



LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

Navigating Your Financial Aid Checklist

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STEP 1: COMPLETE YOUR FAFSA

- Fill out the Free Application for Federal Student Aid (FAFSA) at [Student Aid.Gov](https://studentaid.gov)
 - Complete the **2021-2022** FAFSA for Fall Semester 2021 to Summer 2022
 - Federal School Code for Gwinnett Technical College: **016139**
 - **Be sure to use the Data Retrieval Tool to reduce errors on your application**
- Gwinnett Tech will receive your FAFSA 3 to 5 business days after submission
- Submit your FAFSA early each year to ensure you have plenty of time to complete your financial aid file. The FAFSA is October 1st every year.
- The **FAFSA Filing Deadlines** for 2021-2022: **Fall** 5/11/2021, **Spring** 10/11/2021, **Summer** 3/4/2022

STEP 2: LOGIN TO YOUR OKTA Dashboard

- Login to your OKTA Dashboard to access your Banner Account and student email at [Login.Gwinnettech.edu](https://login.gwinnettech.edu)
- Select the Banner Icon
- Your **User ID** is your student email address: FLLLLLXXXX@student.GwinnettTech.edu
 - F=First initial, L= First 6 letters of last name
 - XXXX=Last 4 digits of your Student 900 number
- Your **Password** is: gtcMMDDYY (gtc + DOB)
- Click Sign In

STEP 3: CHECK FOR OUTSTANDING REQUIREMENTS

- Log into your Banner Account at [Login.Gwinnettech.edu](https://login.gwinnettech.edu)
- Click on "Student Services & Financial Aid"
- Go to the Financial Aid Folder
- Click on "My Award Information"
- Select "Award Package for Aid Year"
- Select the **2021-2022** Aid Year from the drop-down menu
- Scroll to bottom of the page to the last box and click on "**Overall Financial Aid Status**" in blue
- Click on "**Student Requirements**" in blue
- Click on each requirement and follow the instructions on how to submit it via **Dynamic Forms**
 - If the required document is a "Tax Transcript" you will need to either:
 1. Visit [IRS.gov/Individuals/Get-Transcript](https://irs.gov/Individuals/Get-Transcript) to request your **2019 tax return transcript** by mail OR
 2. Make a correction to your 2021-2022 FAFSA and successfully use the FAFSA's Data Retrieval Tool (DRT)
 - If you are required to submit a copy of your selective service registration card/exemption you will need to visit sss.gov/Registration-Info
- Files will not be reviewed until all requested documents are received and the student is accepted into a Financial Aid eligible program of study. Please monitor your student email and Banner account for updates.
- The **Financial Aid Document Deadlines** for 2021-2022: **Fall** 6/11/2021, **Spring** 11/5/2021, **Summer** 3/31/2022

STEP 4: BE ACCEPTED TO GWINNETT TECH AND IN A PROGRAM OF STUDY

- Financial Aid will not cover your courses if you are classified as General or Developmental Studies. Your award cannot be processed until you are accepted into an eligible program of study.
- Check if your program of study is eligible for financial aid by checking the Course Catalog on GwinnettTech.edu
- Contact the Enrollment Support Center for questions regarding your admission status and program.

Please call Lisa Richardson at 770-962-7580, extension 6691, if you have a disability that might require you to receive special assistance to complete the application, or to participate in your program of study. Hearing and speech impaired applicants are encouraged to use the Georgia Relay Service at 1-800-255-0056 As stated in its college catalog, Gwinnett Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). For information regarding compliance activities, contact Lisa Richardson, Title IX, Equity Coordinator, and Section 504 Coordinator, 678-226-6691, Building 100, Room 323, Gwinnett Technical College, 5150 Sugarloaf Parkway, Lawrenceville, GA 30043-5702

STEP 5: ACCEPT YOUR FINANCIAL AID AWARD

- Log into your account on [Login.Gwinnettech.edu](https://login.gwinnettech.edu)
- Click on “Student Services & Financial Aid”
- Go to the Financial Aid Folder
- Click on “My Award Information”
- Select “Award Package for Aid Year”
- Select the **2021-2022** Aid Year from the drop-down menu
- Click on the “Accept Award Offer” tab to view the awards
- If you are awarded the Pell or HOPE Grants, they will automatically be accepted for you
- If you are eligible for the HOPE or Zell Miller Scholarship, the **HOPE/Zell Scholarship Request form will be posted to your Banner Account**. You must complete the form before these funds can be awarded. Please use Step 3 to locate form and complete it. It will take 2-4 weeks to process the request form after all documents have been received.
- Student Loans:** You can “Accept” or “Decline” the awards in the drop-down boxes and then click the “Submit Decision” button. To accept all awards in full, click “Accept All Award Offers.”
- To receive any accepted **Student Loan** awards, you will need to be enrolled at least half time (6+ credit hours per semester), complete the Master Promissory Note, and Loan Entrance Counseling at [StudentAid.gov](https://studentaid.gov).
- Federal Work Study:** You must be in good standing and enrolled at least half time. To apply for work study positions that will work around your class schedule:
 - Go to [GwinnetTech.edu](https://gwinnettech.edu), and click on “Gwinnett Tech Careers”
 - Work study awards are paid as monthly wages for the hours worked; it does not apply towards your tuition or fees. Positions start at \$8 per hour and students can work a maximum of 20 hours per week.

STEP 6: REGISTER FOR CLASSES

- Register for classes in Banner. If you need help choosing classes, please visit the Enrollment Support Center.
- Registering **for C Term classes can affect the timeframe in which your financial aid is posted to your account** and when the refund checks are issued!

STEP 7: CHECK FOR AUTHORIZED AID

- Log into your account on [Login.Gwinnettech.edu](https://login.gwinnettech.edu)
- Go to “Student Services and Financial Aid”
- Click on “Student Records”
- Click on “Account Summary by Term”
- Click on the header for the current semester typed in blue**
- Your account balance for the term will be listed toward the middle of the page
- At the bottom of the page, you will see your authorized financial aid (number will be negative)
- If the authorized aid is **greater than** (disregard sign) your “Account Balance Due”, no further action is required
- If the authorized aid is **less than** the “Account Balance Due,” you will have to pay the difference before the payment deadline. If you don’t have authorized aid, it will state **“No authorized financial aid exists on your record for the selected term”** and you will have to pay your full balance by the payment deadline.
- Payment plans are available through Nelnet which allows students to pay off the balance in installments rather than all at once. For more information visit [MyCollegePaymentPlan.com/Gwinnett](https://mycollegepaymentplan.com/gwinnett)

STEP 8: PURCHASE YOUR BOOKS AND SUPPLIES

- Students who have complete financial aid files, and have excess funds **after their tuition and fees are covered**, can use a portion of their aid for books and supplies in the Bookstore. Funds are available one week before classes begin and will end one week after the start of the semester.
- Students will receive a message in their student email account with details. The Bookstore located in the back corner of Building 100 at the Lawrenceville campus and on the first floor of the Alpharetta-North Fulton campus.