

APPLYING FOR FINANCIAL AID CHECKLIST

(Keep as a reference throughout the financial aid process)



CSN
COLLEGE OF
SOUTHERN NEVADA

Your future
starts here.

www.csn.edu

Applying for aid:

The Free Application for Federal Student Aid (FAFSA) is your first step in applying for financial aid. The FAFSA becomes available each year on January 1.

___ **1. APPLYING.** Complete the FAFSA application a minimum of 6 months prior to the start of the semester to allow for processing and verification of your financial aid file. The FAFSA application can be mailed or completed online. Ideally, students should apply online at www.fafsa.ed.gov. The online process is designed to save you time. Do not forget to refer to “**The FAFSA on the Web**” **Worksheet** to answer the most common questions when applying for aid online. Have your previous year income information such as tax returns or W-2's available to complete the FAFSA application.

CSN's federal school code number is 010362.

___ **2. CONFIRMATION.** You will receive your notification of eligibility, known as the Student Aid Report (SAR), from the U.S. Department of Education. If you mailed your FAFSA application you should receive confirmation within 4 weeks by mail. If you submitted an application online, you should receive confirmation within 2 weeks by mail. If you indicated a valid email address, you will receive an email with a link to your SAR information on the Web within 5 days. If you do not receive anything in these time frames, you should contact the U.S. Department of Education at 1-800-433-3243.

___ **3. CONTACT.** The U. S. Department of Education will send your information electronically to all schools listed on your FAFSA. **Once Student Financial Services (SFS) has received your information electronically you will be mailed forms in order to begin the process of verification. These forms require your completion and must be returned to our office within the time specified.** If you have not heard from us within 4 weeks of receiving your SAR confirmation, please contact our office for further instructions.

___ **4. SUBMIT.** Return all requested information to SFS as soon as possible. **Students must complete the required financial aid forms and possibly include additional documents such as tax returns or income information to SFS in order to begin the process of verification.**

___ **5. VERIFICATION.** Once SFS has received all of the required forms and documents, we will begin the process of verification. Verification may take **4-6 weeks** from the date SFS has **received** all required forms and documentation. Verification is needed to review all information you indicated on the FAFSA, and to determine if you are in an eligible program and making satisfactory academic progress. Additional information may be required. SFS will calculate your need, and if eligible, award financial aid.

___ **6. AWARD NOTIFICATION.** After your file has been verified and an award has been determined, you may view your award on CSN's Web Registration. Review the award information for: type of awards you were eligible to receive, and the amount of eligibility based on your enrollment. **Awards are based upon eligibility and fund availability.** Funds will be applied directly to your student account to cover all allowable costs no earlier than 10 days before the start of each semester. If there is a left over award balance, it will be mailed to you in the form of a check within 14 days of disbursement.

If your file is not complete (verified) at least thirty (30) days prior to your payment due date, you should be prepared to pay for tuition, fees and books.

We encourage you to stop by one of our Student Financial Services Offices for more information:
Hours of Operation on each campus are Monday through Thursday, 8 am to 6:30 pm & Friday, 8 am to 5 pm.

Charleston Campus
College of Southern Nevada
Student Financial Services
6375 West Charleston Blvd
Las Vegas, Nevada 89146-1164
Phone: (702) 651-5660
Fax: (702) 651-7495

Cheyenne Campus
College of Southern Nevada
Student Financial Services
3200 East Cheyenne Avenue
N. Las Vegas, Nevada 89031-4296
Phone: (702) 651-4047
Fax: (702) 651-4631

Henderson Campus
College of Southern Nevada
Student Financial Services
700 College Drive
Las Vegas, Nevada 89015-8419
Phone: (702) 651-3044
Fax: (702) 651-3509