



## Student's Responsibility

Capital Community College expects the student to initiate the application process in a timely manner, and considers it the student's responsibility to complete the application on time. Incomplete applications will not be reviewed. Students and their families should be aware that they are completing applications for federal, state, and college funds. Deliberately misreporting can result in criminal and civil liabilities.

**Due to the limitation of funds, please be aware that if you enroll for less than six credits you may not be eligible for any aid.** Students are also expected to be familiar with the general provisions of financial aid. To help you understand this process. Financial Aid Workshops are held throughout the year. Information on financial aid programs, regulations, and procedures are found in the College catalog. Late applications will be awarded on a funds available basis. Application materials cannot be accepted after the student's last date of attendance.

## Priority Timetable

While we accept applications all year, in order to ensure priority consideration, your results from the FAFSA and any other required documentation must be received in the Financial Aid Office at Capital Community College by:

July 1, 2011 — Fall & Spring Semesters

December 1, 2011 — Spring Semester Only

*Late applicants are encouraged to apply.*

**We are here to assist you!**

You can e-mail us at

**CA-FinAidHelp@ccc.commnet.edu**

## Getting Started

**IMPORTANT** — You do not have to own a personal computer to apply for financial aid from Capital Community College. However, you do need to have use of a computer with internet access. Many public libraries, high schools, adult education centers and community centers offer FREE access to students. Also, you have access to many of the computers available for student use at Capital Community College. These computers are available for use at the Welcome Center, Financial Aid Office, Library and Learning Center.

You must have a basic understanding of a personal computer and internet use. If you don't, please contact us at the Welcome Center (860-906-5077) or the Financial Aid Office (860-906-5090) at Capital Community College.

## Step 1

### Getting an e-mail address

It is essential that you possess an e-mail address to participate fully in this endeavor. If you do not already have a personal e-mail address, you can obtain one for FREE at many web sites on the internet. For example, Yahoo! ([www.mail.yahoo.com](http://www.mail.yahoo.com)), Netscape ([www.netscape.com](http://www.netscape.com)) and Starmedia's Latinmail ([www.latinmail.com](http://www.latinmail.com)) provide e-mail services for free.

You will provide your e-mail address to both the U.S. Department of Education and Capital Community College, and both of us will communicate with you about your financial aid application by sending information to your e-mail address.

By the way, you can get an e-mail address in just a few minutes. Just follow the above step.

My e-mail address:

## Step 2

### Applying for a PIN (Personal Identification Number)

It is important that you apply for a PIN. For the 2011-2012 Award Year, you can obtain a PIN electronically by going to the government's **PIN site** ([www.pin.ed.gov](http://www.pin.ed.gov)). If you are not sure whether or not you have a PIN already, you can go to the same web site to check. Now that you have an e-mail address, the Department of Education will e-mail you directions as to how to obtain your PIN from a secure web site.

Your PIN serves as your password to access private information on the U.S. Department of Education's web site. You can also use your PIN as an electronic signature when completing your FAFSA on the Web.

My Department of Education PIN:

## Step 3

### FAFSA on the Web

To apply for financial aid from Capital Community College you must complete the **Free Application for Federal Student Aid (FAFSA)**. You will need to visit the **FAFSA on the Web** ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) site for the application. You will need personal information documents to complete the electronic application.

### What do I need to fill out the FAFSA?

You will need records for income earned in the year prior to when you will start school. **You may also need records of your parent(s)' income information (for example: if you are under the age of 24, not married and don't have children).** For the 2011-2012 school year, you will need 2010 information. You will need to refer to:

- Your Social Security card and driver's license
- W-2 Forms or other records of income earned
- Your (and your spouse's, if you are married) Federal Income Tax Return
- Your parent(s)' Federal Income Tax Return

- Records of other untaxed income received such as welfare benefits, social security benefits, TANF, veteran's benefits, or military or clergy allowances
- Current bank statements and records of stocks, bonds, and other investments
- Business or farm records, if applicable
- Your alien registration card (if you are not a U.S. citizen)

**To ensure your application information is provided to Capital Community College you must enter our school code: 007635.**

Since you have a PIN, you can sign your application electronically. If your parent(s) is required to sign the application, your parent(s) can obtain a PIN by following Step 2 as indicated previously. By filing this electronic application, you are applying for federal, state and college financial aid. This electronic application process takes 45 minutes to 1 hour to complete. If you provide the Department of Education with your e-mail address, you will be notified when the results from your application are available to you at a secure website.

## Step 4

### Using Capital's Student Information System

Now that you've applied for financial aid from the U.S. Department of Education and Capital Community College, you can track your financial application and award information on the internet by using Capital Community College's student information system ([www.my.commnet.edu](http://www.my.commnet.edu)).

To use this system, you need to know your student Net ID number and Banner Password. (This is different from your U.S. Department of Education PIN mentioned earlier). When you applied for admission to Capital Community College, you were given these numbers. Your student Net ID is the 8-digit student number followed by the @ sign (for example: [12345678@student.commnet.edu](mailto:12345678@student.commnet.edu)). Your initial Password is your date of birth in the format mmddyy (for example: Oct&1234). You will be asked to change your Password when you first login. If you don't remember your Banner ID student number, you must contact the Registrar's Office at Capital Community College to get this information.