

How to Apply (Students must apply for admission and be accepted)

Stillman College Code: 001044

Step 1: Each year, you must **complete the Free Application for Federal Student Aid (FAFSA)** at www.fafsa.ed.gov. Please click the video for helpful tips:



<http://studentaid.gov/fafsa>

- For the 2016-2017 and 2017-2018 award year the student and/or parent can use the 2015 Tax Return to complete the income section of the FAFSA.
- Student and/or parent must create a FSA ID; <https://fsaid.ed.gov/npas/index.htm> to electronically sign the FAFSA application or student and/or parent may print the signature page and mail the signatures to the address on the form.
- For more information, contact the financial aid office at (205) 366-8844
- After you submit your FAFSA online, you will automatically receive a confirmation page with a list of the schools indicated to receive your FAFSA. The confirmation page will indicate the amount of your Pell Grant and Direct loans.

Step 2: Review your Student Aid Report (SAR)
The Department of Education receives the FAFSA, processes the application and mail the applicant a Student Aid Report. You will need to review the Student Aid Report for accuracy and make any corrections necessary. Please note that the application can be reviewed online at www.fafsa.ed.gov using your FSA ID information.

Step 3: School Receives your Student Aid Report (SAR)

The Office of Financial Aid will notify you that your SAR has been received and may request additional information. If you are flagged in a process called verification, you must provide The Office of Financial Aid with the requested verification documents prior to being awarded aid.

COMMUNICATION:

Students are notified of their awards by email. Award notifications are emailed to the student's Stillman email account and can be viewed on the Stillman's webadvisor account.

If a student has been awarded a Federal Direct Loan for the first time, a Master Promissory Note (MPN) and Entrance Counseling must be completed at www.studentloans.gov before the funds can be released to the student's account.

Step 4:

Must Attend All Classes

Stillman is required to verify that a student began attendance in all classes before financial aid awards can be paid to a student account or directly to a student. If the student begins attending some classes, but not all classes, a school must recalculate federal financial aid to reflect the actual enrollment. Students who do not begin attendance are not eligible to receive federal financial aid.

Attendance Reporting begins at the end of the first week of classes and is monitored for the next ten weeks. After ten weeks, the student's aid will be reduced to reflect the student enrollment status.

At the end of the first week of classes: The faculty will report non-attending (never attended class) students in Canvas prior to any funds being released to the students.

NOTE: Attendance must be reported by Friday of each week. The first week of attendance cannot be reported during the second week of attendance. The Information Technology Department will generate an attendance report that will be sent to the Office of Financial Aid.

Step 5:

Receive Financial Aid Funds:

All Financial Aid refunds are processed by the Business Office accounts receivable department. If a student is due a refund after all tuition and fee charges have been paid, the refund will be issued by check. The Business Office will notify the student when the check can be picked up.