

A Financial Aid Guide for School of Continuing Education Students

.... that are admitted to an associate's or bachelor's degree, or the Teacher Certification Program.

What you will need: Students interested in financial aid must file a FAFSA form online at: www.fafsa.ed.gov. Knowing and gathering the following information will help you navigate the form:

Appropriate Year FAFSA

- **2017/2018** enrollment for Summer 2017, Fall 2017, Spring 2018
- **2018/2019** enrollment for Summer 2018, Fall 2018, Spring 2019

FSA ID

- This is your legal signature on the FAFSA. If you or your custodial parent (*if applicable*) do not have FSA IDs, you each need to create one at: www.fsaid.ed.gov

Federal School code

- Providence College's federal school code: **003406**

Federal tax forms

- Your 2016 federal taxes and a copy of your custodial parent 2016 federal tax return (*if applicable*). **OR** use the Data Retrieval Tool (DRT)

Data Retrieval Tool (DRT)*

- The DRT allows you to import your completed 2016 tax return information directly from the IRS into the FAFSA form.

* using the Data Retrieval Tool **and** not changing any of the imported data will save you time and eliminate a step in the verification process, if you are selected.

After you have submitted the FAFSA: You will receive an email containing your SAR (Student Aid Report). Review your SAR, check for errors and pay close attention to the comment section at the end of the report. The comment section will tell you if you were selected for verification or if additional documentation will be required to finalize your financial aid award.

Verification: The U.S. Dept. of Education requires some people to verify the data submitted on their FAFSA. If you are selected you will receive an email at your PC email outlining what you need. The documents are, but not limited to:

- a verification worksheet
- 2016 IRS tax transcripts (*or use of the DRT*)
- Copies of 2016 W2's

Types of aid available from FAFSA: Most SCE students will receive federal loan eligibility, and those that demonstrate high financial need could also receive a Pell grant. **The federal government limits the amount of Pell grant and federal student loan debt one can incur in a lifetime as an undergraduate student:**

- Dependent students (*dependent defined by FAFSA*) cannot exceed \$31,000 in federal loans and no more than \$23,000 of this amount may be in subsidized loans.
- Independent students (*independent defined by FAFSA*) cannot exceed \$57,500 in federal loans and no more than \$23,000 of this amount may be in subsidized loans.
- 144 credits or 12 *full-time* semesters of Pell Grant funding. (*Full time is defined as 12+ credits per term*)

If you have received the Pell grant, subsidized or unsubsidized federal loans at another institution prior to attending PC, you may want to log onto: www.nslds.ed.gov to review your prior loan and grant history. Knowing the amount of your remaining eligibility can help in planning for your educational expenses.

Communication and Notifications

CYBERFRIAR: Once you have been accepted the SCE office will send you a letter with your PC email account and CyberFriar information. CyberFriar is where you can:

- Register for classes
- View your grades
- Make payments
- View financial aid award/messages
- View missing financial aid requirements

Get familiar with CyberFriar, it's the only place you need to go to keep informed!

--TIP: Under Self-Service section on the website there is a 'cheat sheet' that provides step-by-step instructions on how to navigate around CyberFriar.

Your award: Once you have been awarded, we will send you instructions on how to view your award. Your financial aid award will be visible in CyberFriar at all times. **100% of our communication with you is electronic.** If we are trying to reach you or have changed your award, a notification will be sent to your PC email account. *(This means you must regularly log into CyberFriar and check your email account.)*

Things that could change your award or eligibility:

Enrollment status

- You must be enrolled *at least* half-time in order to receive federal loans.
- You must be enrolled for minimum of 3 credits for Pell grant.

Academic progress

- In general, you must obtain a cumulative GPA of 2.0 or higher **and** receive passing grades in at least two-thirds of the courses you attempt each semester.

Add or drop classes

- depending on when you add or drop a class, and whether or not you received a grade could affect your financial aid eligibility and how much you owe.

If you are using financial aid and your eligibility changes, you are responsible for the balance and payment is expected to be made in full immediately.

Paying your bill: The College will never send you a bill. ***Payment for classes is required at the time of registration.*** You can register on-line or in person, and payment can be made by check, credit card, ACH (electronic check) or you can use your financial aid.

If you have met your federal aggregate loan limits or do not wish to use financial aid, private loans are an option to meet your cost. Our "Suggested Lender List" provides information and links to current private loan options: <http://providence.edu/financial-aid/paying-your-bill/Pages/suggested-lenders.aspx>

--TIP: If you are dropped for non-payment call/email us to ensure that all aid options have been exhausted.

Borrowing to cover additional costs: Students can borrow to cover the indirect costs of school (*e.g. books, supplies, etc.*), however there is usually not enough loan eligibility to cover 100% of living expenses due to federal loan limits.

Book Advance: If you have a pending credit on your student account, a book advance is a way to use that credit to purchase your books from the on-campus book store or their website. You can request \$110.00 per course, per semester in PC cash to be put on your PC student ID. This process requires that the student come in person to take advantage of this program.

Need a student ID? Stop by the PC Card Office in Harkins Hall Rm #401 or call 401-865-2273.

Contact Information:

Office of Financial Aid phone: 401-865-2286
Office of Financial Aid fax: 401-865-1186
Email: finaid@providence.edu
Web: <http://providence.edu/financial-aid>

THINGS TO REMEMBER

- FAFSA must be filed every year.
- FSA IDs are required to complete FAFSA.
- Checking CyberFriar regularly to stay up-to-date.
- Financial aid or a payment is required to register for classes.
- Knowing your student loan debt/history is important to plan future enrollment and expenses.