

STUDENT FINANCIAL AID PORTAL

DESCRIPTION OF INFORMATION/ITEMS NEEDED

This document gives a long explanation of items that might be needed to complete your file. These explanations correspond to items that you may view when you check your file status on the Portal.

***APPLY FOR COLLEGE ADMISSION**

Our records show that you have not applied for admission to Clover Park Technical College. If this is incorrect, then you will most likely need to provide your social security number to Enrollment Services. Even though you registered using your Student ID number, you must provide your social security number to the Enrollment Services Office in order to receive financial aid.

***CLARIFY HOUSEHOLD SIZE**

Please clarify the number of persons in your (or your parent(s)) household. If necessary, correct your FAFSA. If the information is correct, please contact our office.

***CONFIRM SELECTIVE SERVICE REGISTRATION**

Your financial aid application did not confirm your registration status with Selective Service. Males between the ages of 18 and 25 must have registered in order to receive financial aid. You can register at www.sss.gov. However, if you are 26 or older you may no longer register and may be ineligible for financial aid. We will need documentation of your Selective Service registration to consider you for financial aid eligibility. Appointments can be made to appeal this decision. You will need to provide the official letter from Selective Service, a written statement as to why you did not register for Selective Service and supporting documentation for the reason you didn't register. You may pick up a Selective Service Request for Status Information packet from the Financial Aid Office if you do not have an official letter from Selective Service.

***DEFAULTED ON STUDENT LOAN(S)**

Your FAFSA indicates that you are in DEFAULT on a federal student loan. You are not eligible to receive financial aid until your default has been resolved. You will need to provide our office proof that your loan has either been paid, consolidated, rehabilitated or a resolution has been reached with your lender regarding the default status.

***DEPENDENCY OVERRIDE REQUIRED**

A Dependency Override was granted to you last year based on information you submitted to our office. According to the Higher Education Act, dependency overrides do not carry over from one year to the next; the financial aid office must reaffirm each year that the unusual circumstances persist and that an override is still justified. Therefore, you must complete the petition portion of the override and provide a statement, but you are not required to resubmit two statements from responsible adults aware of your situation.

***DEPENDENT VERIFICATION FORM**

Your file has been selected for verification by the U.S. Department of Education. Please answer all of the questions on the Verification Worksheet, sign the worksheet and return it to the Financial Aid Office.

***DIRECT LOAN MASTER PROMISSORY NOTE**

To receive a Stafford Loan, you must complete the following steps. Please go to www.studentloans.gov and sign in under "Manage My Direct Loan" and select "Complete Counseling" and "Sign Master Promissory Note" from the menu on the left-hand side. To electronically sign your MPN, you will need to use your Federal Financial Aid PIN. It is the same PIN you used to sign your FAFSA. If you do not remember your PIN, or do not have a PIN, go to www.pin.ed.gov website to request your PIN.

***FA FILE COMPLETE**

A date received by "Complete File" is the day your file became complete. If additional items are requested after a date has been entered in this field, comments will be posted to the Portal. The "Complete File" date is the date that we use for processing. Please allow 3-5 weeks from this date between November-February for processing, and 6-8 weeks (subject to change) between March and October for processing. When your file has been awarded, your financial aid awards will appear in the "Awards" section on the Portal.

***FAFSA REJECTED-CORRECT FAFSA APPLICATION**

Your FAFSA was rejected by the federal processing center. You must sign and return the Student Aid Report or signature page to the processing center (or use an electronic PIN). If your parents' income was used on your application, one parent must also sign. Before returning the signed Student Aid Report to the processor, make certain all corrections have been made. Call 1-800-4FEDAID if you need help with your signature(s).

***FEDERAL AID: ON FINANCIAL AID WARNING**

We have reviewed your academic progress for the last quarter you completed at Clover Park Technical College and found that you did not meet either our credit completion requirements, GPA requirements or both for FEDERAL financial aid. **As a result, you are being placed on "warning" status for FEDERAL financial aid.** Students on "warning" status are eligible for federal financial aid in their next quarter, however, during this quarter, you will be expected to complete the quarter with a cumulative GPA of 2.0 or greater **and** maintain at minimum cumulative completion rate of 66.7% between credits attempted versus credits earned. If you do not meet both of these requirements for the probationary quarter, you will be terminated from federal financial aid until you regain satisfactory academic progress.

***FINANCIAL AID DATA SHEET**

We require every student applying for financial aid to complete a Financial Aid Data Sheet each year. Please complete and sign and return it to the Financial Aid Office.

***HAS BA DEGREE-NO GRANTS/APPLY FOR LOANS**

Either your FAFSA application, admissions application to the college or both indicate that you have earned a Bachelor's Degree. You will not be eligible for grant assistance, but may be eligible for a federal Stafford student loan. If you are interested in applying for a federal Direct Stafford loan to assist with tuition costs, please visit the Clover Park Technical College website at www.cptc.edu/financial-aid and click on the "Apply for Federal Direct Stafford Loan" link.

***INDEPENDENCY VERIFICATION REQUIRED**

Your FAFSA indicates you answered 'yes' to one of the dependency questions, #52-57. You must provide further documentation to the financial aid office confirming your independent status. Documentation needed to confirm this status includes court documents showing emancipation, ward of court, foster care, and/or legal guardianship. Other documentation needed may include parents' death certificates. Please note: If your documentation does not show that you are legally independent as determined by the courts, you will need to make adjustments to your FAFSA, up to and including parental information.

***INDEPENDENT VERIFICATION FORM**

Your file has been selected for verification by the U.S. Department of Education. Please answer all of the questions on the Verification Worksheet, sign the worksheet and return it to the Financial Aid Office.

***INELIGIBLE FINANCIAL AID PROGRAM**

You are currently registered in a program that is not financial aid eligible. If you still wish to receive financial aid, you should contact Enrollment Services Office to get your program updated to your current program of study. If you are unsure which program you would like to pursue, or need assistance or advice about which program would be best for you, please contact Advising and Counseling Office at 253-589-5548.

***LOAN EXIT COUNSELING REQUIRED**

Federal regulations require a student to maintain continuous half-time or greater enrollment in order for loans to remain in a deferred status. As a student who recently discontinued enrollment and/or did not maintain at least a half-

time status at Clover Park Technical College, you are now responsible for the repayment of your loan(s). **As part of the repayment process, you must complete an exit counseling session as soon as possible.** This session will give you vital information about the repayment process and your options for repaying your loan(s). Please visit www.studentloans.gov and click on "Manage My Direct Loan" link. To electronically sign your MPN, you will need to use your Federal Financial Aid PIN. It is the same PIN you used to sign your FAFSA. If you do not remember your PIN, or do not have a PIN, go to www.pin.ed.gov website to request your PIN. Once signed in, you will then click on the "Complete Counseling" link and there you will see the Exit Counseling section.

***MORE INFORMATION NEEDED TO PROCESS FILE**

If you see this item in the Portal, you have missing information. Please see comments from Financial Aid in the "Information We Need From You" section in the Portal.

***NEED *ORIGINAL* PROOF OF CITIZENSHIP**

The Social Security Administration did not confirm that you are a U.S. citizen. You may need to make changes to your name or date of birth on your Student Aid Report or correct your name with the Social Security Administration. We can accept documentation of your citizenship status such as a birth certificate, passport or naturalization/citizenship certificate.

***NEED *ORIGINAL* PROOF OF ELIG. NON-CITIZ**

The Department of Homeland Security (DHS) did not confirm that you are an eligible non-citizen using your Alien Registration Number. You will need to give our office proof of your non-citizen eligibility in order to receive financial aid (I-94 card or permanent resident card).

***ONLINE LOAN ENTRANCE COUNSELING**

To receive a Direct Stafford Loan, you must complete three steps. We have determined you have not completed step one: Entrance Counseling. Please go to www.studentloans.gov, sign in under "Manage My Direct Loan", which will require your Department of Education PIN that you used to sign your FAFSA, and select "Complete Entrance Counseling" from the menu on the left-hand side. When you finish the session, print out the confirmation page and save it for your records. We are notified automatically when you have completed the counseling.

***PARENT(S) IRS TAX TRANSCRIPT REQ.**

Your FAFSA has been selected for a process called verification. This process refers to the verification of reported taxable and untaxable income. To complete this process, student and parent(s) will need to do one of the following: 1) Go back into the income section of your FAFSA and use the IRS Data Retrieval Tool to import your tax information directly from the IRS (changes should not be made the imported data, or additional documentation will be required) or 2) Submit an official IRS Tax Return Transcript. Tax Return Transcripts can be requested by mailing Form 4506T-EZ to the IRS, submitting a request online at: <https://sa2.www4.irs.gov/irfof-tra/start.do> or calling 800-908-9946. If no tax return has been or will be filed, you may indicate this on the "Verification Worksheet". Once your Tax Return Transcript is received, you may submit it to our office. If you choose to correct and resubmit your FAFSA using the IRS Data Retrieval Tool, please allow 3-5 days for our office to receive your updated FAFSA

***STATE AID: ON FINANCIAL AID WARNING**

We have reviewed your academic progress for the last quarter you completed at Cascadia and found that you did not meet either our credit completion requirements, GPA requirements or both for STATE financial aid. **As a result, you are being placed on "warning" status for STATE financial aid.** Students on "warning" status are eligible for State financial aid in their next quarter, however, during this quarter, you will be expected to complete the quarter with a cumulative GPA of 2.0 or greater **and** maintain at minimum cumulative completion rate of credits attempted versus credits earned (refer to Satisfactory Academic Progress Policy for Washington State aid). If you do not meet both of these requirements for the probationary quarter, you will be terminated from State financial aid until you regain satisfactory academic progress.

***STATUS: TERMINATED FROM FINANCIAL AID**

Students on financial aid termination are not eligible to receive any type of aid that they were terminated from. Please view your Portal to see which type you were terminated from.

***STUDENT/SPOUSE IRS TAX TRANSCRIPT REQUIRED**

Your FAFSA has been selected for a process called verification. This process refers to the verification of reported taxable and untaxable income. To complete this process, student and spouse, if applicable, will need to do one of the following: 1) Go back into the income section of your FAFSA and use the IRS Data Retrieval Tool to import your tax information directly from the IRS (changes should not be made to the imported data, or additional documentation will be required) or 2) Submit an official IRS Tax Return Transcript. Tax Return Transcripts can be requested by mailing Form 4506T-EZ to the IRS, submitting a request online at: <https://sa2.www4.irs.gov/irfof-tra/start.do> or calling 800-908-9946. If no tax return has been or will be filed, you may indicate this on the "Verification Worksheet". Once your Tax Return Transcript is received, you may submit it to our office. If you choose to correct and resubmit your FAFSA using the IRS Data Retrieval Tool, please allow 3-5 days for our office to receive your updated FAFSA

***SUBMIT W-2's**

Please give our office a copy/copies of all 2009 W-2s for student and spouse (if married). If you are a dependent student and are required to submit parent information on your FAFSA, please submit W-2s for student and parent(s).

***TIME LIMIT APPEAL REQUIRED**

Our records indicate that you have reached 125% of the credits required to complete your degree program and as a result, we are unable to award you any aid at this time. If you have not yet completed your degree, you will be required to submit and gain approval on an appeal to receive funding beyond the credit limitation. Please complete the Time Limit Appeal form for aid beyond 125%. This must be completed and signed by you and your academic advisor and submitted to the Student Financial Services Office along with a copy of a completed degree worksheet.

***TERMINATED FROM FEDERAL FINANCIAL AID**

You have been terminated from FEDERAL financial aid. You may complete and submit an appeal for reinstatement if you had extraordinary circumstances that prevented you from making academic progress. The Satisfactory Academic Progress Suspension Appeal form can be found online at: http://www.cptc.edu/pdfs/sap_appeal.pdf

***TERMINATED FROM STATE FINANCIAL AID**

You have been terminated from STATE financial aid. You may complete and submit an appeal for reinstatement if you had extraordinary circumstances that prevented you from making academic progress. The Satisfactory Academic Progress Suspension Appeal form can be found online at: http://www.cptc.edu/pdfs/sap_appeal.pdf