**Step-by-Step Process to Apply for Financial Aid at CCC&TI**

### 1. ENROLL @ CCC&TI

**Your Admission Application MUST be on file to continue the Financial Aid Process**
- Complete an application for admission for CCC&TI on campus or online at [www.cccti.edu](http://www.cccti.edu)
- Submit official high school/GED/Adult high school transcripts and previous college/university transcripts, if any to CCC&TI Student Records
- Take applicable placement tests; Appointment is required
- Enroll in an eligible program of study (programs consist of at least 16 credits)

**Note: Most certificate programs are not eligible for financial aid.**

### 2. ACTIVATE YOUR CCC&TI EMAIL TO CHECK YOUR ADMISSIONS & FINANCIAL AID STATUS

***Admissions & Financial Aid will ONLY communicate with you about your status by email***
- Access your student email account:
  - Access the College’s website at: [http://www.cccti.edu](http://www.cccti.edu)
  - Click the student mail icon located to the right of the page
  - Click the envelope icon
  - Your CCC&TI username is the first four letters of your first name, your middle initial, and the last 5 digits of your student ID number, given to you in your “Welcome Letter”
  - Your default password is “C” (Capital C), your full 7 digit student ID number, and an asterisk (*)
  - After logging in, the mail account will be in the top left hand corner

### 3. GATHER ALL REQUIRED DOCUMENTATION

You will need:
- Your PIN (Personal Identification Number) is needed to sign federal aid documents. If you don’t already have a PIN, you can obtain one at [http://www.pin.ed.gov](http://www.pin.ed.gov) and apply for a PIN.
- Parents of unmarried students under age 24 will also need to apply for a PIN, unless the unmarried student is a veteran, or legally became an emancipated minor before the age of 18.
- Personal tax returns, W2s, & 1099s from the previous year, including your spouse’s if you are married
- Tax returns from parents (and step-parent), if the student is unmarried and under age 24, not a veteran or emancipated minor before age 18
- Some students (and parents where applicable) will be able to use the IRS Data Retrieval Tool within the FAFSA filing process to pull in their tax data directly from the IRS, but in case the student (or parent) are not successful in using the Data Retrieval Tool to bring their IRS data into the FAFSA, paper tax forms should be in-hand so tax data can be typed into the FAFSA.
- If selected for Verification after filing the FAFSA, student and spouse (if married) or parent/step-parent (if not married and student is under 24, not a veteran, or emancipated minor) may be required to order TAX TRANSCRIPTS from the IRS at 1-800-829-1040 ([www.irs.gov](http://www.irs.gov)), even if they filed separately, or from both parents (and/or step-parents) if they filed separately. Obtaining TAX TRANSCRIPTS can take 5-6 weeks by mail. Students and Parents can obtain TAX TRANSCRIPTS from local IRS offices and locations are on the IRS website at [www.irs.gov](http://www.irs.gov).

### 4. SUBMIT YOUR FAFSA APPLICATION and MONITOR YOUR STUDENT EMAIL ACCOUNT

- Apply online at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov) CCC&TI School Code is: 004835
- Please allow 10-14 business days for the electronic application to be processed by the FAFSA Processor and to also be received at CCC&TI
- Approximately a week or more after filing the FAFSA be sure to look for any emails sent by the Financial Aid Office to your school email account. Return any requested documents within 10 days of the email you received.
- No computer access? Come to Student Services on either Hudson or Boone Campus for assistance.
- Paper FAFSAs mailed to the FAFSA Processing System are NOT advised due to much longer processing times and delays. (Paper FAFSA filing takes more than 30 days.)

### 5. RECEIVE YOUR FINANCIAL AID AWARD LETTER

- Once all your required documentation has been submitted & processed, you will receive an AWARD LETTER announcement by email
- You can print or view your AWARD LETTER in your Web Advisor Account
- Your AWARD LETTER indicates the amount of funding you will receive per semester based on 12 credit hours (full-time status), anything less will change the amount awarded
- Based on your active attendance in classes after the term has begun, the Business Office will apply the eligible aid directly to your bill which can be viewed in Web Advisor under Student Accounts.

**Veterans:** Complete Admissions and FAFSA then contact Myra Sanders, msanders@cccti.edu, on the Hudson Campus or Corey Tucker, ctucker@cccti.edu, on the Watauga campus.