

EMMANUEL COLLEGE

CHECKLIST FOR COMPLETING YOUR FINANCIAL AID FILE

PLEASE COMPLETE THE FOLLOWING:

Check Your Emmanuel College E-mail Account Regularly

Once you receive an Emmanuel College e-mail account, all correspondence from our office will be sent to this account. If you have not already done so, you can access your student information in Emmanuel College's Registration Information System (CRIS) at <https://cris.ec.edu/login/>. This will assist you in completing the registration process.

Complete the Emmanuel College Application for Financial Aid

This application may be used for students who will be receiving any Institutional Scholarships, Grants and/or Discounts including:

- Family Discount
- Church Matching Scholarship
- Founders Scholarship
- International Pentecostal Holiness or Congregational Holiness Church Ministerial Scholarship
- Faculty/Staff Qualified Tuition Reduction
- Senior Citizens Discount
- PACE Discount
- International Pentecostal Holiness Church Talent Quest (Teen Talent, Bible Quiz, and/or Royal Rangers) Scholarships

Visit <http://www.ec.edu/FinancialAid/faapp.asp> for more information.

Complete the Free Application for Federal Student Aid (FAFSA)

To be considered for the following financial aid programs, the FAFSA must be completed.

- Federal Pell Grant
- Leveraging Education Assistance Program (LEAP) Grant
- Academic Competitiveness Grant (ACG)
- Federal Subsidized and Unsubsidized Stafford and PLUS (Parent) Loans
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- National SMART Grant
- EC Endowed and Funded Scholarships (where demonstrating need is an eligibility criteria)

You are encouraged to submit the FAFSA as soon as possible, beginning as early as January 1st each year. Some financial aid programs have limited funding and are awarded on a first-come, first-serve basis. Early application is the key to being considered for these programs. Visit <http://www.ec.edu/FinancialAid/fafsa.asp> for more information.

Georgia Residents, Complete Applications for State Aid

If you are a legal resident of Georgia, you are encouraged to complete the applications for the HOPE Scholarship and the Georgia Tuition Equalization Grant (GTEG) online – even if not eligible for the HOPE Scholarship at this point in time. You may become eligible for the HOPE Scholarship in the future. Visit <http://www.ec.edu/FinancialAid/HOPE.asp> for more information.

Submit Verification Documentation (if applicable)

Approximately 30% of all FAFSAs filed are selected by the U.S. Department of Education for a review process called verification. In this process, the Office of Financial Aid is required by law to compare your FAFSA information with signed copies of your federal tax forms, and other financial documents. The law says the Office of Financial Aid has the right to ask you for this information. Required documentation will need to be submitted to the Office of Financial Aid immediately since this process may take up to a week to complete. Your promptness will help ensure there is no delay on your financial aid. The Financial Aid Office will let you know if this process applies to you and which forms you need to send.

Apply for Endowed & Funded (E&F) Scholarships

Since funding for these scholarships is limited, students whose files are complete before or on **April 15th** are the first to be considered. Visit http://www.ec.edu/FinancialAid/Endowed_Scholarships.asp for more information.

Apply for Federal Stafford and PLUS (Parent) Loans (if applicable)

You are strongly encouraged to borrow only what you need to cover school expenses. First-time Stafford Loan borrowers at EC will need to complete additional paperwork to borrow under this program. Visit http://www.ec.edu/FinancialAid/Stafford_Loan.asp for more information. For parents who choose to borrow a loan for their dependent child, visit http://www.ec.edu/FinancialAid/PLUS_Loan.asp for more information.

Return Signed Award Letter

Once all documentation has been received for your financial aid file, you will receive an Award Letter. It will list the various financial aid programs for which you may qualify. You will need to check whether you accept or reject each form of aid on the list. Some programs such as Federal Work-Study, Federal Stafford Loans, Federal PLUS (Parent) Loan and/or Endowed and Funded Scholarships may require additional paperwork.

Church Matching Scholarship Check Submitted (if applicable)

\$500 Church Matching Scholarship Check is due on **May 15th** for students attending both fall and spring semesters. A \$250 Church Matching Scholarship check is due on **November 1st** for new students attending in the spring. **Note:** We do not accept partial amounts. Late checks may not be fully matched! Visit <http://www.ec.edu/FinancialAid/Matching.asp> for more information.

Submit Documentation Confirming IPHC Talent Quest Competition (if applicable)

If you have participated and won an International Pentecostal Holiness Church Talent Quest Competition, please have your conference office submit a letter stating the year and level of winnings (national and/or conference) to our office as soon as possible.

Submit Feast of Ingathering Certificates (if applicable)

Please submit any Feast of Ingathering Certificates that you may have received to the Financial Aid Office as soon as possible.

Submit Additional Documentation (if applicable)

Each student is unique and may need to submit additional documentation. You will be contacted by our office if additional documentation is needed.

Your Financial Aid File is Complete

For students starting in the fall, Financial Aid files must be completed by **July 1st**. For new students starting in the spring, Financial Aid files must be completed by **November 15th**. **(Not to be confused with your Student Account!)** Meeting these deadlines may allow you to qualify for the 3% discount.

Settle Your Student Account (School Bill)

For students attending in the fall, your student account (school bill) must be settled (paid) by **August 1st**. For students attending in the spring, accounts must be settled by **December 15th**. If you have questions about your student account, please contact Ms. Rebecca Bruce at (706) 245-2807 or rbruce@ec.edu.

3% Discount on Tuition, Room and Board Charges at EC (if applicable)

For students attending in the fall, a 3% discount is available if you settle (pay) your student account by **July 16th**. The 3% Discount deadline for students attending in the spring is **December 1st**. Joint enrolled students are not eligible to receive this discount.