

# BEVILL STATE COMMUNITY COLLEGE

## Financial Aid Checklist

- Apply for the Free Application for Financial Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov)
  - Include an e-mail address on the FAFSA form if you have one.
  - The Federal School Code is: **005733 for ALL CAMPUSES of Bevill State Community College**
  - You must obtain a PIN (electronic signature) at [www.pin.ed.gov](http://www.pin.ed.gov) to sign your FAFSA.
  - Dependent students' parents must obtain a PIN to sign FAFSA electronically.
  - After filing a FAFSA, the Financial Aid Services Central Processing Center (FASCPC) will email (if email provided on FAFSA) or mail (to address on FAFSA) a letter to you upon receipt of the FAFSA information usually 7-10 business days, with instructions to complete your financial aid file.
  
- All applicants must complete a Disbursement Procedure Form for applicable year which is found at [www.bscc.edu](http://www.bscc.edu). Click on "**Financial Aid**" which is located on top right of page. Then click on "Forms, Publications, and Applications."
  
- Print out appropriate Disbursement Procedure Form, read thoroughly and sign. Submit to your local Office of Student Services (OSS) or mail to the address below.
  
- If you have been selected for verification you must submit a Verification Worksheet and you and your parents' IRS tax return transcript. You may request an IRS tax return transcript online at [www.irs.gov](http://www.irs.gov), by telephone at 1-800-908-9946, or by mail using IRS form 4506T-EZ which can be downloaded at [www.irs.gov/pub/irs-pdf/f4506tez.pdf](http://www.irs.gov/pub/irs-pdf/f4506tez.pdf). An IRS Tax Return Transcript request takes approximately 5-10 days for processing.
  
- Submit these completed documents to the address below to complete the Pell Grant process.  
**NOTE: EFC on FAFSA must be 4995 or less for Pell eligibility.**
  
- All students receiving federal financial aid must maintain satisfactory academic progress as defined in the *Bevill State Community College Catalog*.
  
- All financial aid students must have a declared major/program of study to receive financial aid.
  
- All final transcripts from high school are required for all first time freshmen.
  
- All college transcripts from previous course work are required for all transfer students.
  
- It is the responsibility of the student to make sure his/her admission and financial aid records are complete before any type of financial aid can be used. Your financial aid file must be completed prior to registration and your award is not final until all requested information is submitted.
  
- Once your file is complete you will be considered for any other awards for which you may be eligible.
  
- For Federal Work Study and/or scholarships, please contact OSS personnel at your campus.
  
- Once you have been admitted to BSCC, you may view your awards or records required to complete your Financial Aid and/or Admissions Record at [www.bscc.edu](http://www.bscc.edu). To access financial aid requirements, click on "**myBSCC**". Your login is your student number and your default password is your date of birth in mmddyy format. Click on Financial Information to view all financial aid options.

Submit requested information to your local Office of Student Services or mail to:

**Financial Aid Services Central Process Center (FASCPC)**  
**1411 Indiana Avenue**  
**Jasper, AL 35501**  
**Fax# (205) 221-1841**

*BSCC reserves the right to review, revise, hold, or cancel a student's award at any time due to changes in financial or academic status, discovery of incorrect or falsified information, or errors in determining your eligibility and need for aid.*