



INSTRUCTIONS FOR FINANCIAL AID 2017-2018

STEP ONE:

Submit the FAFSA (Free Application for Federal Student Aid), based on **2015** income information, by following the instructions at www.fafsa.gov.

- TSTC's Federal School Code number is 003634.

STEP TWO:

You will receive an email upon completion of the FAFSA. Print and keep this email. This is information within the email that will need later. You will receive an ISIR (Instructional Student Information Record) in the mail from the processing center within 2-3 weeks after you submit your FAFSA electronically, or if you provided your email address, you will receive an email with a link to your ISIR in 3-5 days.

- Please review the information on the ISIR and contact the Financial Aid Office if you discover errors.
- If your file contains discrepancies, or is selected for verification by the United States Department of Education, you will be required to submit additional documentation to the Financial Aid office.
- You will receive an email notification to view your award letter on WebAdvisor when your aid has been processed.
- The additional steps required to receive a Federal Direct Student Loan are available at <http://www.tstc.edu/financialaid/federaldirectstudentloan>.

STEP THREE:

Officially declare a major and send all official transcripts to the Admissions/Records Office.

Note: Financial Aid will not be credited to your account until all transcripts are received. You **MUST** be a high school graduate or have passed a GED exam in order to receive financial aid.

STEP FOUR:

Pre-register. If you register early, your financial aid, if processed, will be credited to your student account prior to the start of the term.

NOTE:

Aircraft Pilot Training (APT) students must submit a copy of their Class II Medical Certificate before any financial aid can be credited to their student account. APT student budgets are adjusted to reflect flight costs. Any APT student who does not fly for a term may lose the budget adjustment.

Equal opportunity shall be afforded within the Texas State Technical College System to all employees and applicants for admission or employment regardless of race, color, gender, religion, national origin, age or disability. TSTC will make reasonable accommodations for persons with disabilities.