Navigating Your Financial Aid

Your steps from start to finish...

☐ Complete your FAFSA (must be renewed each year):
  - Fill out the Free Application for Federal Student Aid (FAFSA) at [https://fafsa.ed.gov/](https://fafsa.ed.gov/)
  - Complete the 2015-2016 FAFSA if attending Fall 2015, Spring 2016, and Summer 2016
  - Federal School Code for Gwinnett Technical College: **016139**
  - 3 to 5 days* after receiving your Student Aid Report (SAR) from FAFSA, GTC will receive your application
  *If selected for verification, it can take an average of 3-5 weeks for processing after document submission. Complete your application early each year to ensure you have plenty of time to submit any requested documents and provide sufficient processing time. FAFSA is available every January 1st.

☐ Log in to your Student Banner Account:
  - Go to [www.gtc-web.org/](http://www.gtc-web.org/)
  - Select “Enter Student/Faculty Secure Area”
  - **User ID:** Social Security number or your 900# Student ID
  - **PIN:** Birth date (MMDDYY)
  - Click on the log in button

☐ Complete your Financial Aid File:
  - Go to [www.gtc-web.org/](http://www.gtc-web.org/) and login
  - Go to “Student Services & Financial Aid”
  - Go to the Financial Aid Folder
  - Click on “My Award Information”
  - Select “Award Package for Aid Year”
  - Select the Aid Year -- 2015-2016 for Fall 2015, Spring 2016, and Summer 2016
  - Click on the “Accept Award Offer” tab and see if you have any unsatisfied Financial Aid requirements
  - Click on the required document(s)** and print
    - If the required document is a “Tax Transcript” you will need to either
      - Visit [http://www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) where you will request your tax return transcript or
      - Successfully use the FAFSA’s Data Retrieval Tool (DRT)
  - Please submit all completed documents to the Financial Aid Office at one time to ensure timely processing of your file
  - Be sure all required signatures are on all forms

***If you do not see any documents listed on the “Accept Award Offer” tab, you do not have any additional requirements.

☐ Ensure your program is financial aid eligible and be accepted to GTC:
  - Eligible programs of study must be at least 16 credit hours or more for federal aid eligibility. Financial Aid does not cover General Studies or Developmental Studies. Your financial aid award cannot be processed until you are accepted into an eligible program of study.
  - The Enrollment Support Center can answer questions regarding your GTC admissions status and program.

☐ Accept your Financial Aid Award
  - Go to [www.gtc-web.org/](http://www.gtc-web.org/) and log in
  - Click on the “Accept Award Offer” tab to vie your award
  - If you are awarded Pell Grant or HOPE Grant, these will automatically be accepted for you
  - If you believe you are eligible for the **HOPE Scholarship**, you must complete the HOPE Scholarship survey under the General Information tab.

Find Financial Aid Deadlines at [www.GwinnettTech.edu/](http://www.GwinnettTech.edu/) and click on “Enrollment & Aid” and then “Dates and Deadlines”
- If you have been offered Federal Work Study or Student Loans, you will choose “Accept” or “Decline” in the dropdown boxes and then click the “Submit Decision” button. To accept all awards in full, you can click “Accept All Award Offers.”
- To receive any accepted student loan awards you will need to be enrolled at least half time (6+ credit hours per semester) and complete your Master Promissory Note and Loan Entrance Counseling at www.studentloans.gov.
- If you have accepted Federal Work Study, you are in good standing, and you are at least half time you can apply for work study jobs that will work around your class schedule.
  - To apply go to www.gwinnettech.edu/, scroll to the bottom of the page, click on “Career Opportunities” and then “Federal Work Study”
  - Work study awards are paid as monthly wages for the hours worked, it does not apply towards your tuition or fees.
  - Positions start at $8 per hour and students can work a maximum of 20 hours per week.

- Register for classes:
  - Register for classes at www.studentloans.gov. If you need help choosing classes, please contact the Enrollment Support Center.
  - Registering for C Term classes can affect the timeframe in which your financial aid is paid and when the remaining amounts are returned to students.

- Check for Authorized Financial Aid:
  - Go to www.gtc-web.org/ and log in
  - Go to “Student Services and Financial Aid”
  - Click on “Student Records”
  - Click on “Account Summary by Term”
  - Click on the current semester typed in blue
  - Your itemized account balance for the term will be listed at the top of the page
  - At the bottom of the page, you will see your authorized financial aid (number will be negative)
  - If you have authorized aid greater than your “Account Balance Due”, no further action is required.
  - Important: If you have authorized aid less than your “Account Balance Due”, you will be required to pay the difference before the payment deadline. If you do not have authorized aid, it will state “No authorized financial aid exists on your record for the selected term” and you will be required to pay your full balance due by the payment deadline.
  - Payment plans are available through Nelnet which allows students to pay for tuition and fees in installments rather than all at once. You can find more information at http://www.gwinnettech.edu/paymentplan.

- Purchase your books and supplies:
  - For students with completed Financial Aid files and have excess financial aid funds after tuition and fees have been covered, funds will be available for the purchase of books and supplies in the GTC Bookstore starting one week before classes begin (excluding Term C only students). Students will receive an email in the student email account with details. The GTC Bookstore can be reached at 678-226-6276 and is located in the back corner of Building 100.

- Show up for classes and prepare for success!

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**Important Contact Information**

**The One Stop Center, Building 100, Main Entrance**

Monday – Thursday: 8 a.m. – 6:00 p.m., Friday: 8 a.m. – 4 p.m.

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<th>Admissions Documents</th>
<th>Enrollment Support Center</th>
<th>Transfer Credit Evaluations</th>
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<td><a href="mailto:FinancialAidOffice@GwinnetTech.edu">FinancialAidOffice@GwinnetTech.edu</a></td>
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<tr>
<td>678-226-6851 Fax: 770-685-1268</td>
<td>678-226-6677 Fax: 678-226-6916</td>
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