aid will be held up. Applications are also available in the Enrollment Service Center and on our website at www.tc3.edu, A-Z list, and select Admissions.

Respond to any missing information letters you may receive and return all documents to the Financial Aid Office. Once we have all documentation, an award letter will be generated. This will list all awards that you qualify for. Please read and respond to all documents in this packet. If you are asked for tax returns, they must have signatures or a tax preparer's information on them. Also, check to see if there is a back to the form you are filling out.

If you decide to apply for a student loan or parent (plus) loan, fill out the applications and return to the Financial Aid office for processing. You cannot apply for these loans online. Even if you are declining the offer, please return the forms indicating that you do not want the loan(s). make sure you go online and fill out the required promissory note and counseling interview. The PIN number used to apply for the FAFSA will be required for the promissory note. www.pin.ed.gov, www.dlenote.ed.gov and www.dl.ed.gov.

When all of the above is completed, the aid will be transferred to your tuition bill as "anticipated aid". Once the funds actually come in, the bill will change to show a credit. No refunds are generated until at least 6 weeks after classes start. Checks will be sent in the mail, or for housing students, checks will be taken to the dorms the first two disbursements and available for pick-up in the Enrollment Services Center for any remaining disbursements.

To insure that your checks go to the correct address, go to your MYTC3 account on our website (www.tc3.edu) and make sure the local address is the correct address you want your mail going to. Please contact Technology Learning and Support Services (844-8222 ext. 4550) if you have any password problems.

Submit a Certificate of Residency. All New York State residents must submit this certificate from their home county; otherwise, tuition charges will be double. You can download an application at: www.tc3.edu, click the A-Z list, select the letter C, click on certificate of residency, select your county, open the document, print and submit to your county. They are also available in the Enrollment Service Center.

Submit proof of immunizations to our health center.