

APPLYING FOR FINANCIAL AID CHECKLIST

(Keep as a reference throughout the financial aid process)



CSN
COLLEGE OF
SOUTHERN NEVADA

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starts here.
www.csn.edu

Applying for aid:

___ **1. APPLYING.** Complete the FAFSA application a minimum of 6 months prior to the start of your enrollment to allow for the processing of your financial aid application. The FAFSA application should be completed online and is available at www.fafsa.ed.gov, or can be completed and mailed as a paper application. Do not forget to refer to “**The FAFSA on the Web**” **Worksheet** to answer the most common questions when completing the application online. You can estimate your (and your parent’s) income information to facilitate an early application.

CSN’s federal school code number is 010362.

___ **2. CONFIRMATION.** Once the government processes your application, you will receive a Student Aid Report (SAR) from the U.S. Department of Education. Applicants using the online application typically receive their SAR by e-mail within 5 days if they provided an e-mail address when they applied or within 10-14 days if no email address is indicated. If you mailed your FAFSA application, you should receive confirmation within 6 weeks by mail. If you do not receive an SAR within these time frames, you should contact the U.S. Department of Education at 1-800-433-3243.

___ **3. CONTACT.** The U. S. Department of Education will send your application information to all schools listed on your FAFSA. Once the College of Southern Nevada (CSN) receives your information, we will analyze it and, as a result, may ask you to submit tax returns and other forms to support your application. Required forms can be downloaded from the Student Financial Services website at www.csn.edu/financialaid and should be submitted to our office as soon as possible. Processing can take several weeks to complete.

___ **4. VERIFICATION.** Once Student Financial Services (SFS) has received all required forms and documents, we will begin the application review process. Depending upon application volume, this process may take **4-8 weeks** from the date SFS has **received** all required forms and documentation.

___ **5. AWARD NOTIFICATION.** After SFS completes the application review process, you will be invited to review our findings and, if eligible, award offer. This information is available to you through the Online Registration link at www.csn.edu. Should you have questions about your awards, you are encouraged to contact us. Students interested in borrowing student loans should contact us to receive the CSN Loan Packet to begin the certification process.

___ **6. AWARD PAYMENT.** As soon as possible, but no earlier than ten days prior to the start of the semester, SFS will apply your financial aid as a payment against your CSN Student Account. If a balance remains, you are responsible to pay by the appropriate payment due date. If the aid overpays your account, the excess will be refunded to you within 14 days of the credit balance. Please **contact the CSN Cashier to arrange for Direct Deposit of these excess funds**; otherwise a paper check will be mailed to your address on file with the Registrar’s Office.

If your file is not complete (verified) at least thirty (30) days prior to your payment due date, you should be prepared to pay for tuition, fees and books.

We encourage you to stop by one of our Student Financial Services Offices for more information:
Hours of Operation on each campus are Monday through Thursday, 8 am to 6:30 pm & Friday, 8 am to 5 pm.

Charleston Campus
College of Southern Nevada
Student Financial Services
6375 West Charleston Blvd
Las Vegas, Nevada 89146-1164
Phone: (702) 651-5660
Fax: (702) 651-7495

Cheyenne Campus
College of Southern Nevada
Student Financial Services
3200 East Cheyenne Avenue
N. Las Vegas, Nevada 89031-4296
Phone: (702) 651-4047
Fax: (702) 651-4631

Henderson Campus
College of Southern Nevada
Student Financial Services
700 College Drive
Las Vegas, Nevada 89015-8419
Phone: (702) 651-3044
Fax: (702) 651-3509