Financial Aid *Checklist*

The mission of Central Ohio Technical College is to meet the technical education and training needs of students and employers in the area.

Email is the official method for all college correspondence. Access your COTC email by going to **http://my.cotc.edu.** Contact the Information and Technology Services helpdesk at (740) 366-9244 if you have technical difficulties.

Contact Information:
Office of Financial Aid
1179 University Drive
Newark, OH 43055
PH: (740) 366-9435
FX: (740) 364-9533
finaid@cotc.edu

Hours Available:
Mondays 8 – 6
Tue – Thurs 8 – 5
Fridays 9 – 5
Summer hours vary

Veterans Education Benefits
Walk-In Hours: Mondays 1 – 5 pm

Important Financial Aid Information
Go to **http://my.cotc.edu > College Finances > Financial Aid** for more financial aid information, such as:

- Forms and Appeals
- Types of Aid (Grants, Loans, FWS, etc.)
- Rights and Responsibilities
- Scholarships
- Student Employment

Important Fees & Deposits Information
Go to **http://my.cotc.edu > College Finances** for information about tuition and fees, refunds and refund schedule, direct deposit, and payment options. You may contact the Fees & Deposits office at feesanddeposits@cotc.edu or (740) 366-9232 if you have questions.

☐ **Apply for financial aid** each academic year by completing the Free Application for Federal Student Aid (FAFSA) online at **https://fafsa.ed.gov**. COTC's federal school code is **011046**. We strongly encourage the use of the IRS Data Retrieval Tool which links you directly to the IRS when completing the tax portion of the FAFSA. Using this tool *may* eliminate certain documents required for verification. **Remember to click 'Submit My FAFSA Now' when finished.** Refer to the school website for the priority filing date for the FAFSA to ensure consideration of scholarships and other institutional aid.

- Student and parent (if student is dependent) will be asked to sign the FAFSA with an FSA ID which can be created at https://fsaid.ed.gov

☐ If you are selected for a process called **verification,** COTC will send an email requesting certain forms which may include copies of Federal Tax Transcripts, Verification Worksheet, Verification of Household, W2s/1099s, Verification of High School completion and/or Identity/Statement of Educational Purpose. Processing time for verification can take up to six weeks.

View any documents needed, or your **financial aid status** and other important information by going to **http://my.cotc.edu > COTC Connect > Students > My Financial Aid > Financial Information (under menu icon) > Financial Aid > Required Documents, My Awards, or My Documents, or Award Letter.**

☐ Federal Direct Stafford Loans are available to eligible students. To receive federal student loan funds, you must complete the following steps:

- **Complete Entrance Counseling –** Go to **https://studentloans.gov** and select "Complete Loan Counseling", then "Entrance Counseling" and follow all prompts.
- **Master Promissory Note (MPN) –** Go to **https://studentloans.gov.** Select "Complete Loan Agreement (MPN)" then "MPN for Subsidized/ Unsubsidized loans.
- **Accept the Federal Stafford Loan -** Go to **my.cotc.edu > COTC Connect > Students > My Financial Aid > Financial Information (under menu icon) > Financial Aid > My Awards > Accept or Decline All** and follow *ALL* prompts. Click "Submit" when finished.

If you wish to request loans or change the loan amount awarded, you must complete the online **Additional Loan Funds Request** form available at **http://my.cotc.edu > COTC Connect > Students > My Financial Aid > Resources > Form Links**. Once the form is complete, click "Submit". ***You may decline loans at any time.***

Non-attendance = No Financial Aid. If you do not attend your classes, financial aid **will be reduced or cancelled**.

Satisfactory Academic Progress (SAP)*: In order to maintain your financial aid eligibility, you must meet the following **SAP** requirements:

a. Maintain a 2.0 GPA each semester and cumulatively,
b. Complete 67% of attempted credit hours each semester and cumulatively, and
c. Complete your degree program within 150% of the program's published length.

***View the entire SAP Policy at http://my.cotc.edu > College Finances > Financial Aid > Satisfactory Academic Progress**.

Student Employment is administered through the Office of Financial Aid. To view current job openings, go to http://www.cotc.edu/Admissions/Pages/Student-Employment.aspx. Applications can be printed from this website. Applications must be turned in to the Office of Financial Aid and will be forwarded to the job supervisor for follow up.

How to request your Federal Tax Return Transcript or W2 Summary to be mailed or printed

1. Go to www.irs.gov/individuals/get-transcript (or call 1-800-908-9946).
2. Select "Get Transcript Online" or "Get Transcript by Mail".
3. If **printing** a transcript, log in with your username and password or create an account if you're printing for the first time. A secure code will be sent via text or email. Enter code when prompted.
4. Select reason you need a transcript (Higher Education/Student Aid).
5. Select "Return Transcript", "Wage & Income Transcript", or "Record of Account Transcript" for 2016.
6. Print appropriate transcript. Keep a copy for your records and submit a copy to Office of Financial Aid.
7. If having transcript **mailed**, you'll need SSN of primary tax payer listed on tax return, date of birth, and mailing address from the tax return.
8. Select "Return Transcript" and Tax Year of "2016".
9. If having transcript mailed, allow 5-10 calendar days for delivery. Keep a copy for your records and submit a copy to Office of Financial Aid.

How to use the IRS Data Retrieval on the FAFSA (if taxes have been filed)

1. When on the Student or Parent Tax Information pages, select "Already Completed" if you filed 2016 taxes.
2. Select appropriate tax filing status for 2016 (Single, Married filing Joint, etc.). **NOTE**: If you were single in 2016 but are now married, you will not be able to use IRS DRT. You will need to manually enter both your and your spouse's tax information accordingly.
3. Answer "No" to "Did you file a Puerto Rican or foreign tax return" question (if applicable).
4. Select "Link to IRS".
5. Enter FSA ID of the person whose tax information you are retrieving, if directed to do so. (**NOTE**: Students won't be asked to enter their FSA ID if they entered it to begin their FAFSA).
6. Click "Proceed to IRS Site".
7. Your FAFSA will be saved and you will be transferred to the IRS web site (Select "OK").
8. On the IRS Web site, enter the requested information. Be sure the information matches exactly with your tax return, then select "Submit".
9. Once the IRS has validated your identification, select "Transfer My Tax Information into the FAFSA" and then select "Transfer Now".
10. Once the information is transferred to the FAFSA**,** your information will not display on the FAFSA. For your protection, the answer to each question is replaced with **"Transferred from the IRS."**
11. **NOTE:** Some tax information WILL NOT be transferred from the IRS and you will still need to answer those questions accordingly.
12. **NOTE**: The IRS DRT does not transfer Form 1040X Amended tax return information. If you filed an amended tax return, you may need to work with your Financial Aid Administrator to verify any corrected information is reflected in the amounts transferred to your FAFSA.
13. If student/parent filed a joint tax return, enter wages earned from work (use information from your W2s) as this information is not transferred from the IRS.

NOTE: The Data Retrieval Process cannot be used in the following circumstances:

1. Married students or parents who filed taxes "Married, Filing Separately."
2. Married student or parents who filed taxes as "Head of Household."
3. If parents' marital status is "Unmarried and both legal parents living together."
4. Marital status changed after December 31.
5. If student or parent filed a Puerto Rican or foreign tax return.