

# Financial Aid Application Process 2011-2012

*Summer 2011, Fall 2011, Winter 2012, Spring 2012*

**We strongly recommend that you submit your FAFSA to the Federal Processor 3 MONTHS PRIOR TO OUR DEADLINE DATES or at a minimum, 2 weeks before the deadline dates below.**

To apply for all available federal, state, and institutional financial assistance, you must complete steps 1- 5 of Clover Park's financial aid application process. Read the instructions carefully. Students who complete the application process prior to the deadline for a quarter will have their applications reviewed prior to the start of the quarter.

**#1. New students must apply for Admission to a specific degree or certificate program when applying for financial aid.**

**Financial Aid Office**  
 4500 Steilacoom Blvd. SW  
 Lakewood, WA 98499-4098  
 (253) 589-5660  
 Fax (253) 589-5618  
 School code: 015984

**#2. Apply for a federal PIN number at [www.pin.ed.gov](http://www.pin.ed.gov).**

A federal PIN number allows you to sign your FAFSA on the Web or Renewal FAFSA on the Web (see Step 3) electronically. If you are required to put your parents' information on your FAFSA, one of your parents will need to apply for a PIN also.

**#3. Complete one of the following and submit it to the Federal Processor:**

- 2011-2012 FAFSA on the Web [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or
  - 2011-2012 Renewal FAFSA on the Web [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or
  - 2011-2012 Paper FAFSA (call 1-800-4FED-AID to request a paper FAFSA) **\*\*not recommended\*\***
- (You do not need to wait to file a tax return to complete the FAFSA, income estimator is available)

After your FAFSA is processed, the Federal Processor will send you either a paper Student Aid Report (SAR), an electronic SAR, or a SAR Information Acknowledgement, depending on how you submitted your FAFSA and whether or not you provided a valid e-mail address on your FAFSA. If you do not receive your SAR within 2 weeks of submitting your application, call the Federal Processor at 1-800-4FED-AID to check on the status of your application.

**#4. Continuing and new students must submit all additional required documents by the deadline.**

After the Federal Processor sends the Financial Aid Office a copy of your processed FAFSA data, we will send you a letter explaining what additional documents we need to complete your file and/or what actions you must take. (i.e. CPTC Data sheet, 2010 Income Tax Return, Verification Worksheets). If you don't receive notification from our office within 2 weeks of having your FAFSA processed by the Federal Processor, come to the Financial Aid Office. Please make sure to update your mailing address with both Registration and Financial Aid.

Submit all additional required documents/take care of all required actions as instructed by the following deadline dates to ensure your application is reviewed prior to the start of the quarter you begin classes. If all required documentation is not submitted by the deadline dates below, this may result in a delay of financial aid and you will be required to pay your tuition, fees, books and supplies until the next quarter.

**#5. Complete Direct Stafford Loan application online (Required for LPN and RN pre-requisites)**

If you would like to be considered for student loans, you must complete the loan application process (Entrance Counseling and Master Promissory Note) on-line from the college's website [www.cptc.edu/financialaid](http://www.cptc.edu/financialaid). Click read more under the "Federal Direct Stafford Loan" link. Continuing students must renew master promissory note every academic year, starting summer quarter.

Students taking nursing (LPN or RN) academic pre-requisites who want financial assistance must apply for a student loan as they do not qualify for grant assistance. They qualify for student loans only, and only for a period of 12 consecutive months. (Nursing Assistant program is not eligible for federal student loans.)

**CPTC FINANCIAL  
 AID DEADLINE  
 DATES**

Summer quarter 2011.....May 6, 2011  
 Winter quarter 2012...December 2, 2011

Fall quarter 2011.....August 19, 2011  
 Spring quarter 2012.....February 24, 2012