



WEST SUBURBAN COLLEGE OF NURSING FINANCIAL AID PROCESS

Students must reapply for financial aid each year to be considered for Federal, State, and some Scholarships financial aid assistance. This includes Federal and State grants and Federal loans. The process begin by completing the Free Application for Federal Student Aid (FAFSA), www.fafsa.ed.gov and including West Suburban College of Nursing (WSCN) school code, 022141, on the FAFSA application.

The financial aid process is as follows:

1. Complete and Submit FAFSA application.

The **FAFSA** application is available on or after January 1st for the coming academic year. The application can be signed electronically by using your **PIN**. The school will receive a copy of the processed FAFSA if the school code, 022141, was included. This processed FAFSA is known as the Student Aid Report (SAR) or as the Institutional Student Information Report (this is sent to the school). The receipt of the ISIR will start the financial aid process at the school level. **Primary consideration for assistance is given to applicants that have all the required forms on file before April 1st.** Files completed after this date will be considered based on the availability of funds.

2. Submit required documents.

Some students are selected by the Department of Education to complete a verification process. Some students may be asked to confirm part of the data reported on their processed FAFSA. These students must submit additional information, such as tax returns, a verification worksheet or other supporting documentation. If additional information is required, you will be sent a specific request through your school's e-mail explaining what is needed. All requested documentation must be submitted to the Financial Aid Office in order to continue the processing of your application. Make sure that you apply early and that you submit all requested forms in a timely manner in order to insure that you receive your award letter as early as possible.

3. Receive and review Award letter.

You will be sent an e-mail, via your school e-mail, notifying you your file is complete and your Award letter can be viewed on WSCN Student Portal. The Financial Aid Office usually e-mails award letter notifications beginning May for the next academic year. There may be additional necessary paperwork such as completing a Financial Aid Authorization form. Students packaged for financial aid before the Add/Drop date for the term will be packaged based on the maximum amount they can receive per term. If eligible for the grants, the Pell award will be based on 12 credit hours or more and the MAP award will be based on 15 credit hours or more. To participate in the Federal loan program, you must be enrolled at least part-time (6 credit hours).

You can access your current and past Award letters on your Student Portal by clicking on

[My Financial Aid>Award Letter>Review Award Detail](#) (current Award letter)

[My Financial Aid>Award Letter>View](#) (past Award letter)

4. Accept or decline awards.

You must accept or decline all awards that have been offered to you on the official award letter.

You may also need to complete other processes, such as selecting a lender for your Federal loan or completing a loan counseling session (see *loans* for more information).

Return all paperwork to the financial aid office promptly so that your aid can be processed as soon as possible.

To Accept an Award on the Student Portal

1. From your Student Portal Menu click on, [My Financial Aid>Award Letter>Review Award Detail](#).
2. To adjust the loan amounts simply type in the amount you wish to accept. Then click on *Recalculate Loan Award*.
3. To accept an award, click in the *Accept* box just right of the award (any unchecked box means you are declining the award). Scroll toward the bottom of the page until you reach a blue box with the words *Accept ALL Awards*. Click on *Accept ALL Awards*. Any accepted award (shown by a checked box) will be converted to a *P*. The Bursar and the Financial Aid Office will be notified.

5. Determining your out-of-pocket expenses.

Your financial aid award for the semester may not cover all of your school charges. You can determine your out-of-pocket expenses by subtracting your accepted financial aid awards (for the semester) from your school charges. Your school charges can be found on your Student Portal at [My Finances>Account Information](#). **Please note if you are accepting the federal loans, the lender will deduct their fees before sending the payment to the school. The loan amount actually credited to your account will be slightly lower than the amount you were awarded.**

THE BURSAR OFFICE

The Bursar will begin billing approximately 4 weeks prior to the semester start date. Out of pocket expenses are due 1 week prior to the 1st day of the semester. West Suburban College of Nursing is an e-billing institution this means that you will not receive a paper bill at home. It is imperative that students view their bill through [Student Portal](#).

How much does it cost to attend WSCN per semester?

NURSING PROGRAM	2010-11 Full-time		2010-11 Part-time	
	Tuition for 12 or More Credit Hours	Fees	Tuition per Credit Hour	Fees
BSN	\$10,493.00	\$275.00	\$711.00	\$135.00
RHC Employees BSN (except BSN for RN)			5% off Tuition	
MSN			\$718.00	\$150.00
RHC Employees MSN and BSN for RN			25% off Tuition	

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HEALTH INFORMATICS AND INFORMATION MANAGEMENT PROGRAM (HIIM)	2010-11 Full-time		2010-11 Part-time	
	Tuition per Credit Hour (12 or More Credit Hours)	Fees	Tuition per Credit Hour	Fees
Undergraduate	\$500.00	\$275.00	\$500.00	\$135.00
RHC Employees			25% off Tuition	

1. Funds credited to your account.

All financial aid funds will be credited to your WSCN billing account as they are received. Funds will not be sent to the college until after the first Add/Drop date of the semester. The receipt of the funds can be monitored on your Student Portal by clicking on [My Finances>Account Information](#).

2. Refund

If the total credited funds exceed your WSCN bill, a refund check for the remaining funds will be issued. The refund checks will be mailed to you. You should receive the check approximately two weeks after the request for a refund has been posted to your account.

CONTACT INFORMATION

For financial aid or awards information contact,

Shirley Howell, Financial Aid Officer ▪ Room 303 ▪ 708.763.1426 ▪ Shirley.Howell@wscn.edu

MORE FINANCIAL AID INFORMATION IS AVAILABLE AT http://www.wscn.edu/finaid_home.asp

For billing, out of pocket expenses, or refund information contact,

Nadine Mills, Bursar ▪ Room 303 ▪ 708.763.2814 ▪ Nadine.Mills@wscn.edu

MORE TUITION INFORMATION IS AVAILABLE AT http://www.wscn.edu/bursar_home.asp