

HOW DO I APPLY FOR FINANCIAL AID?

In order to be considered eligible for financial aid, all financial aid applicants must complete certain forms. Most application forms must be completed once each award year, and some students may be required to complete and submit additional forms depending on individual circumstances. A packet of application materials is available from the Skyline Financial Aid Office (SFAO) or at www.skylinecollege.edu/general/finaid/finaid_handbook/financial-aid-forms.html or at www.fafsa.ed.gov at any time during each award year. An award year consists of the fall, spring, and summer terms. The following is a list of required forms:

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

All applicants interested in receiving federal and some types of state financial aid must complete the Free Application for Federal Student Aid (FAFSA). Worksheets of the FAFSA on the web are available in the financial aid office and it may be completed on the Internet at www.fafsa.ed.gov. The FAFSA collects the financial information of the student and/or parents/spouse. When the FAFSA is completed and sent to the Federal processor, the formula determining eligibility is applied to this information and an Expected Family Contribution (EFC) is calculated. The product of this application is a Student Aid Report (SAR) with the Expected Family Contribution shown on the front page of the report. The SAR is sent to the student via e-mail if an email address was entered on the FAFSA or U.S. mail if no e-mail address was given. Students may take the FAFSA to the SFAO for review. Computers and assistance in completing the form is available from the Campus Ambassadors in the One-Stop Student Services Center.

RENEWAL FAFSA (RFAFSA)

In the second or subsequent year(s) of FAFSA application, a Renewal FAFSA is emailed or mailed to the student by the Federal processor. The Renewal FAFSA looks like the original application but only asks the student to update the information from the previous year. Completing and electronically submitting or mailing the Renewal FAFSA will result in a SAR for the next aid year being sent to the student. Renewal FAFSAs are either emailed or mailed to continuing students in November. If a student does not receive a Renewal FAFSA, s/he can use a paper/ Internet FAFSA application to reapply for the new aid year.

FEDERAL STUDENT AID REPORT (ESAR/SAR)

The processing time for an electronic FAFSA application is between one to two weeks. Applications that are sent via U.S. mail take two to four weeks to be processed. The Electronic Student Aid Report (ESAR), or the paper version, the Student Aid Report (SAR) is your notification that the FAFSA has been processed. When you receive the ESAR/SAR, it must be checked for accuracy and resubmitted if changes are needed. Corrections to this report can be sent electronically through the SFAO if you submit a signed SAR at the SFAO counter.

STUDENT INFORMATION SHEET

You are also encouraged to complete the Student Information Sheet. This form is returned directly to the SFAO. Some information from the Student Information Sheet may be used to update information shown on the FAFSA. This form is available in a printable version at http://www.skylinecollege.edu/general/finaid/finaid_handbook/financial-aid-forms.html

ACADEMIC TRANSCRIPTS

If you are transferring TO Skyline College from a college or trade school outside of the San Mateo County Community College District, you must provide a current official academic transcript from all schools attended to the Admissions and Records Office.

ABILITY TO BENEFIT ASSESSMENT

If you do not have a high school diploma, GED, or equivalent, you must take an assessment test to make sure you are able to benefit from the curriculum of Skyline College. If you are required to take an Ability to Benefit Assessment, contact the Testing/Assessment Center for times and location for this test at 738-4150 or to schedule your appointment via the web go to <https://websmart.smccd.edu/> and make your appointment using your WebSMART account.

OTHER FORMS AND DOCUMENTS

As part of the process related to your financial aid application you may be required to submit additional information after your SAR data is received and reviewed by the Financial Aid Office. Do not be alarmed, as a certain number of students are required each year to verify the information supplied on the FAFSA. Some forms that may be requested are as follows:

- ❖ Verification Worksheet
- ❖ Income Certification
- ❖ IRS – 1040, 1040A, 1040EZ or Telefile
- ❖ Department of Homeland Security (DHS) documents to verify eligible non-citizen status
- ❖ Verification of Selective Service registration
- ❖ Your Social Security Card
- ❖ Education Plan – an education plan for your degree or certificate program must be completed with a counselor by the midpoint of your first semester at Skyline College. A second evaluation of your education plan should be done with a counselor once you have attempted 45 units, or completed 30 units, or are at approximately the 50% point of completion of your program, whichever happens first.

The Financial Aid Office will notify you if any of these or other documents are required to complete your file. All of these other forms are to be submitted directly to the Skyline Financial Aid Office within 15 working days from when the request was made. **FORMS SHOULD NOT BE MAILED TO THE FEDERAL PROCESSOR WITH YOUR FAFSA.** You can check your file status online via WebSMART as well as print forms from the Financial Aid website http://www.skylinecollege.edu/general/finaid/finaid_handbook/financial-aid-forms.html.

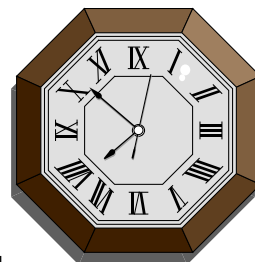
WHAT ARE THE DEADLINES?

PRIORITY DATES

You may file your FAFSA or Renewal FAFSA anytime after January 1 for the next fall and spring semesters. The financial aid funds awarded to Skyline students are limited in the Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work-Study (FWS). To be considered for **PRIORITY** consideration for SEOG and FWS your FAFSA should be completed no later than **May 2** for 2008-2009 before the financial aid award year for which you are applying. If funds are available after awarding students who have completed files past the deadline, the Financial Aid Office will continue to make awards to students with completed files on a first-come, first-served basis.

March 2 is the **first deadline** for the Cal Grant Program. A second deadline of September 2, 2008, is available for community college students only. You must have a FAFSA on file by either deadline date to be considered for the grant. Skyline College will send Cal Grant GPA Verifications electronically for students who have completed at least 24 units within the SMCCD to the California Student Aid Commission. Students who have not completed at least 24 units at SMCCD will need to secure the GPA verification from the high school attended or request a combination of credits from other colleges to submit along with SMCCD units.

YOU MAY FILE THE FAFSA ANY TIME DURING THE AWARD YEAR for financial aid funds that are not limited, such as, Federal Pell Grants and Federal Stafford Loans. The filing deadline for a FAFSA for Federal Pell Grant for the 2008-2009 award year is June 30, 2009. Federal



Stafford Loan applications are accepted any time during a term, but must be submitted at least two (2) weeks prior to the end of the semester for which the loan is made.

The Board of Governors Fee Waiver (BOGFW) deadline is the last day of the semester/year for which the BOGFW is being requested. A BOGFW may be retroactive for a term of enrollment during an award year if a student applies after school begins during the same award year. The application is available at

<http://www.skylinecollege.edu/financial-aid/forms.html> or on WebSMART.