

The Financial Aid Office at Capital Community College is committed to providing financial assistance to students who lack the financial resources necessary to meet the cost of attendance. We encourage all students and their families to apply in a timely manner. It is 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 applying for federal, state, and college funds. **Due to the limitation of funds, please be aware that if you enroll for less than six credits you may not be eligible for any aid.** 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. Late applications will be awarded on a funds available basis.

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 Capital Community College by:

July 1—Fall & Spring Semesters

December 1—Spring Semester Only

Late applicants are encouraged to apply.

Applying for Financial Aid

1. Your E-mail Address

It is essential that you possess an email address in order to participate fully in the financial aid process. You will need to provide either your personal or *student college email address* when applying for your FSA ID. New students will be assigned a *student college email address* once they've been fully admitted to the college.

2. Creating a Federal Student Aid ID

It is important that you apply for a Federal Student Aid ID (FSA ID). A FSA ID gives you access to the Free Application for Federal Student Aid website and can serve as your legal signature when completing the FAFSA. **To create an FSA ID, go to the federal government's FSA ID website (<https://fsaid.ed.gov>).** Should you have questions or concerns regarding applying for a FSA ID, please contact the Federal Student Aid Hotline at 1(800) 433-3243.

If your parent is required to sign your FAFSA application, they may also obtain a FSA ID at the website indicated previously. Please note, parents must have access to their own personal email address in order to create an FSA ID. The student's email address cannot be used when creating a parental FSA ID.

3. FAFSA on the Web

To apply for financial aid you must complete the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov>

You will need:

- Your (and your spouse's, if you are married) Federal Income Tax Return from the prior year.
- Your parent(s)' Federal Income Tax Return from the prior year.
- Your Social Security card and driver's license
- Your alien registration card (if you are not a U.S. citizen)
- W2 forms or other records of income earned
- Records of untaxed income received such as child support, untaxed social security benefits, SNAP, disability, worker's compensation veterans benefits, military or clergy allowances
- Current bank statements and records of stocks, bonds, and other investments
- Business or farm records, if applicable
- **Capital's School Code: 007635**

One of the features that you will notice when completing your FAFSA application, is that students and parents will have the option of using the IRS link to transmit federal income tax data directly to the FAFSA application. The use of the **IRS Data Retrieval** feature can significantly expedite the processing of your financial aid award and may save students time by reducing the need to submit additional paperwork. We encourage all applicants to make use of this important feature.

Your Financial Aid Status

You will know when your application for Federal Student Aid has been processed by the U.S. Department of Education when you receive an email

from them at the address you provided on the FAFSA (3-5 business days). This will be followed by an email sent by the Financial Aid Office to your *student college email address* confirming the college's receipt of your FAFSA results.

Now you can track your financial aid status and award information on the internet by using the CT Community College secure online portal available to you at <http://my.commmnet.edu>. To use this system, you need to know your student Net ID number and Password. **This is different from the Federal Student Aid ID (FSA ID) and password you created when applying for financial aid.** When you were admitted to Capital Community College, you were provided with your Net ID and *student college email*. If you haven't already done so, please activate these accounts in order to proceed. If you don't remember your Net ID student number or Password, you may utilize the **Net ID Lookup** or **Reset Your Password** links on the <http://my.commmnet.edu> login screen.

Once you have logged into the CT Community College Online Portal (<http://my.commmnet.edu>), you will be able to check your financial aid status by clicking on the **Banner Self Service** link located under the **Access Banner Self Service** menu. This will take you directly to the Banner Self Service homepage.

Checking Student Requirements

Students should first check to determine if there are any unsatisfied requirements that must be submitted to the college in order to determine your financial aid eligibility. This can be done by following the steps below.

1. Log into myCommNet
2. Access Banner Student Self-Service (icon)
If you have records at multiple schools, select your current school
3. Click “Financial Aid”
4. Click “Financial Aid Status”

Choose the current award/academic year.
5. Review all of the information on this page.
6. If you see the words “**unsatisfied student requirements**” in blue, click that link.

There you will see details of what documentation or actions are still required for your aid application to be complete.
7. Log out of myCommNet when you are finished

To inform you of your application status, we will periodically email you at your *student email address*. If there are no unsatisfied requirements listed, you may proceed to viewing your Financial Aid Award information.

Satisfactory Academic Progress

You must be meeting the financial aid Satisfactory Academic Progress requirements to receive your award. The policy is available at <http://my.commnnet.edu> and in the College Handbook. Every semester you will receive an email advising you to check your status at <http://my.commnnet.edu> by selecting the Financial Aid “Eligibility Requirements” menu followed by the “Academic Progress” tab.

Your Financial Aid Award

When we complete our review of your financial aid application we will notify you at your Capital Community College *student college email address* and direct you to the myCommNet student information system. By using myCommNet, you can review and adjust your Financial Aid Award, complete award requirements, and email the financial aid office with your questions and concerns.

We will assume that you want to accept any grants (free money) that you are eligible for, but there may be additional awards like work study, that you have the option to accept or decline. **Awards are based on full time enrollment. If you enroll for less than 12 credits your award will adjust according to your official enrollment status.**

Once you have been awarded Financial Aid, your award can be viewed on myCommNet by following the steps listed below.

1. Log into myCommNet
2. Access Banner Student Self-Service (icon)
If you have records at multiple schools, select your current school
3. Click “Financial Aid”
4. Select the “Award Package” menu

Choose the current award/academic year.
5. The "General Information" tab displays first. Review all information on this page.
6. Click the “Award Overview” tab to review your financial aid award

Note that only aid with an “Accepted” status may eventually pay to your account

Click the "Terms and Conditions" link to review the conditions of payment of your financial aid
7. If you are a Work Study recipient, Click the “Accept Award Offer” tab

Follow the instructions to accept/decline aid as needed. Please contact the Financial Aid Office if you have questions.
8. Log out of myCommNet when you are finished

Capital Community College

Your Guide to Financial Aid



Office of Student Financial Aid

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