

The Financial Aid process has 5 basic steps:

1) Step One The [Application](#) Process

- ✓ You are encouraged to apply for Financial Aid throughout the 2009-2010 award year.
- ✓ The application is the [Free Application for Federal Student Aid](#) (FAFSA).
- ✓ A **COMPLETED** application is the FAFSA and all related documents.
- ✓ **Classes will NOT be held for students who have issues regarding [Satisfactory Academic Progress](#)**. You may need to complete the [Academic Appeal](#) or [Academic Extension](#) process to regain financial aid eligibility.
- ✓ You can enroll in **PVCC's interest-free e-Cashier payment plan** to keep your classes from being dropped until your funds are **disbursed**. There is a \$20 enrollment fee.
- ✓ *****In most cases the Financial Aid Award process will take four to six weeks!**
- ✓ The Federal Financial Aid Processor will inform you by e-mail when they transmit your FAFSA data to the college.
- ✓ Carefully review your [Student Aid Report \(SAR\)](#).
- ✓ If you **did not** include an email address on your FAFSA application, you will receive your SAR by **mail**.
- ✓ If you **did** include an email address on your FAFSA, you will receive your SAR as an email attachment.

2) Step Two The [Verification](#) Process (Required Documents)

- ✓ Check your My.maricopa.edu account and review your "To Do List" to be certain that **ALL required documents** have been submitted. You may download a verification form from this web site under ["Forms to Download."](#)

3) Step Three The [Awarding](#) Process

- ✓ To see your award, go to [My.maricopa.edu](#) and click on "View Financial Aid".
- ✓ **IMPORTANT:** Review your award carefully. Be sure that there is enough financial aid funding per term to cover your tuition & fees.
- ✓ If you have enough funds to cover your tuition & fees, your classes will **not** be **dropped for nonpayment**.
- ✓ If you do not have enough financial aid funding, **you will need to pay** the remaining balance. View your My.maricopa.edu under "**Account Inquiry**" for your outstanding balance.
- ✓ Commonly, most students will receive awards for both Fall & Spring terms.
- ✓ It is extremely important that you read ALL of the information related to your award.
- ✓ Depending on the type of award, you the student may need to take additional action.
- ✓ Students with more than enough financial aid funding to cover their tuition and fees, may have enough funds for a "**Book Credit**" at the PVCC bookstore.
- ✓ **If you did not maintain Satisfactory Academic Progress, your award will be canceled.**

4) Step Four The Disbursement Process

- ✓ If all of your financial aid processing is complete, and in some cases your enrollment has not changed, your financial aid funds will be disbursed.
- ✓ **Disbursement is** when the financial aid funds on your award letter are transferred (credited) to your account in the Cashier's Office to pay your current term tuition, fees and books.

- ✓ If you have remaining financial aid funding after your tuition, fees, and books are paid, a check will be mailed from the Cashier's office within three business day once your funds are credited to your account.
- ✓ **No checks will be held for pick up.**
- ✓ **DO NOT WRITE CHECKS BASED ON ANTICIPATED FINANCIAL AID DISBURSEMENTS.**
The college will not pay fees related to late payments or account overdrafts.

5) Step Five Maintaining Financial Aid Eligibility

- ✓ All students must maintain [Satisfactory Academic Progress](#) (SAP) to continue to receive financial aid funding. You may need to complete the [Academic Appeal](#) & [Student Engagement/Student Success, Satisfactory Academic Progress & Default Prevention Workshop](#) or [Academic Extension](#) process to regain financial aid eligibility.
 - ✓ Students who have already earned a bachelor's degree or higher, must complete the **Academic Extension** form. Your classes will **NOT** be held until the Office of Student Financial Assistance approves the extension.
 - ✓ Students who have completed 90 credit hours or more may be required to complete the **Academic Extension** form. Your classes will **NOT** be held until the Office of Student Financial Assistance approves the extension.
 - ✓ Students enrolled in **an ineligible program of study**, will not be awarded financial aid funding.
 - ✓ Student with **Consortium Agreements** must be enrolled in 6 credit hours at PVCC to receive funding. Consortium Agreements must be received before the stated deadline, must be complete, and the OSFA will not fax this document to host colleges.