



Financial Aid Office- Student Checklist

Check off important steps as you go!

- **Sign into your Student Information System (SIS)**

Go to www.nhti.edu. Select "Current Students" at the top right. Go to: "Online Resources", click on "CCSNH Online Resources" and log into "SIS" (Student Information System). Click on the "Financial Aid" tab to proceed to accept/decline aid offer.

To view if you have outstanding requirements that need to be completed, go to nhti.edu/tuition/financial-aid/ link.

- **Accept/Decline Financial Aid Offer through SIS:**

1. Login to your Student Information System (SIS) account at <https://sis.ccsnh.edu/>.
2. Navigate to your financial aid award by:
 - A. Selecting **Financial Aid**
 - B. Select **Aid Offer**
 - C. Select **Aid Offer for Aid Year**, select **NHTI Concord's Comm College** from the dropdown menu and then select the **Current Aid Year**.
3. Complete your Title IV Authorizations Online by clicking on the **Resources/Additional Information** tab and answering the three questions listed. **Confirm** that you are Borrowing Responsibly. **Submit Information**.
4. Review and accept the terms and conditions of your award by clicking on the **Terms and Conditions** tab, reviewing the information listed and clicking **Accept**. **Note:** If you do not click Accept, you will not be able to accept/decline your loans online.
5. Accept/Decline your loans by clicking on the **Accept Aid Offer** tab. For each loan fund offered, decide to:
 - A. Accept the loan in full by selecting Accept or
 - B. Accepting a portion of the loan by selecting Accept and indicating the desired loan amount for the aid year in the box **or**
 - C. Decline the loan in full by selecting Decline.

Once you have determined whether to accept or decline the loan funds offered to you, you must click **Submit Decision** to save your choices.

- **Complete Entrance Counseling and Master Promissory Note requirements**

(You must complete if accepting Federal Stafford Loans)

Go to: www.studentaid.gov with your FSA ID username and password. Complete the two requirements as an undergraduate student. (Note: School is notified within 24-48 hours once these steps are completed.)

- **Sign a Release of Student Information Form**

Quick Tip: In order for us to be able to share information to anyone other than you as the student in regards to your financial aid account, you must sign and file a Release of Student Information form with the Registrar's Office.

Go to: nhti.edu/services/academic-assistance/registrars-Office/ Click on "Confidentiality of Student Records". Form will be in pdf version. Complete and email back to the Registrar's Office.

- **Confirm with the Financial Aid Office that all requirements have been completed.**

Additional resources/loan options to help pay your bill:

- www.elmselect.com for alternative loan options.
- For Parent PLUS loan information, go to: www.studentaid.gov
- Once registered, apply to CCSNH's AwardSpring at nhti.edu/tuition/scholarship-grants/ for scholarship opportunities through the college.
- Link for Payment Plan Information: www.nhti.edu/tuition/bursars-office/how-to-pay-your-tuition-fees/