



# *Application and Disbursement Process for Federal Pell Grants*

## **Criteria for Pell Grant**

- You must be enrolled as a regular student in an eligible program for the purpose of obtaining a certificate.
- You must be U.S. citizen, national, or an eligible non-citizen.
- You must have financial need.
- You must have a high school diploma, GED, or home school equivalency.
- You must not be in default on any Title IV HEA loan and you must not owe a refund on any Title IV HEA grant or loan received for attendance at any institution as evidenced by a signed statement and financial aid transcripts.
- You must be registered with the Selective Service (males only, 18 - 25 years of age).

Students who receive financial aid must maintain satisfactory academic progress in the course of study they are pursuing according to the standards of Northwest Technology Center. Also, please be advised that a conviction for any drug offense during a period of enrollment for which the student was receiving Title IV HEA program funds, under any federal or state law involving the possession or sale of illegal drugs, may result in the loss of eligibility for any Title IV Federal Pell Grant aid.

## **Steps to Apply**

*All adult students are encouraged to apply for financial aid.*

Complete the "Free Application for Federal Student Aid" (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov).

- Create a FSA ID to serve as your electronic signature
- Identify NWTC as your school choice on the FAFSA application.
- NWTC's Federal Code for both the Alva and Fairview Campuses is 026000.

## **Parental Information**

If you are under 24 years old, are not married, do not have children that you provide more than 50% support for, are not in the military, are not in a court ordered legal guardianship, and are not homeless, then you will need your parents to apply for a FSA ID and provide their tax information.

## **Documents Required for Financial Aid**

Some students who apply for financial aid will need to provide additional documentation for verification purposes. These documents may include, but are not limited to:

- Proof of all income reported on the FAFSA (i.e. copy of federal income tax transcripts and W2's or non-filer document)
- Completed and signed verification worksheets
- Proof of child support paid
- Proof of food stamps received

Failure to comply with verification requirements may result in forfeiture of aid. Verification materials should be submitted to the financial aid office within 30 days of student notification.

## **Disbursement**

NWTC typically has two payment periods per award year. For full-time students, Pell Grants will typically be disbursed twice a year, dependent upon when the student enrolled in the major and on whether the majority of the hours in a payment period falls within that award year.

All financial aid funds will be disbursed by check through the Business Office on the date listed on the student's signed Pell Award Form. The student must show a photo ID to receive his/her disbursement. Students will also receive a reminder notification from the Central Office.

Students will be paid the first time based upon the fact that they are enrolled. Satisfactory academic progress will be monitored before further disbursements will be made.