



Financial Aid Checklist

☞ Apply to be a CSN student — www.csn.edu/pages/763.asp

☞ **FAFSA—Free Application for Federal Student Aid**

Complete FAFSA at www.fafsa.ed.gov

Be sure to use the **IRS Data Retrieval Tool**

CSN School Code: **010362**

Students will need a Federal Student Aid ID (FSAID)

Apply on the FAFSA website or at www.fsaaid.ed.gov/npas/index.htm

For dependent students, a parent will need to have an FSAID as well

☞ Take a **Placement Test** for English and/or Math placement

☞ Meet with an Academic Advisor/Success Coach/Academic Counselor

☞ Declare a **fundable** Financial Aid major with the Registrar's Office

Students **must** declare a major prior to the start of the semester that aid is being requested and may be required to provide a copy of their High School Transcript, GED Transcript, or Home School Certification and Transcripts.

☞ Check **MyCSN**

Communication Center for notifications and announcements

As a policy, the Financial Aid Department *will not* contact students by phone, email, or mail

To Do List

Verification—forms can be accessed through the CSN Financial Aid webpage: www.csn.edu/pages/3328.asp

Click Forms (2015-2016) link

Select appropriate form as indicated on the To Do List

IRS Tax Transcripts can be obtained through the IRS website by creating an account online at:

www.irs.gov/Individuals/Get-Transcript

☞ Enroll in the appropriate semester/term through the MyCSN webportal

Enrollment must be completed **prior** to the census date

The Financial Aid census date will be published as a part of the MyCSN communication and/or on the CSN Financial Aid webpage located at: www.csn.edu/admissions/aid/index.asp

After enrolling in classes, students must be aware of payment due date

Any issues (including, but not limited to verifications and/or holds) that would impact the disbursement of financial aid to the student, the student will be responsible to make a payment or payment arrangement (if available) with the Bursar's Office (Cashiers) in order to be held in their classes.

Financial Aid will not be responsible for holding students if there are unresolved issues that need to be addressed by the student.

Charleston Campus
6375 West Charleston Blvd
Las Vegas, NV 89146-1164
Phone: 702-651-5660
Fax: 702-651-7495

Cheyenne Campus
3200 East Cheyenne Avenue
N. Las Vegas, NV 89030-4296
Phone: 702-651-4047
Fax: 702-651-4631

Henderson Campus
700 Campus Drive
Henderson, NV 89002-8419
Phone: 702-651-3044
Fax: 702-651-3546

Financial Aid Checklist



⇒ **SAP**— Satisfactory Academic Progress

Students must check and confirm their SAP

Notifications will be sent at the end of each semester via the MyCSN communication center

If a student is on SAP suspension, they are not eligible for financial aid for any/all upcoming semesters until SAP has been reached

Students must maintain an appropriate amount of credits and cannot exceed 150% of the program length, a GPA of 2.0 or greater, and successfully complete 67% of attempted classes

⇒ **AWARD OFFER**— Check the MyCSN webportal (communication center)

If accepting federal student loans, students **must**:

Be enrolled in **6** financial aid fundable credits each semester (**math 91/93/prep do not count**)

Complete an **Entrance Loan Counseling** session at www.studentloans.gov

Complete a **Master Promissory Note (MPN)** at www.studentloans.gov

Students **MUST** meet Satisfactory Academic Progress standards

Check the Financial Aid website for specific disbursement dates: www.csn.edu/admissions/aid/index.asp

CSN attempts to mail an award letter to every CSN student, but the most accurate/timely place that a student can see their award is by logging into [MyCSN](#). To log in please click on the [MyCSN](#) link (those having browser issues, please paste the following link into your browsers: <http://www.csn.edu/pages/702.asp>).

After logging in, please review for the heading **Finances** and click on [View Financial Aid](#). Review the column **Aid Year Description** to find the year you are interested in and click on the 4 digit year to the left under the column **Aid Year**.

An award summary will be provided grouped by your **Aid Year** annual totals first and below a breakdown of those awarded by **Terms**. Click on the link [Financial Aid Summary](#) for a breakdown of your cost of attendance that your awards were based on; and to see the earliest date your funds are eligible to be disbursed click on [View Scheduled Disbursement Dates](#).

⇒ **Disbursements** are separate from Refunds, which is a function of the Bursar's Office

⇒ **Refunds**

To ensure faster delivery of refunds, please set up direct deposit and/or confirm your mailing address on MyCSN

Refunds are through the Bursar's Office and not the financial aid office