

Entering Transfer
TUSCULUM COLLEGE STUDENTS
Steps in applying for Financial Aid

You may also view these steps with interactive links at <http://www.tusculum.edu/faid/apply.html>

AS SOON AS POSSIBLE:

- Step one: **APPLY** for admissions as a regular degree-seeking student on-line at www.tusculum.edu/admission/admission_apply.html for the Residential/Traditional College program or on-line at http://www.tusculum.edu/adult/gps_admission.html#admission for the Graduate and Professional Studies program. All Residential/Traditional College program students who are accepted for admission are evaluated for institutional scholarships and grants. All Graduate and Professional Studies students receive reduced tuition in lieu of institutional scholarships and grants.
- Step two: **SEARCH** for scholarships and financial aid information at www.fastweb.com, www2.tusculum.edu/blogs/faid, www.finaid.org, www.scholarships.com and www.studentaid.ed.gov.
Tennessee residents go to www.state.tn.us/tsac.
For federal benefits for veterans and dependents go to www.vba.va.gov.
Those interested in Armed Forces Scholarships go to www.armedforcescareers.com.
Those with disabilities should check with your state Vocational Rehabilitation Services.
Tennessee residents go to www.state.tn.us/humanserv/rehab/vrs.htm
- Step three: Go to www.mapping-your-future.org/entrancecounseling to fulfill the requirement of **ENTRANCE LOAN COUNSELING, IF YOU PLAN TO APPLY FOR** a Federal Stafford Loan. You will only need to accomplish this once during your career at Tusculum College.
- Step four: Go to <https://cliplink.guarantorsolutions.com/esign> to complete a **MASTER PROMISSORY NOTE (MPN), IF YOU PLAN TO APPLY FOR** a Federal Stafford Loan. You will only need to accomplish this once during your career at Tusculum College.
- Step five: Almost all male U.S. citizens and male aliens living in the U.S., who are 18 through 25, are required to register with the **Selective Service**. To register or learn more, go to www.sss.gov.
- Step six: To apply for a **Social Security card** or request a duplicate card if you have lost yours, go to www.ssa.gov.
- Step seven: **SPRING SEMESTER** transfer students, **ADD** the school code **003527** for Tusculum College, to your Free Application for Federal Student Aid (**FAFSA**) by one of the following methods:
- a) If you have your PIN, go to www.fafsa.ed.gov and correct your record by adding the federal school code **003527**.
 - b) If you do not have your PIN, but have your SAR (student aid report), submit a copy to the Office of Financial Aid and On-Campus Student Employment at Tusculum College.
 - c) If you do not have your SAR or PIN, go to www.pin.ed.gov and request a PIN or call 1-800-4-FED-AID and request help in getting the school code added for Tusculum College.

AS SOON AS POSSIBLE AFTER JANUARY 1ST:

PRIORITY APPLICATION DEADLINE FEBRUARY 15th

Step eight: **FALL SEMESTER** transfer students, **APPLY** or **REAPPLY** for federal financial aid at www.fafsa.ed.gov or complete the paper version of the Free Application for Federal Student Aid (**FAFSA**). You will need to complete this step **as soon as possible after January 1, but no later than February 15** of each year in which you wish to receive Aid. You may use estimated income figures. Be sure to include our **federal school code** of **003527**. If you use the paper version of the FAFSA, you may submit it to your Tusculum College Financial Aid Counselor. It will be entered into the federal computer software for you. You should get the results of your FAFSA (called the Student Aid Report) from the federal processor in about one week.

The result of the FAFSA informs us of what types and the amounts of federal aid and institutional aid, for which you may qualify. It is also necessary for **Tennessee** residents to be evaluated for **the Tennessee Education Lottery Scholarship** and the **Tennessee Student Assistance Award**. Funding for the Tennessee Student Assistance Award is very limited and usually the deadline to receive these funds is March 1st, thus it is recommended for students to apply by the February 15th deadline.

Step nine: **SUBMIT** any additional information requested of you by your Financial Aid Counselor in a timely manner. The Federal Government will select 30% of all aid applicants for a process called **Verification**. This means you will have to submit your family's income tax form, documentation of untaxed income, a Verification Form, etc to your Financial Aid Counselor. You will be notified of what is needed. The longer you put off submitting these forms, the longer it will take to get your Financial Aid Award letter. Verification may identify data that your Financial Aid Counselor must re-submit to the Federal Processor for correction.

Step ten: All **CORRECTIONS** should be submitted through your Financial Aid Counselor. Corrections may generate a new Student Aid Report (SAR) from the Federal Processor.

Step eleven: Your **AWARD LETTER** will be sent to you as soon as possible after you have submitted all required forms, beginning approximately February 1 of each year. However, Graduate and Professional Studies students cannot be awarded until after registering for their first semester.

Step twelve: Your **LENDER** will then forward your loan funds for each semester to the Tusculum College Business Office where they will be credited to your student account. Any funds in excess of what is owed to Tusculum College will be disbursed to you. The funds are usually disbursed within 1 month from the start of a semester. Funds **cannot be disbursed** prior to the start of classes, each semester. *(Please refer to Tusculum College's on-line "[Preferred Lenders Brochure](#)" for additional information regarding disbursements.)*

Step thirteen: If you **ADD** a class that takes place during a semester for which you have already been awarded as a full-time student, you will not receive additional financial aid funds. **DROPPING** a class and not adding back a similar number of hours may result in you owing funds back to the Federal Pell Grant program, if you are a PELL recipient. Check with your Financial Aid Counselor prior to doing this.

Contact the Office of Financial Aid and On-Campus Student Employment if you have questions.
Remember billing questions should be directed to the Business Office.