

Financial Aid (TPEG)

Available Fall 2009

Texas Public Education Grant (TPEG) funds will be available for qualified students in eligible Marketable Skills Awards (MSA) Certificate programs. To find out if you qualify check the list of eligible programs and complete the application process described below. Funds are awarded to eligible applicants on a first come first serve basis while funds are available:

HOW TO APPLY:

1. Apply for a PIN to submit your financial aid application online <http://www.pin.ed.gov/PINWebApp/pinindex.jsp>
2. Complete a Free Federal Application for Federal Student Aid (FAFSA) <http://www.fafsa.ed.gov/before012.htm>
3. When you receive your eligibility notification from your FAFSA application:
 - a. Set-up a financial aid application orientation meeting with a School of Continuing Education (SCE) representative for your program of choice
 - b. Bring copies of your and/or your parents (if dependent) 2008 Federal Tax Returns (1040's) to the financial aid office if selected for verification
 - c. Determine your program start date
 - d. Register for classes
4. Within 4-6 weeks you will receive notification of your eligibility through an electronic financial aid notification (EFAN)
5. Bring copies of your EFAN to the SCE Representative for your program
6. Confirm Start Date

ELIGIBLE MSA CERTIFICATES

- Health Information Systems
- Phlebotomy Technician
- Mammography Technician
- Property Management
- Microsoft MCSA/MCSE
- Public Administration
- CISCO – CCNA/CCNP
- Certified Nurse Aide
- EKG Technician
- Truck Driving
- HVAC
- Electronic Medical Record Specialist
- Certified Nurse Assistant for the English Language Learner
- Child Development Associate
- Building Maintenance Technician
- Desktop Support Specialist

For more information visit:

hccs.edu/ce or call **713.718.5303**

FAFSA

Free Application for Federal Student Aid



TPEG FINANCIAL AID FOR SCE APPLICATION PROCESS

The entire application takes approximately seven (7) to ten (10) days once all required documentation is submitted in its entirety. It is important that you get started as soon as possible and complete all the required forms. HCC Priority Deadline -The priority deadline for submitting all documents to the financial aid office is April 15.

STEPS TO COMPLETE THE FINANCIAL AID PROCESS

Step 1: Apply for a Personal Identification Number (PIN) at: www.pin.ed.gov.

Your PIN can be used each year to electronically apply for federal student aid and to access your Federal Student Aid records online. If you receive a PIN, you agree not to share it with anyone. Your PIN serves as your electronic signature and provides access to your personal records, so you should never give your PIN to anyone, including commercial services that offer to help you complete your FAFSA. Be sure to keep your PIN in a safe place.

Step 2: Complete the Free Application for Federal Student Aid (FAFSA) at: www.fafsa.ed.gov.

To receive student financial aid, you need to fill out a Free Application for Federal Student Aid (FAFSA) every school year. Houston Community College's Title IV Federal School Code is **010422**. FAFSA on the Web allows you to complete and submit your financial aid application electronically. If you are a dependent student, you and one of your parents will have to sign your application. The application process is faster if you/your parents use the PIN to sign electronically.

Step 3: What happens after I complete the FAFSA?

If you provided an email address on your FAFSA, you will receive your results in a Student Aid Report (SAR) in 3 – 5 days via your email address after your FAFSA is processed. The email will contain a secure link so you can access your SAR online. If you do not provide an email address, you will receive a paper SAR by mail in 7 – 10 days after your FAFSA has been processed.

Step 4: If you are selected for Verification...

If you are selected for verification, the financial aid office will ask you to submit tax returns and other documents, as appropriate. Be sure to meet the college's deadlines, or there may be a delay in receiving your federal student aid. You will be required to submit a verification worksheet that is available online at www.hccs.edu.

Step 5: Additional requirements

If additional documents are required to complete your financial aid file, the financial aid staff will notify you via your HCC student email account. All documents accepted by the financial aid office must be completed and have the required signatures. Example: (Copies of Federal tax returns, Form 1040)

Step 6: Processing Time

If HCC has all required documents to complete your file, you will be awarded financial aid based on your eligibility and funds availability.

Step 7: Review award online at: www.hccs.edu

Once you have been awarded student aid, the financial aid office will send an Electronic Financial Aid Notification (EFAN) to your student email address to notify you that you have been awarded. Check your student Self-Service account at: hccs.edu to view the status of your financial aid and to "view" or "decline" your financial aid offer.

Step 8: CONFIRM YOUR REGISTRATION AND START DATE WITH SCE REPRESENTATIVE

Rules to Remember

- Satisfactory Academic Progress (SAP) must be maintained in order to continue to receive financial aid.
- You must maintain registration in all your program courses to maintain eligibility.