

## **2009-2010 Application Procedures**

- 1) “Apply for a PIN” at [www.pin.ed.gov](http://www.pin.ed.gov) if you have not already done so. The PIN is used as an electronic signature and speeds up the financial aid process. If dependent, your parent needs to apply for a PIN also.
- 2) Complete the 2009-2010 Free Application for Federal Student Aid (FAFSA) using your PIN number(s) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you are unable to complete the application on-line, you may either contact the Federal Student Information Center at 1-800-433-3243 and request a paper application be mailed to you or you may download a PDF version of the FAFSA at [www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov) to complete. Either the paper application or the PDF version must be completed and mailed directly to the Federal Student Aid Programs. (Sullivan’s Federal School Code is 002879)
- 3) NYS Residents complete the NYS Tuition Assistance Program (TAP) Application. You may complete this application through the web link at the end of the FAFSA on-line. If you miss this link or are mailing a FAFSA application, NYS will e-mail (for those who have an e-mail address) a link where you will be able to establish a User ID and a PIN number to gain access to the on-line TAP Application. If you do not have an e-mail address, NYS will mail you a postcard directing you to TAP on the Web ([www.tapweb.org](http://www.tapweb.org)). If you do not respond to either the e-mails or the postcards, a paper application will then be mailed to you to complete and return to NYSHESC. (To check your TAP status go to: [www.hesc.org](http://www.hesc.org))
- 4) Complete SCCC’s 2009-2010 Financial Aid Application and return to the Financial Aid Office.
- 5) Complete the Admissions Procedures. You must be admitted to SCCC in a matriculated program and be in good academic standing to receive financial aid.
- 6) If you are applying for a Federal Direct Subsidized/Unsubsidized Loan, you must complete the SCCC Federal Direct Loan Request Form, (available at the Financial Aid Office or on the web at [www.sullivan.suny.edu/services/finaid/](http://www.sullivan.suny.edu/services/finaid/)), and return it to the Financial Aid Office.

In addition, you must complete and electronically sign the Master Promissory Note (MPN) at [www.dlenote.ed.gov](http://www.dlenote.ed.gov).

Federal Direct Loan borrowers must complete student loan entrance counseling on-line at [www.dl.ed.gov](http://www.dl.ed.gov).

The Federal Direct Loan will be certified electronically once the results of the FAFSA, completed SCCC Financial Aid Application, and any other requested information is received.

- 7) Hand in all outside private scholarship awards to the Financial Aid Office.
- 8) Financial Aid Award Letters will be issued to students with complete financial aid applications on a rolling basis beginning on or around May 15<sup>th</sup>, 2009. You must sign and date the Financial Aid Award Letter, along with the Policies and Conditions of the Award and return them to the Financial Aid Office. Once you are registered and you have received your Financial Aid Award Letter, you should contact the Student Billing Office regarding your Promissory Note for your tuition, fees and miscellaneous charges, and your Certificate of Residence.