

Finance Timeline & Student Checklist

Student To-Do items

Finance Department functions, no action required on the student's part

1st Semester (New Students)

What: Complete a FAFSA at studentaid.gov (prior to first semester and each subsequent academic year)

When: As soon as you are accepted to the program

What: Complete Entrance Counseling and a Master Promissory Note at studentaid.gov (for those borrowing using Federal Direct Loans)

When: As soon as you are accepted to the program

What: Schedule a Financial Aid Counseling session with the Financial Aid Counselor

When: 60 days prior to start of Semester

What: BSMH Associates apply for BSMH Guild Tuition Benefits on the Guild Platform

When: 30-45 days prior to start of Semester

What: Submit a Direct Deposit form to Bursar

When: 30 prior to start of Semester

What: Submit FERPA Release (if required)

When: 30 days prior to start of Semester

Continue to Each Semester timeline/checklist...

Each Semester

What: Complete a FAFSA at studentaid.gov prior to each new academic year (first semester and prior to each fall semester only)

FAFSA School Codes:

- BSMCON - 010043
- SOMI - 023585
- SCHS - 012744

When: FAFSA opens October 1st for the next academic year, preferred deadline is May 31st

What: BSMH associates participating in BSMH Guild Tuition Benefits confirm approval to participate in the program for the upcoming Semester

When: 45 days prior to start of Semester

What: BSMH Associates only who are **not** participating in the BSMH Guild Tuition Benefits program — submit BSMH Employee Discount Form to Bursar (BSMCON students only)

When: 30 days prior to start of Semester

What: Submit Third Party Payor information to Bursar if applicable (529, EdAssist, outside scholarship etc.)

When: 30 days prior to start of Semester

What: Financial Aid Office will send an email notification when awards are ready for review

When: 30 days prior to the start of the semester if student has completed all items

Note: Students will be packaged for the Annual Maximum Amount of Financial Aid eligible for. Students wanting to borrow less than Annual Maximum Federal Direct Loans, complete the Request to Borrow Less than Maximum Federal Student Loans form and submit to the Financial Aid Office.

Federal Grants (Pell and other) and Scholarship funding will be automatically approved by the Financial Aid Office. Students are responsible for Approving Federal Direct Loans in the Student Portal — CampusNexus.

What: Review Registration Bill — Charges and anticipated aid

When: 30 days prior to the start of the semester

Note: If you are expecting Financial Aid and you do not see Estimated/Scheduled Financial Aid on the Registration Bill, please contact the Financial Aid Office immediately. If there is no Financial Aid indicated, it will be assumed that the student is Cash Pay and payment is expected no later than 12:00 pm on the Friday prior to the start of the Semester.

What: Submit Title IV Credit Balance Authorization form (if applicable)

When: 30 days prior to start of Semester

What: Student Payment Due

When: Student payments are due at 12:00 pm Friday prior to the start of Semester

Payments that are not received by 12:01 pm Friday prior to the start of the Semester are considered late and may be subject to additional penalties. Students are encouraged to submit payment a week in advance of the deadline and verify zero student account balances on the Registration Bill by the Friday prior to the start of the Semester.

What: Charges are posted to Student Account (from pending)

When: On the morning of the 11th day of the Semester once the Add/Drop Period is complete

What: Students are “dropped” from course(s) due to lack of attendance or past due student account balance

When: On the morning of the 11th day of the Semester once the Add/Drop Period is complete. Once students are “dropped” from all courses, they will be administratively removed from all courses within the current Semester and placed on a Standard Period of Non-Enrollment (SPN) by the Registrar per eligibility as defined by the catalog. In this circumstance, a Financial Refund will be calculated in accordance with ADM 5.01 Financial Refund policy.

What: Third Party Payors are invoiced by Bursar

When: 11-14 days after start of Semester

What: Title IV Financial Aid is posted (disbursed) to student account

When: Typically 14–21 days after start of Semester

What: Stipend/Refund processing

When: Within 14 days after Title IV Financial Aid disbursement (posting) to the Student Ledger Card

What: Master Scholarship Application submission (for BSMCON students only)

When: During spring semester only

What: Finding Information

When: Ongoing

Students are responsible for reading and understanding all Finance policies found on the college's website. Helpful documents and information are posted on the college's website.

Note: Navigating through the financial aspects of attending BSMCON can be complex. The staff in the Business and Financial Aid Offices are available to serve and assist students (and in certain cases parents) throughout the entire student life cycle. Students are encouraged to reach out to finance staff with questions during operating hours:

- Monday through Friday — 8:30 am to 4:30 pm., face-to-face on campus appointment
- Video Zoom conference
- Email
- Phone

Business & Financial Aid Office

Amy Pozza, Chief Financial Officer

amy_pozza@bshsi.org

Kelley Florian, Director of Financial Aid

kelley_florian@bshsi.org

H. Page Robbins, SCHS Financial Aid Specialist

HelenPage_Robbins@bshsi.org

Tate Sanchez, BSMCON & SOMI Financial Aid Counselor

tate_sanchez@bshsi.org

Jackie Runne, BSMCON & SOMI Financial Aid Specialist

jacqueline_runne@bshsi.org

Faith Taylor, Director of Finance

faith_taylor@bshsi.org

Meg McCarter, SCHS Bursar

Margaret_mccarter@bshsi.org

Harris King, BSMCON & SOMI Bursar

harris_king@bshsi.org

Melanie Arcibal, Sr. Accountant

melanie_arcibal@bshsi.org