

STEPS TO THE FINANCIAL AID APPLICATION & AWARD PROCESSING

APPLICATION PROCESSING – 8 STEPS

WHO IS RESPONSIBLE?

STUDENT

SCHOOL

STEP 1

Filing - Student files and submits their financial aid application:

- Free Application for Federal Student Aid (www.fafsa.gov)
 - School Code: 001285
- CA Dream Act Application (<https://dream.csac.ca.gov/>)
 - School Code: 00128500

Timeframe: Application period opens up on October 1st for the following academic year. Students should apply as soon as possible.

STEP 2

Receipt of Application - School receives electronic financial aid application (if submitted) with our school code listed.

Timeframe: Applications are generally downloaded into our campus financial aid system starting in mid-January for the upcoming academic year and then at least twice weekly throughout the year.

STEP 3

Documents Needed - School notifies student via email to SBCC Pipeline email address of any documents or actions needed by referring the student to his/her SBCC Pipeline account to check status and download forms. If no documents are needed, student will not be notified. Student can still check their status on their SBCC Pipeline account.

Timeframe: Email notifications are generally sent beginning mid March for the upcoming academic year.

STUDENT

STEP 4

Documents Submitted - Student receives email notification from Financial Aid Office and submits all required documents to the office. If electronic corrections are needed, the office will process them on your behalf.

Timeframe: Completed documents should be submitted as soon as

SCHOOL

STEP 5

Logging of Documents - School reviews any documents received for completeness. If incomplete, school notifies student via email (back to Step 3 and 4). Documents (complete or incomplete) are logged into our system. Status can be viewed by the student on his/her SBCC Pipeline account.

Timeframe: Documents are logged in as they are received. Depending on workload, it can take up to a week to log a document as received.

STEP 6

File Review - Financial Aid Advisor at school reviews files once all documents are submitted. Questions or conflicting information could result in the student being notified directly by phone or by email and the file being incomplete (back to Step 3 & 4).

Timeframe: Advisor at school starts reviewing documents of completed files in late March, then weekly thereafter throughout the school year. Based on workload, it can take 2-4 weeks for documents to be reviewed.

STEP 7

Application Corrections - Financial Aid Advisor at school will make any necessary corrections to the financial aid application based on documents submitted. This status can be viewed by the student on his/her SBCC Pipeline account.

Timeframe: Once the file is reviewed, advisor at school starts submitting corrections in late March, then weekly thereafter throughout the school year.

STUDENT

SCHOOL

STEP 8

Completing File Review -Financial Aid Advisor at school receives corrected financial aid application back from federal processor and completes file review. This status can be viewed by the student on his/her SBCC Pipeline account.

Timeframe: Advisor at school receives corrected applications back about one week after submitting them in Step 7 above.

AWARD PROCESSING – 9 STEPS

WHO IS RESPONSIBLE?

STUDENT

SCHOOL

STEP 1

Assigning Student Budget - School will assign the student a budget, or cost of attendance, based on the housing status chosen on their financial aid application and the residency status determined by Admissions and Records.

Timeframe: Budgets are generally assigned starting in April for the upcoming academic year and then at least twice weekly throughout the year.

STUDENT

SCHOOL

STEP 2

Assigning Packaging Groups - School will assign the student a packaging group based on the degree the student is pursuing per the Admissions Application.
Timeframe: Packaging groups are generally assigned starting in April for the upcoming academic year and then at least twice weekly throughout the year.

STEP 3

No Eligible Major - School notifies student via SBCC Pipeline email address when the student has selected a Major on their Admissions Application that is not fundable by financial aid. "Undeclared" is not an eligible major.
Timeframe: Email notifications are generally sent beginning in April for the upcoming academic year and then at least twice weekly throughout the year

STEP 4

Major Updated - In some cases, student receives email notification from the Financial Aid Office and follows steps to update your education goal and major online.

Timeframe: Major should be updated through Pipeline as soon as notified in order to expedite the processing of the application.

STUDENT

SCHOOL

STEP 5

BOGW Determination - School will determine if student is eligible for a Board of Governor's Fee Waiver (BOGW) based on the data submitted on the FAFSA and residency as determined by Admissions.

Timeframe: BOGWs are generally awarded starting in April for the upcoming academic year and then at least twice weekly throughout the year.

STEP 6

Awarding - School will award those students whose files are complete. To be awarded, student must have a budget, packaging group assigned and not be in a Non Eligible Major.

Timeframe: Awarding generally begins in late May for the upcoming academic year and then at least twice weekly throughout the year.

STEP 7

Awarding Notification - School notifies student via SBCC Pipeline email address that the file has been awarded. The email will refer the student to his/her Pipeline account to view their award and print award letter if needed.

Timeframe: Email notifications are generally sent beginning late May for the upcoming academic year and then at least twice weekly throughout the year.

STUDENT

SCHOOL

STEP 8

Title IV Authorization - School places Title IV Authorization Form (if applicable) on student's pipeline account. Students are directed on how to download this form from the web.

Timeframe: These forms are generally requested beginning in May for the upcoming academic year and then at least twice weekly throughout the year.

STEP 9

Title IV Authorization Submitted - Student submits the Title IV Authorization Form to the Financial Aid Office.

Timeframe: Completed documents should be submitted as soon as notified in order to complete the application.