

GETTING STARTED

Asnuntuck Community College (ACC) encourages students to electronically apply for student financial aid. We hope to improve our services to students and assist you in completing the financial aid process.

step 1

Admissions & Matriculation

Please be aware that ACC will not be able to determine your Financial Aid eligibility until you have a valid NetID and are accepted in an Associates degree or an eligible certificate program. Once you have completed the admissions process, you will receive a student email account and all communication from the ACC Financial Aid Office will be sent exclusively to this account.

step 2

Applying for a FSA ID

It is important that you create a FSA ID username and password. You can establish FSA ID electronically by going to FSAID.ed.gov. We recommend that you create your FSA ID directly from the FAFSA website (See Step 3). If you have forgotten your FSA ID, you may click on “Forgot Username [or] Password” on the FAFSA website.

step 3

FAFSA on the Web

To apply for financial aid, 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 received in the year prior to the academic year you plan to attend. **You may also need records of your parent(s)’ income information.** You will/may need:

- ❑ Your name as it appears on your Social Security card
- ❑ Your driver’s license, if applicable
- ❑ W-2 Forms or other records of income earned
- ❑ Your (and your spouse’s, if you are married) Federal Income Tax Return, if filed
- ❑ Records of untaxed income received such as veteran’s non-education benefits, workers’ compensation, and military or clergy allowances
- ❑ Current bank statements and records of stocks, bonds, and other investments, if applicable
- ❑ Business or farm records, if applicable
- ❑ Your alien registration card (if you are not a U.S. citizen)

On the FAFSA, you must enter ACC’s School Code Number. Enter 011150 to ensure your application information is provided to ACC.

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 online by using the Asnuntuck’s myCommNet information system (<http://my.commmnet.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 FSA ID 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. We will periodically email you and direct you to visit the myCommNet system to check your list of missing documents.

step 5

Your Financial Aid Award

When we complete our review of your financial aid application, we will notify you via your student email 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 from this site. Grants (free money) for which you are eligible will automatically be accepted on your behalf, but there may be additional awards (student loans or work-study funds) 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 email 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 email us at AS-FinAid@asnuntuck.edu.

Student's Responsibility

Asnuntuck Community College expects the student to initiate the application process and considers it the student's responsibility to complete the application. Incomplete applications will not be reviewed. Students and their families should be aware that they are completing applications for federal, state, and college funds. In addition, students are expected to be familiar with the general provisions of financial aid. Information on financial aid programs, regulations, and procedures are found in the College Catalog. Deliberately reporting false information can result in criminal and civil penalties. Awards are based on students' eligibility and the availability of funds. All awards are based on full-time and adjusted to reflect the students' enrollment. Application materials cannot be accepted after the student's last date of attendance.

Important Information:

NetID: _____

Password: _____

Department of Education
FSA ID #: _____

FSA ID Password: _____

My Email Address:

Notice of Non-discrimination:
Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information, or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Cheryl Cyr, Title IX Coordinator, ccyr@asnuntuck.edu (860) 253-3045 and Maki McHenry, Section 504/ADA Coordinator, mmchenry@asnuntuck.edu (860) 253-3021, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

REV. 05/12/2015



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



FINANCIAL AID INSTRUCTIONS & ELECTRONIC FILING

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

860.253.3030
FAX: 860.253.3029
Email:

AS-FinAid@asnuntuck.edu