

IMPORTANT DETAILS ON COMPLETING THIS DOCUMENT

1. To ensure the security of your data, the Financial Aid Office will no longer accept documents via email. We strongly recommend submitting materials in person to our office. Doing so will allow our personnel to check your documents for accuracy and advise if anything additional is needed. In the event that you are unable to visit us in person, you must fax your documents to our office at 828-281-9883. **If you submit documents via fax, complete and include this official Financial Aid Cover Sheet with your submission. Documents that are submitted via fax without the completed Cover Sheet will not be processed by the Financial Aid Office.**
2. We strongly advise that you type your answers into the fillable fields for clarity.
3. If parent signature is required, parent must hand-sign the document. Digital signatures for parents are not allowed.
4. Do not use a mobile phone to complete this document. Doing so may result in lost data and inaccurate formatting.
5. You must save this document to your computer, or print it immediately, to prevent loss of the data you entered.
6. The fillable fields on this document may not work when opened in the Mozilla Firefox browser. We advise that you complete the form in Internet Explorer or Chrome instead.
7. You must use Adobe Reader to fill out this document across all operating systems and devices. Using the Preview app on Apple desktop, notebook, and iOS devices will result in lost data.

For document submission via fax and post

Last Name	First Name	Student ID
Mailing Address	City/State/Zip	Date of Birth
Primary Telephone	Email Address	

Type of Documents Submitted (specify each document individually):

1. _____
2. _____
3. _____
4. _____
5. _____

Number of documents submitted: _____

Date documents were requested: _____

Student Name (Please Print) _____ Student Signature _____

By signing this document:

- I attest that I have read and understood the Financial Aid Document Submission Policy in full.
- I understand that it is my obligation to submit all requested documents in unison and that said documents must be appropriately completed and contain all required information.
- I further understand that the Financial Aid Office assumes no responsibility for incorrect, incomplete, or unsolicited documents; nor will the financial aid office process my documents if they are submitted out of accordance with the stated submission policy.