

## Step 1

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

The FAFSA application is available after October 1 for the school year beginning the following August. A new FAFSA must be filed every school year. It is recommended that you submit the FAFSA by Western's preference dates to be considered for all eligible aid, although the FAFSA can be completed throughout the academic year.

**Western's preference dates are as follows, if you are beginning classes in:**

- **Fall: January 15**
- **Spring: October 15**
- **Summer: February 15**

**Western's School Code: 003840**

## Step 2

### Submit Additional Information

Once Western has received your FAFSA application, you will be sent a confirmation email. Please follow the directions to log on to your Self-service new - Financial Aid Account to view any additional documents that may be needed to complete and submit.

Your financial aid award will not be processed until all documents are received and reviewed.

## Step 3

### Award Notification

Once your award has been posted to your Financial Aid Account you will be sent an award notification via email, explaining how to view and accept your awards.

If you are accepting Federal Direct Loans, you may need to complete the Loan Agreement for Subsidized/Unsubsidized loans and Entrance Counseling at <https://studentaid.gov>. Hover over Loans and Grants and select Master Promissory Note (MPN) and Loan Entrance Counseling.

Student loans cannot be disbursed or used for book charging until these two items are complete.

## Step 4

### Textbooks

If you have the financial aid process complete, you may be able to charge required books and materials to your financial aid. To view more details about charging books, go to [www.westerntc.edu/charging-books](http://www.westerntc.edu/charging-books)

**Who will be allowed to charge?**

**Any student who:**

1. **All students accepted to credit programs or undeclared and must be enrolled in a minimum of one credit. Veterans, apprenticeship, and other students who have 3rd party vendor payments and employer funding will have this option as well. Students will need to use up their 3rd party funds before they can charge up to \$1,500 to their student account.**

## Step 5

### Disbursement

Any excess money left over once your account balance has been paid will be either:

1. **mailed to you in a check** **or**
2. **directly deposited into your bank account**  
**To sign up for direct deposit, log into your Self—service new. Go to Make a Payment > Continue to Payment Center, then click on Refunds.**