Use this checklist to apply for and receive financial aid at Olympic College. NOTE: depending on the nature of your application, you may be asked for additional documents that are not included on this checklist.

- If you plan to enroll in less than 12 credits you must complete an Enrollment Status Change form available online or at the Ranger Station. Failure to inform our office of your actual enrollment status may delay disbursement.
- If you register for class before you have been awarded be prepared to make contingent payment arrangements or else risk being dropped for non-payment.
- If you are awarded Work Study, contact the Career Center for placement. You must find a job to earn your Work Study. If you decide not to accept a work study award, please notify the Financial Aid office in writing.
- Monitor the Financial Aid Portal. View the progress of your application at: https://www.fas.ctc.edu/portal1/?col=030
- Ensure that you are making Satisfactory Academic Progress. If not, you may become ineligible for financial aid. Students must complete all classes every quarter with at least a 2.0 grade point average and complete their degree program within 150% of program length to be in good standing for financial aid. Read the SAP policy, available online at: http://www.olympic.edu/paying-college/financial-aid/financial-aid-faqs
- Investigate other sources of aid and scholarships at: www.thewashboard.org and https://olympic.awardspring.com/ for OC Foundation scholarships

Version dated: June 2018

MOST QUESTIONS REGARDING FINANCIAL AID CAN BE ANSWERED AT OUR WEBSITE AT:
http://www.olympic.edu/FinancialAid

OR FROM THE FINANCIAL AID PORTAL AT:
https://www.fas.ctc.edu/portal1/?col=030

Olympic College is an Equal Opportunity College
FINANCIAL AID APPLICATION CHECKLIST*

The Financial Aid Office is eager to assist you with access to the various types of financial aid available to help you meet your educational goals.

Priority processing date is April 15th
OC Federal School Code: 003784
Visit the Ranger Station at Bremerton campus with questions about this process:

1)________ Complete Admissions Application (new students only to obtain a Student ID number).

2)________ Obtain a FSA ID (For your FAFSA). Available at www.fafsa.gov & required to sign your FAFSA. Parents of dependent students should also obtain a FSA ID. Keep your FSA ID secure and DO NOT share it with anyone. Students and parents should NOT share FSA IDs.

3)________ Complete your FAFSA each year you will attend college, beginning October 1st at www.fafsa.gov (OC’s federal school code: 003784).

4)________ Review Student Aid Report (SAR) for accuracy. The SAR is the FAFSA report sent to you via email/mail after you complete and submit your FAFSA.

5)________ Check OC’s financial aid portal. Monitor your application status on the portal at: http://www.olympic.edu/paying-college/financial-aid

6)________ Complete and submit the Financial Aid Data Sheet. The Data Sheet is the Institutional Financial Aid Application Form that all applicants must complete and return. The FAFSA must be done before the Data Sheet is made available (via the financial aid portal).

7)________ Were you selected for verification? If yes, turn in requested documents. Students selected for verification will have an asterisk* next to the EFC on the SAR. If selected, you must turn in a Verification Form and, typically, other documents.

8)________ Notify the financial aid office if you will receive other financial assistance and from what agency.

9)________ Monitor the portal frequently and respond promptly to any request for additional information. Please note that correspondence is sent to the email address recorded on your FAFSA.

10)________ Consent to release information. If you expect financial aid personnel to discuss information about your FAFSA with someone other than you (i.e. parent, spouse, etc...), you must complete a release form IN PERSON. Information released to individuals other than the student is limited; a new release must be completed each award year. *Other documents may be required.

The FAFSA must be completed before the Data Sheet and any other required documents can be completed and turned in.

PLAN TO BORROW STUDENT LOANS?
You must apply separately. OC does not automatically award loans. Go to: www.olympic.edu and click on Student Loans

☐ _____ Print and complete Direct Loan Request Form and submit to the Financial Aid Office.

☐ _____ Complete online counseling (an electronic notification will be sent automatically to the Financial Aid Office).

☐ _____ Complete online Master Promissory Note (an electronic notification will be sent automatically to the Financial Aid Office).

☐ _____ Complete a bridge loan application (optional for first-time borrowers). Available at the Financial Aid Office. Must be awarded a federal student loan; there are other qualifying factors; check with the Ranger Station.

PLEASE NOTE:
• All financial aid is awarded at full time (12 or more credit hours).
• Failure to inform our office of your actual enrollment hours may delay aid disbursement.
• Waitlisted classes do not count towards enrolled credit hours.
• Allow time for documents you submit to be entered into the system. This can take some time.
• You must complete and turn in an enrollment status change form to the Financial Aid Office to reflect the actual number of hours that you are enrolled (if not 12 credits).
• If the amount of hours you are awarded at does not match the amount of credit hours you are currently registered for, your financial aid will not disburse.
• All required documents must be received by February 15th in order for your application to be considered “on time”.
• Do not submit documents more than once unless you are requested to do so.
• Read through all forms sent to you and complete thoroughly. Incomplete documents delay processing and require follow up.
• Your file completion date is the date all required documents are received. It does not imply that your financial aid has been awarded.