Financial Aid Checklist

Apply to be a CSN student — www.csn.edu/future

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.fsaid.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.
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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.