

## STEP 1

## FILLING OUT THE FAFSA

## FILL OUT YOUR FAFSA APPLICATION

A FAFSA application is the mandatory first step in applying for financial aid. Without completing the FAFSA, you cannot continue to any other stage of the financial aid process.

To complete a FAFSA application visit:

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## KNOW YOUR SCHOOL CODE

At some point during the FAFSA application process, you may be asked to enter the school code. **The school code for Carolina Christian College is 035703.** Please make a note of it for future reference.




## GET HELP IF YOU NEED IT

The FAFSA application process is managed by the United States federal government. If you need help or assistance during the process, scroll to the bottom of the [www.fafsa.ed.gov](http://www.fafsa.ed.gov) homepage and click the link Get FAFSA Help.

## WAIT SEVEN DAYS

Once your FAFSA application is complete, wait one week (7 days) before moving on to the 2nd step of the financial aid process - Creating a Student Registration Package.



For more detailed information on the financial aid process, please watch my videos!

# STEP 2

## CREATING A STUDENT REGISTRATION PACKAGE



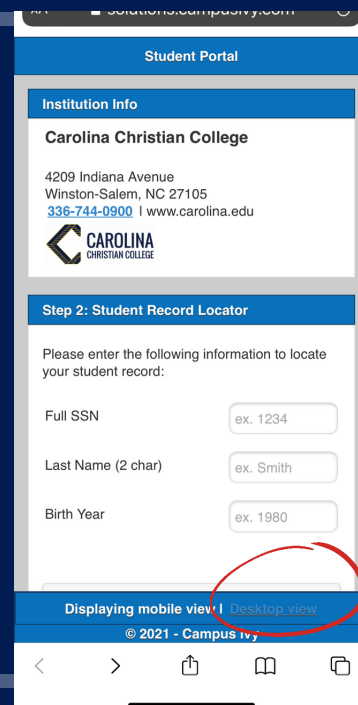
**REGISTRATION**



### CLICK ON THE STUDENT REGISTRATION LINK

To begin your Student Registration Package, use a mobile phone or desktop computer to click the link provided by the financial aid department, or enter the link below into your browser:

[https://solutions.campusivy.com/Apps/Core/Account/StudentRegistration\\_Step2/24600?StudentInitiated=true](https://solutions.campusivy.com/Apps/Core/Account/StudentRegistration_Step2/24600?StudentInitiated=true)



### \*IF USING A MOBILE PHONE

If using a mobile phone to fill out the Student Registration Package, you **MUST scroll to the bottom of the page and select Desktop View.**

### COMPLETE THE STUDENT INFORMATION SECTION

All fields marked with a red asterisk are required and must be completed. Click inside a field or use the dropdown arrows to input or select your information.

- Fill in your first name, last name, date of birth, and social security number
- Under CITIZEN, use the dropdown arrow to choose "YES" if you are a US Citizen and "NO" if you are not
- Choose your gender (male or female)
- Click the green NEXT button

The Student Information section continues on the next page.

- Enter your address and city
- Choose your state from the dropdown menu
- SMS OPT OUT - leave as the default "NO" so that you will receive text messages regarding your financial aid.
- Click the green NEXT button

### COMPLETE THE INSTITUTION INFORMATION SECTION

- Choose a program of study from the PROGRAM dropdown menu:
  - Select Master of Religious Education ONLY if you graduated from college
  - Select Bachelors of Arts in Ministry to pursue a 4-year degree
  - Select Associates of Arts in Ministry to pursue a 2-year degree
- Campus location automatically defaults to MAI (MAIN Campus)
- Start Date - the earliest start date is the default. If other start dates are available, choose one from the dropdown menu.
- Proof of Graduation (select one) :
  - High School Diploma
  - General Education Degree (GED)
  - Ability to Benefit (select only if you have not completed high school but would like to apply for tuition assistance through your state)
  - Home School
  - Career Pathway's Program
  - College Degree
- Cost and Financial Estimate
  - Leave as the default "YES"

### CONFIRMATION

The final screen of the Student Registration Package provides confirmation that your registration and initial employment is complete. From the information you entered on your FAFSA, an estimate of financial aid for the current school year is listed on this page.



Don't forget to watch my videos on the financial aid process!

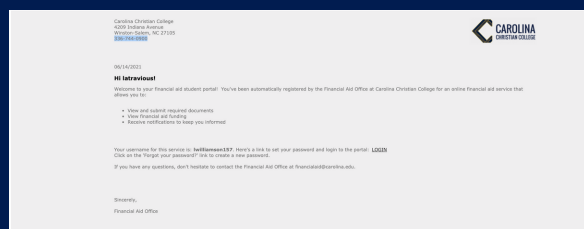
# STEP 3

## SIGNING YOUR FUNDING ESTIMATE & UPLOADING REQUIRED DOCUMENTS



### SETTING YOUR CORE USERNAME AND PASSWORD

About 24 hours after completing your Student Information Package, you will receive an email from Campus Ivy containing a link to set your username and password.



This password link is only valid for 72 hours, so make sure you click the link to set your password as soon as you receive the email.

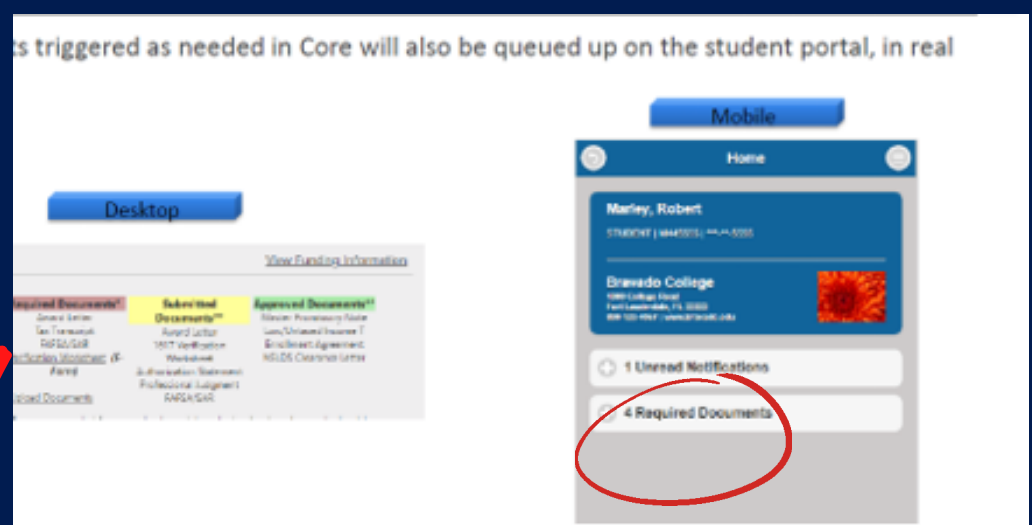
### HOW TO UPLOAD & SIGN DOCUMENTS INSIDE THE CORE PORTAL

To access your required documents in the CORE portal (desktop computer):

- On a desktop computer, log in to the CORE portal
- All **Required Documents** are listed under the **Document Tracking** tab
- Below the pink Required Documents tab is a list of all required documents which **you must upload or e-sign**.
- Documents which require an online signature are called **E-Forms**. Sign these forms by clicking on the link.
- Click the **Upload New Documents** to upload your required documents into the CORE system.
- Once a file is uploaded, the Document Status will change from Required to Submitted
- On a mobile phone, log into the CORE portal
- Required Documents are found on the Home page. Click the plus sign next to the Required Documents link and follow the steps above.

Documents which require an online signature are called E-Forms. These documents are underlined (to denote a clickable link) and also E-Form appears to the right of the form name.

To sign an E-form, simply click the link and type your signature.

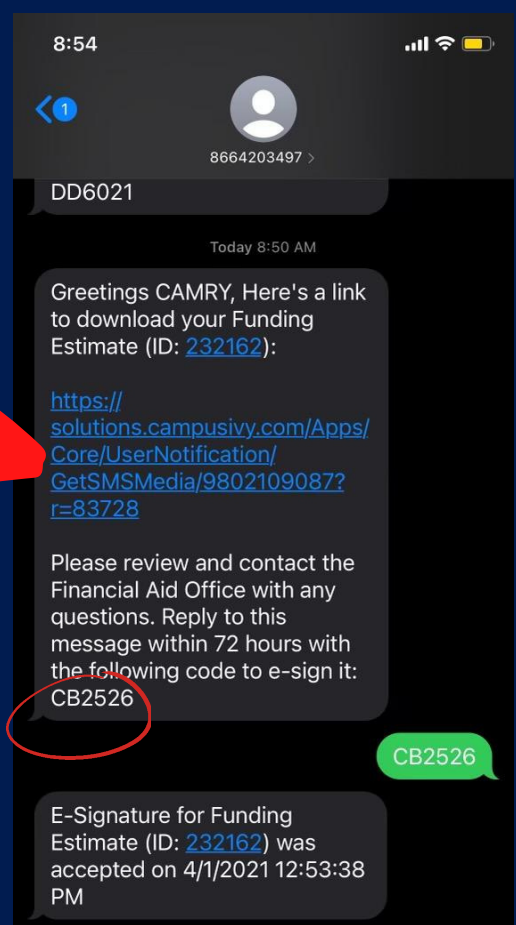


### SIGNING YOUR FUNDING ESTIMATE

Your Funding Estimate (which you will receive via text message) provides the exact amount financial aid you are approved to receive. This estimate must be signed and uploaded to your required documents, which we will discuss later.

To download and sign your Funding Estimate :

- Click the link in the text message to review and download the Funding Estimate *(Make sure to download the estimate, as you must upload it to the CORE portal in the next step)*
- Go back to the text message and reply with the code provided
- Entering the code acts as your e-Signature
- After entering the code, you will receive another text message confirming acceptance of your signature
- Your funding estimate automatically uploads to Submitted Documents in the CORE portal



# UPLOADING YOUR IDENTIFICATION

## On a mobile phone:

- Click the plus sign (+) next to the Required Documents tab
- Click Choose File to find the file on your phone
- Once upload is complete, Status will change from Required to Submitted

## On a desktop computer:

- Locate the Required Documents tab
- Click Upload Documents
- Click Choose File to find the file on your phone
- Once upload is complete, Status will change from Required to Submitted



# SIGNING YOUR CREDIT BALANCE AUTHORIZATION FORM

The Credit Balance Authorization E-Form tells Carolina Christian College what to do with any leftover money from your financial aid award. You may choose to have the unused amount given directly to you (recommended), OR you may put all or some of the money towards the next semester.

## On a mobile phone:

- On the CORE portal, click the plus sign (+) next to the Required Documents tab
- Locate your Credit Balance Authorization E-Form
- Select the box which best reflects what you would like to do with any unused money
- Type your electronic signature
- Click Submit
- Carolina Christian College financial aid department will be notified that your form has been signed
- In 3-5 days, your Credit Balance Authorization form status will change to Submitted on the CORE portal

## On a desktop computer:

- On the CORE portal under the Required Documents tab, locate your Credit Balance Authorization E-Form
- Select the box which best reflects what you would like to do with any unused money
- Type your signature
- Click Submit
- Carolina Christian College financial aid department will be notified that your form has been signed
- In 3-5 days, your Credit Balance Authorization form status will change to Submitted on the CORE portal

**Credit Balance Authorization v5**  
E-Form ID: 876 | Document ID: 4140183

Carolina Christian College (204992)  
4209 Sullana Avenue  
Winston-Salem, NC 27155  
336-744-0900 | www.carolina.edu

Home | Carolina Christian College | Students | Lashauria McClary

THIS FORM, WHEN SIGNED BY YOU, AUTHORIZES CAROLINA CHRISTIAN COLLEGE TO RETAIN A FEDERAL STUDENT AID (FSA) CREDIT BALANCE. I UNDERSTAND THAT A TITLE IV CREDIT BALANCE OCCURS WHENEVER MY SCHOOL CREDIT'S TITLE IV PROGRAM FUNDS TO A STUDENT'S ACCOUNT AND THE TOTAL AMOUNT OF THOSE TITLE IV FUNDS EXCEEDS THE STUDENT'S ALLOWABLE CHARGES. I FURTHER UNDERSTAND THAT IT WILL BE RETAINED FROM MY FIRST SEMESTER, QUARTER OR PAYMENT PERIOD TO HELP COVER ANY FUTURE BALANCE CREATED IN MY SECOND OR SUBSEQUENT SEMESTER, QUARTER OR PAYMENT PERIOD. ANY REMAINING CREDIT BALANCE WILL BE PAID TO YOU (THE STUDENT OR PARENT, AS APPLICABLE) IN ACCORDANCE WITH THE SCHOOL'S PROCEDURE FOR PAYING FSA CREDIT BALANCES.

A STUDENT OR PARENT HAS THE RIGHT TO WITHHOLD THEIR AGREEMENT FROM ALL OR PART OF THIS AUTHORIZATION. IF YOU ELECT NOT TO AUTHORIZE THE SCHOOL TO HOLD YOUR FSA CREDIT BALANCE, THE FUNDS WILL BE PAID TO YOU WITHIN THE FEDERAL REGULATION GUIDELINE OF 14 DAYS. NOTE: IF YOU ELECT TO DECLINE THIS AUTHORIZATION, OR IF YOU LATER CANCEL YOUR AUTHORIZATION, YOU WILL BE REQUIRED TO PAY ANY OUTSTANDING CHARGES TO CAROLINA CHRISTIAN COLLEGE.

THIS AUTHORIZATION WILL REMAIN IN EFFECT FOR EACH SUBSEQUENT PAYMENT PERIOD UNLESS YOU WITHDRAW IT. HOWEVER, IN NO CASE WILL THE SCHOOL HOLD AN FSA CREDIT BALANCE OF LOAN FUNDS BEYOND THE END OF THE LOAN PERIOD, NOR A CREDIT BALANCE OF OTHER FUNDS BEYOND THE END OF THE LAST PAYMENT PERIOD IN THE AWARD YEAR FOR WHICH THE FUNDS WERE AWARDED. PLEASE REFER TO YOUR COPY OF THE AWARD LETTER FOR YOUR ANTICIPATED PAYMENT PERIOD DATES.

THIS AUTHORIZATION MAY BE WITHDRAWN AT ANY TIME BY PROVIDING A WRITTEN REQUEST TO THE FINANCIAL AID OFFICE. PLEASE NOTE: YOUR CANCELLATION WILL NOT BE RETROACTIVE. YOUR CREDIT BALANCE WILL BE PROCESSED WITHIN 14 DAYS OF RECEIPT OF YOUR NOTICE TO RESCIND YOUR AUTHORIZATION.

CAROLINA CHRISTIAN COLLEGE

**Authorization for Federal Student Aid Credit Balance**

Please choose one of the options below

I voluntarily authorize the school to hold and manage my FSA credit	<input type="checkbox"/>
I decline to have my credit balance held and choose instead to have those funds refunded to me	<input checked="" type="checkbox"/>
I voluntarily authorize the school to hold a portion of my credit balance. I have entered the amount to hold below	<input type="checkbox"/>

Amount to be held: 0,000.00

**Student Signature**

Student Name: \_\_\_\_\_



# STEP 4

## SIGNING THE MASTER PROMISSORY NOTE & ENTRANCE COUNSELING



### SIGNING THE MASTER PROMISSORY NOTE

A Master Promissory Note (MPN) is a legal document that you are required to sign as a promise to repay your student loans. It is mandatory that you sign an MPN in order to receive financial aid. The MPN is managed by the United States federal government and must be signed on the federal government website:

[www.studentloans.gov](http://www.studentloans.gov)

### HOW TO SIGN THE MPN

On a mobile phone or a desktop computer:

- Login to [www.studentloans.gov](http://www.studentloans.gov)
- Enter the school code for Carolina Christian College - 035703
- Review, electronically sign your MPN, and submit
- Carolina Christian College will automatically receive a copy of your signed MPN
- Within 3-5 days, your MPN status will change to Submitted

**Master Promissory Note**  
**Direct PLUS Loans**  
**William D. Ford Federal Direct Loan Program**

OMB No. 1845-0068  
Form Approved  
Exp. Date 04/30/2019

**WARNING:** Any person who knowingly makes a false statement or misrepresentation on this form or any accompanying document is subject to penalties that may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

**BEFORE YOU BEGIN**

Before you begin, read the instructions on page 14 of this Master Promissory Note.

**BORROWER INFORMATION**

1. I am a (check one):  
 Graduate or Professional Student  
 Parent of a Dependent Undergraduate Student

2. Name and Permanent Address (see instructions)

7. Area Code/Telephone Number

8. Citizenship Status (to be completed by parent borrowers only -- check one)  
(1)  U.S. Citizen or National  
(2)  Permanent Resident/Other Eligible Non-Citizen  
If (2), Alien Registration Number

9. Employer's Name and Address

### ENTRANCE COUNSELING

Entrance counseling is required by the federal government to ensure that you understand the terms and conditions of your loan, and your rights and responsibilities. Your entrance counseling should be completed online at:

<https://studentaid.gov/entrance-counseling/>

On a mobile phone or desktop computer:

- Go to <https://studentaid.gov/entrance-counseling/>
- Log in
- Choose undergraduate if you have not completed a college degree
- Choose graduate if you have completed at least a bachelor's degree
- Carolina Christian College will automatically be notified that your entrance counseling is complete
- Within 3-5 days, your entrance counseling status will change to Submitted

**That's it! The financial aid process is complete.**

**WELCOME TO CAROLINA CHRISTIAN COLLEGE!**

