FINANCIAL AID CHECKLIST

☐ Apply for Financial Aid - Complete your FAFSA

- Fill out the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/h/apply-for-aid/fafsa
  - **Complete *2022-2023 FAFSA* for Fall 2022, Spring and Summer 2023.**
  - Include the Federal School Code for North Georgia Technical College: **005619** (valid for 3 all campuses)
  - The IRS Data Retrieval Tool to import your required tax information and reduce errors!
  - You will need your FSA ID and password to sign the FAFSA.
    - **Dependent student's parent will need an FSA ID to sign the FAFSA**.
    - To apply for an FSA ID or recover your FSA ID/Password visit https://studentaid.gov/fsa-id/create-account/launch
- The FAFSA applies you for Pell **and** HOPE.
- NGTC will receive your FAFSA 3-5 business days after submission.
- **If additional information is required, you will receive an email to your NGTC student email and a letter in the mail. You can also check requirements in BannerWeb, see below.**

☐ Log in to your Student Banner Account:

- Go to www.northgatech.edu → **myNGTC** → **BannerWeb**
- Your username is the first portion of your email address before the @ sign
- Your password is your email password
- **Your Acceptance Letter from Admissions will contain your Student ID number, your NGTC Student Email Address, and Academic Advisor's name.**

☐ Complete your Financial Aid File:

- If you have been accepted to NGTC and received notification via NGTC student email or mail, please log in to your BannerWeb account and click on **Student Services** → **Financial Aid** → **Campus Logic**
- Select on **Create Account** to create your Campus Logic account and view your unsatisfied requirements.
  - **PLEASE NOTE: You must be an accepted student at NGTC before you can complete your financial aid file.**
  - **If you are required to submit tax documentation, you will need to submit a signed copy of your tax return(s).**
- **Please submit ALL requested documents by the Financial Aid Priority Deadline, in order to have aid on your account by the payment deadline.**
- **For questions regarding Financial Aid Awards, please contact your Financial Aid Advisor.**

☐ Register for classes:

- **New Students:** Attend NGTC's New Student Registration to meet with Academic Advisor to receive required registration access code to register for classes.
  - *If you cannot attend New Student Registration, please contact your Academic Advisor.*
- **Returning Students:** Please contact your Academic Advisor for required registration access code.
- **If you need help choosing classes, please contact your Academic Advisor.**

☐ Check Authorized Financial Aid:

- Log in to Banner Web using your **User ID** and **password/PIN.**
- Click **Student Services** → **Student Records**→ **Account Detail For Term**
- Financial Aid awards are listed toward the bottom of the page under the heading **Authorized Financial Aid as of mm/dd/yyyy** (number will be negative).
  - **If you are awarded Pell Grant and/or HOPE Grant/Scholarship, they will automatically be accepted for you.**
- Tuition, fees, and applicable charges will automatically be deducted from the Authorized Aid.
- **For questions regarding Financial Aid Awards, please contact your Financial Aid Advisor.**
- **For questions regarding Account Balances and Charges, please contact the Cashier's Office.**

☐ Purchase books and supplies:

- Students who have completed their financial aid file and have aid remaining **AFTER** tuition and fees are covered, may use the existing balance for books and supplies in the Bookstore. This option is available according to posted semester dates. NGTC's Bookstore locations, by campus, can be found at www.northgatech.edu/students/bookstore
- **Students will need to present their Student ID Card in order to charge books and supplies to their account.**

☐ Check Account Balance:

- **To view account balances on Banner Web**: www.northgatech.edu → **myNGTC → Banner Web → Student Services and Financial Aid → Student Records → Click on Pay By Check, Credit Card, or Nelnet Payment Plan**
  - A negative balance is the amount that you have remaining after tuition and fees are deducted.
  - A positive balance is the amount that you owe for that semester.
- Payment plans are available through Nelnet which allows students to pay off their balance installments instead of all at once. For more information, please visit www.mycollegepaymentplan.com/ngtc
- **To avoid being dropped from classes, account balances must be paid in full by the first day of classes.**
- **For questions regarding Account Balances and Charges, please contact the Cashier's Office or visit** https://northgatech.edu/student-affairs/financial-aid/pay-for-college/

☐ Refunds:

- Students, who have funds remaining on account after tuition, fees, and other charges have been deducted, will be issued a refund. Refunds are issued to students via BankMobile. For more information about BankMobile, visit this link: https://bankmobiledisbursements.com/refundchoices/.
- **The first refund of the semester is issued to BankMobile for distribution about 28 days after the start of each term**. After that, refunds are issued to BankMobile for distribution about every 14 days unless there are circumstances beyond NGTC's control.
- **For questions regarding your refund, please contact the Cashier's Office or visit** https://northgatech.edu/student-affairs/financial-aid/pay-for-college/

****3 Tips for Maintaining your Financial Aid****

1. Always check with your Financial Aid Advisor **PRIOR** to withdrawing from a class.
2. Maintain Satisfactory Academic Progress.
   - Check your Academic Progress in BannerWeb. **www.northgatech.edu** → **Student Services → Financial Aid → Aid Eligibility → Academic Progress**
3. Submit your FAFSA early every year! This will ensure that you have plenty of time to complete your Financial Aid file. The new FAFSA is available October 1st. every year.

Financial Aid Contact Information

If you have any questions or concerns regarding your financial aid status or unsatisfied requirements, please contact your financial aid advisor. If you are unable to view your estimated awards, please go to your nearest campus library or financial aid office and staff will be able to walk you through viewing your information via Banner Web.

Please be advised that during high volume times, email is the fastest form of communication with Financial Aid Advisors.

Clarkesville Campus Financial Aid Advisors
A-H Meagan Benfield 706-754-7864 meagan.benfield@northgatech.edu
I-Q finaid@northgatech.edu
R-Z Jocelyn Dixon 706-754-7806 jocelyn.dixon@northgatech.edu

Blairsville Campus Financial Aid Advisor
Ida-Lynn Wallace 706-439-6339 iwallace@northgatech.edu

Currahee Campus Financial Aid Advisor
Lori Whiting 706-779-8115 lori.whiting@northgatech.edu

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