

## 2016-2017 Financial Aid Application Guide

Fall 2016 through Summer 2017

### Application Deadlines

#### Financial Aid Application Deadlines!

Complete steps 1-5 of Seattle Vocational Institutes (SVI) application process by the appropriate deadline. Students who meet the deadline are guaranteed notification of their eligibility prior to the start of the quarter. Students who miss the deadline will be processed in the order their file is complete; every effort is made to process all applications by the tenth day of each quarter.

#### Fall 2016

Complete steps 1-5 of SVI's application process by August 4, 2016

#### Winter 2017

Complete steps 1-5 of SVI's application process by November 11, 2016

#### Spring 2017

Complete steps 1-5 of SVI's application process by February 10, 2017

#### Summer 2017

Complete steps 1-5 of SVI's application process by May 5, 2017

*Seattle Vocational's application steps are listed on the inside cover of this document. We strongly recommend that students drop in to the financial aid office to receive assistance completed the Free Application for Federal Student Aid (FAFSA).*

**Apply Early!**

Many types of financial aid funding are limited.

Completed applications are reviewed in the order in which they are received.

**Apply Early!**

### FAFSA Filing Options

**#1. 2016-2017 FAFSA on the Web**

Students should file their FAFSA over the internet at: <http://www.fafsa.ed.gov>. Students and parents without PIN numbers must print and sign the Certification Page and mail it to the Federal Processor. Financial Aid staff are available during business hours to assist students in filing the FAFSA online.

**#2. 2016-2017 Renewal FAFSA on the Web**

This option is only available to students who applied for aid in 2015-2016 and have a Federal Student Aid ID (FSA-ID.)

**#3. 2016-2017 Paper FAFSA (available on request from the Dept. of Education)**

The paper FAFSA is available on request from the Dept. of Education 1-800-4FED-AID. Read each question carefully and do not skip a question unless instructed to do so. Mail your completed and signed FAFSA to the Federal Processor in the envelope provided.

#### PIN Numbers

Students without a Dept. of Education PIN, or who lost or forgot their number, should request one from the Dept. of Education, online at [www.pin.ed.gov](http://www.pin.ed.gov)

If you have a valid email address you should receive your PIN within minutes of your request.

## Steps in the Financial Aid Application

To apply for all available federal, and state financial assistance, you must complete steps 1-5 of the application process. Please read the instructions carefully. ***You are responsible for any problems resulting from failure to follow application directions or any problems resulting from failure to meet an application deadline.***

### Step #1

#### **New students must apply for Admissions.**

An official copy of your high school or GED transcript will be required.

### Step #2

#### **Complete a 2016-2017 FAFSA**

*See "FAFSA Filing Options" on the front page of this document.*

### Step #3

#### **Submit your 2016-2017 FAFSA to the Federal Processor.**

Submitting your FAFSA does not commit you to accepting financial aid funds.

If you file your FAFSA online and provide an email address, you will receive an email with a link to your Student Aid Report (SAR) in approximately 5 days.

You will receive a SAR Information Acknowledgement in the mail about 2 weeks after submitting your FAFSA online if you do not provide an email address.

You will receive a Student Aid Report (SAR) in the mail approximately 4-6 weeks after you submit your paper FAFSA via US mail. If you do not receive your SAR within 6 weeks of submitting your application, call the Federal Processor at 1-800-4FED-AID to check on the status of your application.

### Step #4

#### **After you receive your 2016-2017 SAR you must either:**

1. Respond to the "2016-2017 Required Actions Letter" **email** from the Financial Aid Office. The letter states what additional documents are required to complete your file; OR
2. Contact us in person, by phone or email so we can review your information and tell you what additional documents are required to complete your file.

Examples of additional documents that may be needed to complete your file include, but are not limited to, the following: Institutional Data Sheet, a copy of your and/or your parents 2015 Federal Income Tax Transcript, a copy of your Social Security card, proof of citizenship status, proof of Selective Service registration, Federal verification worksheet, and/or a copy of your birth certificate or US passport.

### Step #5

#### **Submit all additional required documents to the Financial Aid Office as instructed by the following deadline dates:**

Fall quarter 2016 .....August 4, 2016\*

Winter quarter 2017.....November 10, 2016\*

Spring quarter 2017.....February 10, 2017\*

Summer quarter 2017....May 6, 2017\*

*\* Due to limited funding the meeting of the deadline date does not guarantee you will receive aid, yet it does ensure that you will receive notification of eligibility before the start of the respective quarter. You may improve your opportunity of receiving aid by applying early, regardless of what quarter you plan to attend.*

### Step #6

#### **Make sure to attend an Admissions Workshop.**

## Eligibility

Students are eligible for financial aid consideration if they are:

- Attending SVI for the express purpose of obtaining a certificate from SVI.
- A U.S. citizen or eligible non-citizen
- Making satisfactory academic progress as defined by SVI's financial aid satisfactory academic progress criteria (copies available on the web page and from the Financial Aid Office)
- Not in default on any previous student loans and do not owe a repayment of any previous grant
- Registered with Selective Service (if male), as required by law
- A high school graduate or GED recipient.

Students who have the equivalent of a bachelor's degree are limited to applying for work-study.

### Types of Aid

Students receive assistance in the form of grants and work-study. Grants are a form of aid that does not need to be repaid provided students complete their courses. Work-study is a part-time employment program. Both grant and work-study funding are limited. SVI does not participate in federal student loan programs.

### Non-Eligible Classes

The following courses are not eligible for financial aid funding: Adult Basic Education, Community Education, High School Completion and Certificates that are less than 2 quarters in duration, such as FOC and Phlebotomy

## Application Process

Applying for financial aid is a complicated process. Our office must follow all of the rules and regulations set by the federal and state governments regarding the financial aid application and awarding process. We will not offer any aid until all required documents have been received and reviewed and the student has completed the Admissions process.

**We must question any conflicting information we receive and may need to clarify any item on a student's application.**

The application process can take longer than you would expect

**PLAN AHEAD!**  
**APPLY EARLY!**

### File Review

Once a student has completed the application process, we conduct a file review to determine aid eligibility. We may determine at this time that additional information is necessary. Students are responsible for submitting required information in a timely manner. Although students may have met a deadline, aid eligibility can not be determined until the file is complete and correct.

### Notification of Eligibility

Students who have been awarded financial aid will receive a Financial Aid Notification email to log into the SVI Financial Aid Portal and view the type(s) of aid awarded and the award amount(s) for each quarter. It is **IMPORTANT** that students read their notification letter, as well as the entire notification letter packet, carefully. Students who are determined to be ineligible for aid will be notified by mail.  
**Make sure to update your address with the financial aid office if it changes.**

## Cost of Attendance

SVI develops student budgets to estimate the average student's cost of attending for one quarter, two, three or four quarters in the academic year. Budgets include only the costs of the average student; they do not include costs for the student's family.

	<b>9 month budget</b>	
	with	not with
	<u>parents</u>	<u>parents</u>
Tuition & Fees*	\$5,052	\$5,052
Books/Supplies	\$825	\$825
Room & Board	\$3,165	\$10,140
Transportation	\$1,140	\$1,140
Misc./Personal/Tech.	\$1,810	\$2,271

**TOTALS**                      **\$11,992**    **\$19,428**  
\*Estimate for Full-time Enrollment

### Estimated Family Contribution (EFC)

Congress mandates the formula used to determine how much the student (and the student's family, if required) can be expected to contribute towards educational costs. Contributions are based on 2015 data. If the household income in 2016 is significantly less than in 2015, students may wish to ask the Financial Aid Office about special conditions consideration beginning September 2016.

### Financial Need

Financial Need is the difference between the average cost of attending SVI and the student's Estimated Family Contribution (EFC). Cost of attendance and EFC are described above.

## Registration

Registration without payment is permitted but payment must be received by the 1st day of the quarter. If you are ineligible or have not been notified of your financial aid eligibility by the 10<sup>th</sup> day of the quarter you must make payment arrangements or will be withdrawn from your courses.

## Repayment of Financial Aid

Students who withdraw from all of their classes, stop attending all of their classes, or complete zero credits, may be required to repay a portion of the financial aid funds they received for that quarter. Copies of the financial aid repayment policies are available in the Financial Aid Office and in the Student Handbook.

## Please obtain a working email account for FAFSA and Higher One Apply!

Because there is no simple “income cutoff” for determining aid eligibility, all students who feel they may need help paying for college are encouraged to complete the financial aid application process.

## Satisfactory Academic Progress

Students are required to maintain certain academic standards in order to be eligible to receive financial aid. Copies of the Satisfactory Academic Progress policies are available in the Financial Aid Office and on the web page.

## What if I'm not eligible?

Seattle Vocational Institute has several other tuition assistance programs available for students that are determined not eligible for traditional financial aid funding. Those programs include: Worker Retraining Funding, Work First Funding, Opportunity Grants and Outside Resources. Please check in Room 109 for applications and referral.

## How do I get my Financial Aid Refund?

The Seattle Community Colleges no longer issues refunds by paper check. Students receive their financial aid and scholarship funds faster and more conveniently by:

- having funds deposited to a Higher One checking account with a Seattle Colleges debit card, immediately.
- having funds deposited to your current checking account, 2-3 business days.
- or, if you don't mind waiting 5-7 business days, having a paper check sent to you from Higher One.

To receive your card, it is important to make sure that SVI has your correct address. It will come in a bright green envelope, you must then use the card to select your refund preference. Please check in with the financial aid office if you have any questions or need assistance. We encourage students to familiarize themselves with the Higher One Fee Schedule and ask questions, to make sure they understand possible fee charges.

### **Financial Aid Office Hours**

Summer: Monday – Thursday 8:00 – 4:30 Friday 8:00 – 12:00

Academic Year: Monday – Friday 8:00 – 4:30

Email address: [mary.hotchkiss@seattlecolleges.edu](mailto:mary.hotchkiss@seattlecolleges.edu) (206)934-4977 Fax: (206)934-3187

Financial Aid applications are reviewed without regard to the applicant's race, ethnicity, gender, sexual orientation, religion, creed, national origin, or physical disability.