

GETTING STARTED

Asnuntuck Community College (ACC) encourages students to electronically apply for student financial aid. Our effort supports the activities of the U.S. Department of Education in making electronic delivery of student financial aid a reality for all students. We hope to improve our services to students and assist you in completing the financial aid process.

Important-You do not have to own a personal computer to apply for financial aid at Asnuntuck 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 in the Academic Skills Center and in the Computer Labs here at ACC.

To file electronically, you must have a basic understanding of a personal computer and Internet use. If you do not, please contact us at the Financial Aid Office (253-3030) at Asnuntuck 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, both Yahoo! (www.mail.yahoo.com) and MSN Hotmail (www.hotmail.com) provide e-mail services for free. You will provide your e-mail address to both the U.S. Department of Education and Asnuntuck Community College, and both of us will communicate with you about your financial aid application by sending information to your e-mail address.

step 2

Applying for a PIN

(Personal Identification Number)

It is important that you apply for a PIN. Although you can obtain a PIN electronically by going to the government's PIN site (www.pin.ed.gov), we recommend that you apply for your PIN directly from the FAFSA website. See Step 3 below. If you have forgotten your PIN number, you will also receive assistance on the FAFSA website.

step 3

FAFSA on the Web

To apply for financial aid from Asnuntuck 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) 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 the academic year when you will start school. **You may also need records of your parent(s)' income information.** For example, for the upcoming school year, you will need last year's information. You will need to refer to:

- Your Social Security card
- Your 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
- Records of other untaxed income received such as welfare, 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)

On the FAFSA form in step five, you must enter Asnuntuck Community College's School Code Number. Enter 011150 to ensure your application information is provided to ACC.

Since you have a PIN, you can sign your application electronically. If your parent is required to sign the application, your parent also must obtain a PIN. 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 directed to a secure Web site to review your results upon availability.

step 4

Using **myCommNet**

The Student Information System

Now that you have applied for financial aid from the U.S. Department of Education and Asnuntuck Community College, you can track your financial aid application and award information on the Internet by using Asnuntuck's myCommNet information system (<http://my.comnet.edu>). To use this system, you need to know your NetID number and password. (This password is different from your U.S. Department of Education PIN mentioned earlier.) When you applied for admission to Asnuntuck Community College, you were given your NetID. Your initial password is the first three characters of your birth month (the first letter capitalized), the "&" symbol and the last 4 digits of your

social security number (for example: Oct&6789). If you have trouble logging in, click the "Trouble Logging In?" link in the myCommNet Login box.

In addition to being able to track your financial aid application on myCommNet, you will be able to download any documents you may need to complete your application requirements. You can then print out these documents and either mail or drop them off at the financial aid office. To inform you of your application status, we will periodically e-mail you and direct you to visit the myCommNet system to check your list of missing documents. You need to log into the myCommNet student information system weekly to stay current with your financial aid information and news.

step 5

Your Financial Aid Award

When we complete our review of your financial aid application, we will notify you at your e-mail address and direct you to the myCommNet student information system. You will be able to view your Financial Aid Award and make decisions about your awards over the Internet. We will assume that you want to accept any grants (free money) that you are eligible for, but there may be additional awards (student loans or work-study jobs) that you have the option to accept or decline.

By using myCommNet, you can review and adjust your financial aid awards, complete award requirements, and e-mail the financial aid office with your questions and concerns. Your use of the student information system allows you 24 hours a day, 7 days a week, access to the Financial Aid Office of Asnuntuck Community College.

Please Read Carefully

The purpose of this instruction sheet is to provide you with the necessary information you need to successfully complete the financial aid application process. We want to be sure that you receive all the financial aid for which you are eligible. Please contact us if you have any questions. We are here to assist you!!! You can e-mail us at AS-FinAid@acc.commnet.edu.

Student's Responsibility

Asnuntuck 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. 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. Deliberately reporting false information can result in criminal and civil liabilities. Late applicants 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 Asnuntuck Community College by:

June 1-Fall and Spring
December 1-Spring only

<p>Important Information:</p> <p>NetID: _____</p> <p>Password: _____</p> <p>Department of Education PIN #: _____</p> <p>My E-Mail Address: _____</p> <p>Web addresses: _____</p>

It is the policy of Asnuntuck Community College that no person be discriminated against under any program. If you are a student who needs an accommodation, please contact Maki McHenry, Counselor, Room 108.

REV. 07/03/08



Financial Aid Office
Asnuntuck Community College
170 Elm Street
Enfield, CT 06082



FINANCIAL AID INSTRUCTIONS & ELECTRONIC FILING

Financial Aid Office
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