NORTHEAST STATE FINANCIAL AID

Steps in applying for Financial Aid for NEW STUDENTS

1. If you are a high school student, register for the national ACT or SAT exams and request that your ACT or SAT scores be sent to Northeast State.

2. Students must apply for federal aid electronically. A PIN is needed as an electronic signature. To apply for a PIN go to www.pin.ed.gov. If you are a dependent student, your parent will also need to apply for a PIN to sign your FAFSA electronically.

3. Apply for admission and declare a major. Have your official high school and/or college transcripts and ACT or SAT scores sent to Northeast State.

4. Apply for financial aid at www.fafsa.gov. You will need to do this as soon as possible after January 1 of EACH YEAR in which you wish to receive aid. Include our federal school code of 005378. The result of the FAFSA tells us how much and the types of federal aid for which you are eligible and is required for scholarships such as Tennessee Lottery. Northeast State will receive the results from the federal processor in approximately one week.

5. Submit all requested information to the financial aid office. The Federal Government selects a percentage of all aid applicants for a process called verification. You will be notified by mail of what is needed. You will have to submit your family’s income tax transcripts, documentation of untaxed income, a Verification Worksheet, etc., as soon as possible to your Financial Aid Office. Funds may or may not be available at the start of school for those applicants turning documents in after July 1.

6. All corrections should be submitted through the Financial Aid Office. The Financial Aid Office will transmit them for you electronically for those students who do not need signatures on their FAFSA. Corrections will generate a new Student Aid Report from the Federal Processor.

7. If eligible for aid, you will receive an award letter after you have submitted all required forms and processing has been completed. Your award is automatically accepted and your account will be credited up to the level of your award(s). If you will not attend Northeast State Community College please sign and return your award letter to the Financial Aid Office rejecting the aid.

8. Awards are based on the number of hours enrolled as of the census date (14th day of term), and Federal Pell, SEOG, TSAA, and Tennessee Lottery Scholarships will not be adjusted for the addition of hours after the census date.

Contact your Financial Aid Office if you have any questions 423.323.0252.