

## Financial Aid Checklist for Transient Students

Use this checklist as a guide to help you apply for aid, review your awards, and pay your fees. We hope you find this list helpful, but it is intentionally brief and not meant to be all inclusive and provide you with every bit of information you may need to know. We encourage you to read our entire web site to gain a fuller understanding of the entire financial aid process.

Checklist	
<input type="checkbox"/>	1.) If you are attending Summer School as a Transient student, complete the <b>Financial Aid Summer Application</b> on VIP under the “Financial Tab.”
<input type="checkbox"/>	2.) Verify that you have Financial Aid Awards on VIP that you wish to be sent as Transient Aid to another school or USC Satellite campus. If not: <ul style="list-style-type: none"> <li>• <b>Complete a FAFSA</b></li> </ul>
<input type="checkbox"/>	3.) Visit your Academic Advisor, and obtain the <b>Special Academic Enrollment form or AS30</b> . This will ensure that the classes you are taking will transfer back to USC for degree seeking credit. <ul style="list-style-type: none"> <li>• Keep a copy of this form for your records</li> <li>• Hand-carry, Email, or Fax a copy of this form to the <b>Office of Student Financial Aid and Scholarships</b>.</li> </ul>
<input type="checkbox"/>	4.) Complete the <b>Financial Aid Prescreen Form</b> . Hand-carry, Email, or Fax this form to the <b>Office of Student Financial Aid and Scholarships</b> .
<input type="checkbox"/>	5.) Check for “Fee Payment Deadlines.” <ul style="list-style-type: none"> <li>• <b>Funds disburse from USC Columbia 8 days before classes start. If the bill at your Transient school is due before this time, you will need to make payment arrangements. USC Columbia cannot hold classes at another institution.</b></li> </ul>
<input type="checkbox"/>	6.) Pay Bills. <ul style="list-style-type: none"> <li>• Monitor <b>VIP</b> under the “Financial Tab,” where it says “Fees Tuition and Payment.” If USC Columbia has a bill on file for you, <b>the funds may not be sent until that bill is satisfied out of pocket</b>. Financial Aid will not be available to pay USC Columbia Fees if a student is Transient.</li> </ul> <p style="text-align: center;"><b>However</b></p> <ul style="list-style-type: none"> <li>• <b>If you have paid your bill directly to your Transient School out of pocket:</b> You may fax a copy of your receipt for payment to the <b>Office of Student Financial Aid and Scholarships</b>. If you do this, your overage will disburse directly to you.</li> </ul>
<input type="checkbox"/>	7.) Monitor financial aid to verify that it is being prepared for transient status. <ul style="list-style-type: none"> <li>• Monitor <b>VIP</b> under the “Financial Tab,” where it says “Financial Aid Award’s Status.” <ul style="list-style-type: none"> <li>○ <b>Students attending USC Satellite campuses</b> will see aid become available for “Fee Payment” on <b>VIP</b> under the “Financial Tab,” where it says “Fees Tuition &amp; Payment.” Once fees are paid, any available overage may disburse as early as 8 days before classes start at USC Columbia.</li> <li>○ <b>Students attending other institutions</b> will have their aid placed on hold when it is available to disburse to their Transient School.</li> </ul> </li> </ul>



<input type="checkbox"/>	<p>8.) Monitor to verify that aid has been disbursed</p> <ul style="list-style-type: none"><li>• The Bursar's office typically sends an e-mail to tell you that your check has been sent.</li></ul> <p style="text-align: center;"><b>Also</b></p> <ul style="list-style-type: none"><li>• On VIP under the "Financial Tab," where it says "Financial Aid Awards," you will see a "Received" column.<ul style="list-style-type: none"><li>○ Students attending USC Satellite campuses who see aid "Received" may assume the overage check has been disbursed.</li><li>○ Students attending other institutions who see aid "Received" may assume the funds have been sent to their Transient School by paper check through postal mail.</li></ul></li></ul>
<input type="checkbox"/>	<p>9.) Students attending other institutions are encouraged to maintain contact with their transient school to ensure fund receipt.</p> <ul style="list-style-type: none"><li>• If your funds have not arrived within a week of your Bursar E-mail, and being "Received" on VIP, students may contact our office requesting tracking information on the check that was sent.</li><li>• <b>Your school will typically contact you for Check Endorsement.</b></li><li>• If overage exists, your Transient School will disburse it to you.</li></ul>
<input type="checkbox"/>	<p>10.) Students with Transient &amp; National Student Exchange questions may contact Johnathan Tufts at 803-777-8134 or by e-mail: <a href="mailto:tufts@mailbox.sc.edu">tufts@mailbox.sc.edu</a>.</p>

### Helpful Terms

**FAFSA:** FAFSA is the Free Application for Federal Student Aid. This application is required for most financial aid programs.

**VIP:** <https://vip.sc.edu/> is the University's student's web connection to most academic and financial information, including Financial Aid. You must be an admitted ([www.sc.edu/admissions](http://www.sc.edu/admissions)) student to gain access to the site.

**Transient:** Transient students are USC-Columbia students who earn credits at another institution (including other USC campuses) and transfer the earned credits back to USC-Columbia. The School where a student plans to graduate will also process Federal Financial Aid. Students must receive approval from their academic advisor to participate.

**National Student Exchange:** The National Student Exchange Program is a consortium of colleges and universities in the United States, the U.S. territories, and Canada that provide opportunities for undergraduate students to study for up to one calendar year at another NSE member institution. Participation in this program is coordinated through the **NSE Office**.