Financial Aid and YOU! Don’t Delay – Apply Today!
Steps to Applying and Completing your Financial Aid

**STEP 1: Apply – Submit a FAFSA**
For U.S. Citizens and Permanent Legal Residents (Green Card Holders, Refugee, etc.)
- Go to: [www.fafsa.gov](http://www.fafsa.gov) (Do not use .com)
  - 2014-2015 for Fall 2014, Spring and Summer 2015 – Deadline to submit is June 30, 2015
  - 2015-2016 for Fall 2015, Spring and Summer 2016
- Skyline College’s Federal School Code is: 007713
- FSA ID: Create a User Name and Password – see reverse side for details
- Use the IRS Data Retrieval Tool (if taxes filed)
  - Go to: [www.skylinecollege.edu/financialaid/forms.php](http://www.skylinecollege.edu/financialaid/forms.php)
  - Click on: Step-by-Step Directions for IRS Data Retrieval Tool
- If IRS Data Retrieval Tool does not work order a Tax Return Transcript at [www.irs.gov](http://www.irs.gov)
- Need help? Attend a Financial Aid Application Lab
  - Every Tuesday from 1:30-2:30pm and Wednesday 4:00-5:30 pm in Bldg. 2, Room 2117B
  - Details please visit: [www.skylinecollege.edu/financialaid/events.php](http://www.skylinecollege.edu/financialaid/events.php)

*For AB540 and Undocumented Students Only:*
- Please submit a California Dream Act – Not a FAFSA: Go to: [https://dream.csac.ca.gov](https://dream.csac.ca.gov)
- For more information go to: [http://www.skylinecollege.edu/financialaid/californiadreamact.php](http://www.skylinecollege.edu/financialaid/californiadreamact.php)

**STEP 2: Processing of FAFSA**
Allow 1-2 weeks for your FAFSA application to be processed and sent to the college
You will then receive two emails:
1. First from the Dept. of Education with your Student Aid Report (SAR)
   - Review SAR for accuracy and read “Comment Codes”
   - If corrections are made, allow additional 1-2 weeks to process corrected information
2. Second from the Financial Aid Office confirming receipt of your FAFSA
   - Instructions are given to check the status on WebSMART: [https://websmart.smccd.edu](https://websmart.smccd.edu)

**STEP 3: Submit Documents**
- Check WebSMART to see what documents are required: [https://websmart.smccd.edu](https://websmart.smccd.edu)
  - Please see reverse side for step-by-step instructions
  - Faxed, emailed or incomplete documents will **not** be accepted
  - If no requirements are listed, please contact the Financial Aid Office, Bldg. 2

**STEP 4: File Review**
- Files are reviewed in order of date received
- During the file review process, additional documents may be requested
- Check your “my.smccd.edu” email regularly for notifications
- Files will **not** be reviewed until all required documents are submitted
- Entire process may take a minimum **4-6 weeks** (longer if corrections are needed/during start of semester)

**STEP 5: Notification of Results**
- Eligible students will be notified by email to their “my.smccd.edu” account
- Check WebSMART for the results of your financial aid award
- Go to “My Award Information” to view types and amount of award
- Note: If no awards are listed, please contact the Financial Aid Office, Bldg. 2

**STEP 6: Funds are Paid**
- Disbursement Options – How to Get Your Money!
  - Please visit: [www.skylinecollege.edu/financialaid/disbursement.php](http://www.skylinecollege.edu/financialaid/disbursement.php)
**Office Policy – Valid Picture I.D.**
- **Students must present a valid picture I.D.** when asking questions and submitting documentation
- The Financial Aid Office will **no longer accept** documents via FAX or E-mail
- To submit any financial aid documents, bring **in-person or mail** to:
  - Skyline College, Financial Aid Office, 3300 College Drive, San Bruno CA 94066
  - If mailing documents, you must include a legible copy of a valid picture I.D.
  - Include name and G-Number on all documents

**FSA ID**
- You can create an FSA ID when logging into:
  - [www.fafsa.gov](http://www.fafsa.gov) or [https://fsaid.ed.gov/npas](https://fsaid.ed.gov/npas)
  - Click on “Create an FSA ID”
  - Follow directions. Enter your log-in and personal information and submit your FSA ID information

**Satisfactory Academic Progress (SAP) – Keep Your Financial Aid!**
- You must maintain SAP, which consists of a **cumulative** Pace Rate of 67% and a **cumulative** GPA of 2.0.

**Check Your Financial Aid Status**
- Log into WebSMART
- Click the “Financial Aid” Tab
- Click “My Eligibility”
- Click “Student Requirements”
- Select “Aid Year” (Example: select 2015-2016 for Fall 2015)
- Review “Unsatisfied Requirements” and Complete unsatisfied requirements and/or submit documents listed

**Disbursement Options – How to Get Your Money!**
Please visit: [www.skylinecollege.edu/financialaid/disbursement.php](http://www.skylinecollege.edu/financialaid/disbursement.php)

**Cal Grant**
- Go to: [www.webgrants4students.org](http://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: [http://www.calgrants.org](http://www.calgrants.org)

**California Dream Act**
- Find a link to the application go: [http://www.csac.ca.gov/dream_act.asp](http://www.csac.ca.gov/dream_act.asp)
- For important information go to: [http://skylinecollege.edu/financialaid/californiadreamact.php](http://skylinecollege.edu/financialaid/californiadreamact.php)

**Federal Pell Grant Lifetime Eligibility Used (LEU)**
Effective July 1, 2012 students can only receive a lifetime maximum of up to 600% (6 years) of Federal Pell Grant regardless of when they received their first Pell Grant.
- To view your Lifetime Eligibility Used please go to:

**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: [https://www.chafee.csac.ca.gov](https://www.chafee.csac.ca.gov)

**Special Programs: Materials and/or Kits**
- If you are enrolled or planning to enroll in a special program that requires materials and/or kits (i.e. Cosmetology, Esthetician, Automotive Technology, etc.)
- Please keep in mind that the cost for any materials/kits may require payment prior to or on 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/kits, please contact the specific program or department