

PRIORITY PROCESSING DATES

- **FAFSA** - Student's planning to attend the fall 2018 (*August*), semester should complete the 2018-19 Free Application for Federal Student Aid (*FAFSA*), and submit all required documents at least two months before classes begin. The priority deadline for fall is **July 1st** to ensure that financial aid is in place to pay tuition & fees by the fee payment deadline.
- **State Grant** - Students should complete the FAFSA on or before **March 1st** to be considered for the state grant offered by the Maryland Higher Education Commission to students planning to attend college and enroll fulltime (*valued at approx. \$650 per semester*).
- **Payment Plans** - Students that apply late run the risk of not having the financial aid funds available to pay tuition & fees by the semester's fee payment deadline; and will need to make payment arrangements/plans with the Student Accounting Office to avoid having their classes purged from the registration system.
- **File Processing** - Students files are processed based on the date that the file is completed, and a completed file consists of the following:
 - 1) A valid Student Aid Report (results of the FAFSA)
 - 2) Verification Documents: Federal Tax Transcripts & W2 forms, Verification Worksheet, verification of untaxed income & benefits (i.e., SNAP, TCA, SSI), and any other documents requested by the Financial Aid Office.
 - 3) As per the U.S. Department of Education, students have **120 days** from their last date of attendance at BCCC to complete the verification process.
- **Student Portal** - Students should use the BCCC Student Portal at <https://portal.bccc.edu/regents/> to obtain information on their financial aid files, and to determine what documents are required to complete their financial aid files.
- **BCCC Email** - The Financial Aid Office will communicate with students using the BCCC Student Email Account. All students that are enrolled should be sure to secure access to a BCCC Student Email Account (*see top of the Student Inquiry Report*).
- **FAFSA Errors** - The U.S. Department of Education requires the Financial Aid Office to correct all known errors on the financial aid application (*FAFSA*). Error corrections will delay the delivery of the financial aid awards.
- **School Code** - Students that need to add the school code for BCCC to their FAFSA may experience a delay in receiving a financial aid award. **BCCC School Code: 002061**
- **Check Status** - Students should not wait until the registration period to check the status of financial aid awards. Financial aid awards are posted on the Student Portal. **Note: The FAFSA Confirmation Page is not an award letter!**
- **Award Letters** - The Financial Aid Office will not mail Financial Aid Award Letters. All award notifications will be sent to the BCCC Student Email Account.
- **Current Address** - Student should ensure that a current address is on file in both the Financial Aid Office and the Records & Registration Office. Any address changes have to be updated in both offices.
- **SAP Appeals** - Students that violate the Financial Aid Standards of Satisfactory Academic Progress Policy will be notified after the grades from spring semester are posted. Students in violation will not be eligible to receive financial aid unless an appeal is filed and approved. Students filing appeals late will not have an appeal reviewed during the registration period. The deadline to submit an appeal to have financial aid reinstated for the fall semester is **July 2nd**. The deadline to submit an appeal for the spring semester is **November 16th**.
- **Special Note:** The Financial Aid Office must take into consideration all of the grades a student has attempted at BCCC regardless of when the student took classes.
- **Aid & Refunds** - In order to receive financial aid and a refund of any surplus aid, students must attend classes throughout the semester.