

# Financial Aid Roadmap



**APPLY to be a CSN student at** <https://www.csn.edu/admission-application>

- Declare an eligible major or certificate **prior to the first day of the semester you wish to receive financial aid.**
- Enroll in classes **prior to the census date** (see important dates).
- Enroll in classes **leading towards a degree in your major.**

**APPLY FOR FINANCIAL AID**– Complete the Free Application for Federal Student Aid (FAFSA) – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

- Learn how to complete your FAFSA and apply for a required FSA ID through our short FATV tutorial video: <https://csn.financialaidtv.com/browse/process/applying>.
- Be sure to use the **IRS Data Retrieval Tool** for your tax information.
- CSN School Code: **010362**

## **CHECK MYCSN**

- Communication Center for Notifications and Announcements
  - The Financial Aid Office’s primary method of communication is through the MyCSN **Communication Center** portal and email. It is the **student’s responsibility** to review their “To Do” List and email communications, and respond in a timely manner. If selected for verification, you will receive an email from Verification Gateway.

## **AWARD LETTER**

- The award letter can be viewed by logging into your **MyCSN Student Center Portal** at <https://www.csn.edu/dashboard>. For detailed information visit <https://www.csn.edu/award-notice>.
- After logging into MyCSN, please review the **Finances** and click on **View Financial Aid**. Click on the column “**Aid Year Description**” to find your awards and scheduled disbursement dates for the semester/year. Students can also view their course eligibility and Satisfactory Academic Progress (SAP) status.
- Disbursements are scheduled no earlier than 7 days prior to the start of classes. Once the semester begins, disbursements occur weekly. **Refunds are through the Bursar’s Office and not the Financial Aid Office.**

## **IMPORTANT FINANCIAL AID DATES**

- Listed at <https://www.csn.edu/important-dates>.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

- All students are required to maintain SAP standards in order to be eligible for financial aid (grants and loans). For detailed information, see <https://www.csn.edu/satisfactory-academic-progress>.
- Students must acknowledge the Financial Aid Policy via MyCSN’s Communication Center prior to aid being awarded.

## **PAYMENTS**

- After enrolling in classes, students must be aware of the **payment due date**. Students 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 in their classes. Financial Aid will only be awarded to students that have **completed all of their financial aid requirements**. Financial Aid award notifications are sent to CSN students that have completed their “To Do” list and if applicable, their verification.

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

- Be enrolled in **6** financial aid eligible credits each semester (**math 91/93/prep will not count**) and classes **must** lead to the successful completion of student’s major/program of study.
- Complete an **Entrance Loan Counseling** session at [www.studentloans.gov](http://www.studentloans.gov); and
- Complete a **Master Promissory Note (MPN)** at [www.studentloans.gov](http://www.studentloans.gov).
- For more information: <https://www.csn.edu/loan-information>.

## **CONTACT US**

- For additional questions, refer to the CSN Financial Aid FAQ page at <https://www.csn.edu/financial-aid-faqs>.
- For general questions, **email** us at [finaid@csn.edu](mailto:finaid@csn.edu) – please do not send documents or attachments through email.
- The CSN Financial Aid Call Center is available at **702-651-4303** for general financial aid questions.
- Inceptia’s Verification Gateway Customer Service is available at **888-374-8427** for **Verification** questions.