

MANUAL Student Employment Office Office of Career Services	SECTION Federal Work Study Program	PAGE 1 / 1
SUBJECT <i>Application Procedures and Critical Application Dates</i>		REVISED

The Office of Student Financial Aid requires the applicant to file the free application for Federal Student Aid (FASFA) or the renewal application for Federal Financial Aid.

After the Office of Student Financial Aid has received a need analysis, the computer or staff will determine whether additional documents are necessary. Once all information has been submitted, the application file is complete. A file is considered complete only if all requested documents have been received.

Students whose application files for financial aid are completed by March 1 will receive priority consideration and will be awarded in need order. Additional dollars, if they exist after awarding the priority consideration group, will be awarded on a first-come first-serve basis to those student who complete their application files after March 1.

Students wishing summer session assistance must submit a special summer session application in addition to the materials required to complete an application file. The summer application will carry its own deadline and is generally available during the spring semester preceding summer session.