

## 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 activate and log on to your Western MyFinAid 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 Western MyFinAid 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 [www.studentloans.gov](http://www.studentloans.gov). 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 supplies 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. **received an award email and accepted, reduced or declined each type of aid. (If you accepted your Direct Loans, you must complete the Loan Agreement for Subsidized /Unsubsidized loans and Entrance Counseling.)**
2. **will have money left over after your account balance is deducted from the financial aid,** **and**
3. **has granted Western permission to take the required book/supply charges out of your financial aid.**

## 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, please complete the Direct Deposit Authorization—Student Refunds form located at**

[www.westerntc.edu/forms-you-may-need](http://www.westerntc.edu/forms-you-may-need)

### Financial Aid Office

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