

## BSECE FINANCIAL AID CHECKLIST

- Apply for admission and be accepted \_\_\_\_\_
  
- Complete BSECE Financial Aid application and Employee Reimbursement form \_\_\_\_\_  
Both forms even if you are not receiving Employee Reimbursement
  
- Complete the FAFSA for need-based aid using student PIN
  - Apply for PIN – [www.pin.ed.gov](http://www.pin.ed.gov) – keep this PIN, you will use it again \_\_\_\_\_
  - [www.fafsa.ed.gov](http://www.fafsa.ed.gov) – check the Financial Aid application to make sure you \_\_\_\_\_  
Complete the FAFSA for the correct year
  
- Complete the Georgia Application at [www.ga411.org](http://www.ga411.org) ; you will need to create a profile \_\_\_\_\_  
Then complete the application for GTEG and Hope Scholarship  
Instructions for the GA site on the back
  
- Check Covenant email for award notification – we will use Covenant e-mail \_\_\_\_\_  
As communication throughout your time in the BSECE program
  
- Check BANNER account to accept award online using Banner ID and PIN \_\_\_\_\_
  - [scots.covenant.edu/banner/web/](http://scots.covenant.edu/banner/web/) \_\_\_\_\_
  
- Check BANNER account for missing requirements \_\_\_\_\_
  - needed for disbursement of funds to student’s account
  
- Complete following requirements if accepting a loan:
  - All verification paperwork if chosen for verification – tax ret. Ver. Wksht. \_\_\_\_\_
  - Stafford/Perkins Entrance Interview – [www.mapping-your-future.org](http://www.mapping-your-future.org) \_\_\_\_\_
  - Once the loan has been certified by financial aid – check Covenant e-mail for instructions  
Sign the Master Promissory Note/MPN using your FAFSA PIN for loan disbursement \_\_\_\_\_  
[www.gsfc.org](http://www.gsfc.org)
  
- Make monthly payments toward the account balance not covered by financial aid \_\_\_\_\_  
**Account balance is due the first day of classes in order to avoid 13% annual finance charge**  
(REMINDER: current semester balance must be paid before registering for the next semester)

## INSTRUCTIONS FOR COMPLETING THE GA APPLICATION ONLINE

Go to <http://gacollege411.org/>

Click on Create an Account – you will be setting up a profile for all GA funds – be sure you add your social security number to screen three in the profile

Save – your profile has been submitted

“Click Here” to return to GAcollge411

Now you need to complete the GA application for GTEG and Hope Scholarship

Click on Applications & Transcripts tab

Click on the link to GSFAPPS

Welcome screen – Please read

Click on “apply now” to apply online (at bottom)

Click “Submit New Application”

Most information is pre-filled but you will need to complete some of it.

Click continue

Edit if necessary then submit

Electronic Signature – this is your 411 password that you have created

Print a copy for your records

If you forget your password or have other difficulties – 800-468-6927