

**PALO ALTO COLLEGE  
COLLEGE PROCEDURES**

Procedure Number: S 8.1  
Procedure Title: Financial Aid-How to Apply  
Relevant Board Policy:  
Originating Unit: Financial Aid Office  
Maintenance Unit: Vice President Student Affairs

I. Purpose: To provide a process whereby students apply for financial aid, which is comprised of grants, work-study, scholarships and loans.

II. Procedure Statement:

A. Student applies through the Free Application for Federal Student Aid (FAFSA), <http://www.fafsa.ed.gov/> to determine eligibility for federal and state grants, work-study, scholarships and loans. Federal student aid is comprised of the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Academic Competitiveness Grant (ACG) as well as Work-Study. State student aid is comprised of the TEXAS Grant, Texas Educational Opportunity Grant (TEOG), Texas Public Education Grant (TPEG), and the State Leveraging Educational Assistance Partnership (SLEAP) Grant. If a student does not qualify for need-based grant aid, then federal direct loans are available.

B. To complete the Financial Aid process, a student must:

1. Apply for a FAFSA online (electronic identification) PIN number.
2. Utilize Federal Income Tax records and untaxed income information.
3. Complete the FAFSA online with the assistance of Financial Aid or Welcome Center staff.
4. If undocumented, complete the College Board on-line need analysis and submit a copy to the Financial Aid office.

C. Once the FAFSA is submitted:

1. Student receives a Student Aid Report (SAR) confirmation by email from the federal processor.
2. Student receives an email that SAR information has been received at the college.
3. Student is required to submit documentation if they are "Selected for Verification."
4. Student federal data is processed to determine eligibility for funded programs.
5. Timeframe is 4-6 weeks for processing.

D. Each semester the deadlines for applying will be posted at the College website and the College Financial Aid Office.

Issued: January 29, 2011

Approved: Ana M. Guzman  
President