

# Procedures for the Office of Student Financial Aid

## Subject

### Application Process (C-1)

*Office of Student Financial Aid/Scholarships*

January 2023

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#### Procedure for Applying for Title IV Financial Aid

1. Student completes the Free Application for Federal Student Aid (FAFSA). This can be completed online, or by paper if requested, and processed by the Central Processing Center (CPS). Electronic completion is recommended both by the Department of Education (DOE) and OSFA. Once a FAFSA has been received RRAAREQ is populated with any documents that may be needed for awarding based on the data from the FAFSA. NSU does not have a deadline for receiving the FAFSA. Deadlines set yearly by the Department of Education is followed.
2. Students must complete all sections of the Title IV Authorization Form. This form is used to accept or decline Prior Year and Non-Institutional Charges. This document, beginning with the 2122 award year, will be a one time only document within myNSU.
3. Students must complete the Terms and Conditions within myNSU. This notifies students of information they are required to know when receiving Title IV monies.
4. Students must request official copies of all academic transcripts from other schools attended to be sent to the Admissions office for evaluation when transferring to NSU so Academic Progress can be evaluated.
5. Students and Parents (if dependent) complete verification paperwork if necessary.
6. Student must complete or provide all other paperwork requested by the Office of Student Financial Aid.
7. Student must submit all documentation needed to clear C-flags, if necessary.
8. Requests for special conditions, if needed, should be made to the appropriate financial aid officer.
9. Determination of eligibility is made once all requirements have been met and award letters are emailed to the students.
10. Book vouchers are eligible to all students with some type of credit prior to the start of the term and available throughout the drop/add period. Specific dates are determined prior to the start of the term and students are notified via their official NSU email account.
11. Paper book vouchers are required for WIOA, VA 31, VocRehab, and Martin Foundation. Third party scholarships may also require a paper book voucher.