STEPS TO APPLYING AND COMPLETING YOUR FINANCIAL AID APPLICATION

STEP 1
SUBMIT AN APPLICATION

- GO TO: www.fafsa.gov (U.S CITIZENS & ELIGIBLE NON-U.S CITIZENS)
- GO TO: www.dream.csac.ca.gov (AB 540 AND UNDOCUMENTED)
- CLICK "**START A NEW FAFSA**"
- LOG IN USING THE **FSA ID** (SEE BACK ON HOW TO CREATE AN FSA ID)
  2019-2020 if attending Fall 2019, Spring and Summer 2020
  2020-2021 IF ATTENDING FALL 2020, SPRING AND SUMMER 2021
  SKYLINE COLLEGE'S FEDERAL SCHOOL CODE: 007713
- USE **IRS DATA RETRIEVAL TOOL** (IF TAXES ALREADY FILED) TO AUTO POPULATE FINANCE INFO
- ORDER A **TAX RETURN TRANSCRIPT** AT: www.irs.gov/individuals/get-transcript

STEP 2
PROCESSING

AFTER SUBMITTING, ALLOW **1-2 WEEKS** FOR APPLICATION TO BE PROCESSED AND SENT TO THE COLLEGE'S FINANCIAL AID OFFICE. STUDENTS WILL RECEIVE TWO EMAILS: ONE FROM THE DEPARTMENT OF EDUCATION AND ANOTHER FROM THE COLLEGE'S FINANCIAL AID OFFICE CONFIRMING RECEIPT.

- MAKE SURE TO REVIEW THE STUDENT AID REPORT (SAR) ON THE DEPARTMENT OF EDUCATION'S EMAIL FOR ACCURACY. IF ANY CORRECTIONS NEED TO BE MADE, DO SO ON THE FAFSA.GOV WEBSITE AND ALLOW AN **ADDITIONAL 1-2 WEEKS** FOR PROCESSING.

STEP 3
SUBMIT DOCUMENTS

CHECK WEBSMART TO SEE WHAT ADDITIONAL DOCUMENTS ARE REQUIRED:
- GO TO: websmart.smccd.edu —LOG IN USING STUDENT **G NUMBER** AND **PASSWORD**
- CLICK "**FINANCIAL AID**" TAB
- CLICK "**MY ELIGIBILITY**"
- CLICK "**STUDENT REQUIREMENTS**" - **SELECT AID YEAR (FOR EXAMPLE: 2019-2020)**
- REVIEW "**STUDENT REQUIREMENTS**"

SUBMIT ANY DOCUMENTS TO THE FINANCIAL AID OFFICE WITH A VALID PHOTO ID PRESENT. INCOMPLETE DOCUMENTS, DOCUMENTS SENT THROUGH **FAX OR EMAIL WILL NOT BE ACCEPTED**. ANY FORMS REQUESTED CAN BE FOUND ON: www.skylinecollege.edu/financialaid/forms.php

STEP 4
FILE REVIEW

PLEASE NOTE: FILES ARE REVIEWED IN THE ORDER OF DATE RECEIVED

FILES WILL **NOT** BE REVIEWED UNTIL ALL REQUIRED DOCUMENTS ARE SUBMITTED. THE FINANCIAL AID OFFICE MAY REQUEST ADDITIONAL DOCUMENTED IF NEEDED. THE ENTIRE PROCESS MAY TAKE A MINIMUM 4-6 WEEKS.

ANY NOTIFICATIONS FROM THE FINANCIAL AID OFFICE WILL BE SENT THROUGH THE MY.SMCCD.EDU STUDENT EMAIL.

STEP 5
RESULTS AND FUNDS ARE PAID

CHECK WEBSMART FOR FINANCIAL AID RESULTS AND AWARD INFORMATION AFTER THE APPROPRIATE PROCESSING TIME HAS PASSED OR CONTACT THE FINANCIAL AID OFFICE.
- GO TO: websmart.smccd.edu
- CLICK "**FINANCIAL AID**"
- CLICK "**MY AWARD INFORMATION**"

STUDENTS MAY CHOOSE DISBURSEMENT OPTIONS TO RECEIVE FINANCIAL AID FUNDS. VISIT THE LINK FOR MORE INFORMATION: skylinecollege.edu/financialaid/disbursement.php

OFFICE POLICY – VALID PHOTO IDENTIFICATION

STUDENTS MUST PRESENT A VALID PICTURE I.D. WHEN ASKING QUESTIONS AND SUBMITTING DOCUMENTATION TO THE FINANCIAL AID OFFICE. DOCUMENTS VIA FAX OR E-MAIL WILL **NOT BE ACCEPTED**.

TO SUBMIT FINANCIAL AID DOCUMENTS, BRING **IN-PERSON** OR **MAIL** TO:

- **SKYLINE COLLEGE—ATTN: FINANCIAL AID OFFICE, 3300 COLLEGE DRIVE, SAN BRUNO, CALIFORNIA 94066**
- IF MAILING DOCUMENTS, YOU MUST INCLUDE A LEGIBLE COPY OF A VALID PICTURE I.D.
- INCLUDE NAME AND G-NUMBER ON ALL DOCUMENTS

SATISFACTORY ACADEMIC PROGRESS (SAP)

TO CONTINUE RECEIVING FINANCIAL AID, STUDENTS MUST MAINTAIN A **CUMULATIVE PACE RATE OF 67% AND A CUMULATIVE GPA OF 2.0**. IF SAP IS NOT MET, STUDENTS MAY APPEAL THEIR FINANCIAL AID BY COMPLETING THE FOLLOWING STEPS:

- COMPLETE THE APPEAL FORM
- SCHEDULE AN APPOINTMENT TO MEET WITH A COUNSELOR AND UPDATE STUDENT EDUCATION PLAN
- COMPLETE AN ONLINE SAP COUNSELING SESSION

DISBURSEMENT OPTIONS

- SMCCCD HAS PARTNERED WITH BANK MOBILE DISBURSEMENTS TO MAKE RECEIVING YOUR FINANCIAL AID REFUND SIMPLE, FAST AND EASY. PLEASE VISIT skylinecollege.edu/financialaid/disbursement.php FOR MORE INFORMATION.

FINANCIAL AID APPLICATION LAB WORKSHOPS

- NEED ADDITIONAL HELP COMPLETING YOUR FINANCIAL AID APPLICATION? ATTEND ONE OF OUR WEEKLY LABS:

DATE	TIME	LOCATION
Mondays	1:30 P.M – 2:30 P.M	Building 2, Room 2116
Thursdays	4:00 P.M – 5:30 P.M	Building 2, Room 2116

Workshop times and location are subject to change. See the financial aid web page or visit the financial aid office for any changes.

CAL GRANT
Go to: www.webgrants4students.org to create a WebGRANTS for Student Account to monitor Cal Grant Status.

Cal Grant questions visit: California Student Aid Commission (CSAC) at: www.calgrants.org

FEDERAL PELL GRANT LIFETIME ELIGIBILITY USED (LEU)
Effective July 1, 2012 students can only receive a lifetime maximum of up to 6 years or 600% of Federal Pell Grant regardless of when they received their first Pell Grant.

To view your lifetime eligibility used go to: www.nslds.ed.gov/nslds_SA or studentaid.ed.gov

CHAFEE GRANT
If you are a former foster youth who was in foster care between the ages of 16-18, you may qualify for a Chafee Grant

For more information and online application, please go to: www.chafee.csac.ca.gov

SPECIAL PROGRAMS: MATERIALS AND/OR KITS
Students enrolled or planning to enroll in a special program that requires materials and/or kits (cosmetology, esthetician, automotive technology, etc.) may be required to purchase materials and/or kits prior to the first day of class. **Financial aid payments from grants and/or scholarships may not be released until the first week of the term.**

For questions regarding program materials and/or kits, please contact the specific program or department.

ADDITIONAL QUESTIONS? VISIT THE FINANCIAL AID OFFICE IN BUILDING 2, 2ND FLOOR, 2-234