

Financial Aid at Albany Technical College

1. Complete your 2018-2019 FAFSA (Free Application for Federal Student Aid)
www.FAFSA.gov
2. Complete your Financial Aid file – (including missing required documents & Terms and Conditions)
3. If necessary you can call 1-800-908-9946 or 1-800-829-1040 or visit www.irs.gov to obtain a tax return transcript. You can also call (844) 545-5640 to schedule an appointment to pick up tax transcripts from our local IRS office in the Albany Towers at 235 Roosevelt Avenue, in suite 450.

Steps on How to Accept the Terms and Conditions

- www.albanytech.edu
- Click on red Banner Web logo (right side of page)
- Log in with the following information:
 - User ID: Student email address (first initial, last name & last 4 numbers of your student ID followed by @student.albanytech.edu).
 - Pin (password): Birthdate as mmddyyyy (ex. 03051996 for 03/05/1996) unless you've changed it.
- Select Student Services & Financial Aid
- Select Financial Aid
- Select Financial Aid Award Information
- Select Award by Aid Year
- Select 2018-19 School Year from the drop down menu –click submit
- Click the tab (at top of page) labeled Resources/Additional Information
 - Read and answer the question regarding electronic communication
- Click Tab (at top of page) for Terms and Conditions & **read the information thoroughly**
- Click accept at the bottom

Student Loans at Albany Technical College

1. Accept a Subsidized Student Loan (unsubsidized loans require an additional form)

- www.albanytech.edu
- Click on red Banner Web logo (right side of page)
- Click on Banner Web:
 - User ID: Student email address (first initial, last name & last 4 numbers of your student ID followed by @student.albanytech.edu).
 - Pin (password): Birthdate as mmddyyyy (ex. 03051996 for 03/05/1996) unless you've changed it.
- Select Student Services & Financial Aid
- Select Financial Aid
- Select Award by Aid Year
- Select 2018-19 School Year from the drop down menu – click submit
- Click (at top of page) Accept Award Offer
- Read options for Accept Award Offer
 - (At the bottom of page is the option to accept full amount all awards)
- Click Submit Decision (allow 4 to 6 weeks for processing)

2. Complete Entrance Counseling & Sign Master Promissory Note - Visit <http://studentloans.gov> (Please use your FAFSA ID to login)

- **Complete Entrance Counseling:**
 - Select Complete Counseling
 - Click Entrance Counseling Link
 - Click Complete Entrance Counseling
 - Select Undergraduate Student
 - Read the material and answer the question
 - Follow all the instructions until you receive a confirmation message
- **Complete Master Promissory Note:**
 - Select MPN link
 - Click Subsidized & Unsubsidized link
 - Enter your information and click continue at the end of the each page
 - Review and sign your Master Promissory Note
 - Follow all the instructions until you receive a confirmation message