

# 4 Simple Steps to Federal Aid FAFSA Application

**FAFSA**  
**2025-2026**

## 1. Student must complete a new or renewal 2025-2026 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov)

- ★ Students must list SBVC using federal school code # 001272.
- ★ Students new to SBVC, must also complete an Application for Admission to San Bernardino Valley College. Go to the Admissions and Records Office website at <http://www.valleycollege.edu>.
  - To qualify for federal student aid, students must declare an eligible academic program of study and educational goal when completing their application for admission to the college.
- ★ Applicants will need to have their 2023 federal income tax return available (if applicable) in order to complete your FAFSA . Dependent student's parent must complete the Parent Contributor portion of the student's FAFSA.
- ★ After the FAFSA is submitted, the Federal Student Aid processor will notify you, by email in 1-3 days your FAFSA Submission Summary is available for viewing. Make sure to carefully read the Next Steps section of the FAFSA Submission Summary; it will indicate any errors that must be corrected and other important information.
- ★ SBVC will receive completed FAFSA applications from the Department of Education within 7-10 business days.

## 2. Check your (1) SBVC Student Email account, (2) Financial Aid Self-Service, and (3) Campus Logic portal for any required documents that **MUST** be electronically uploaded to the Financial Aid Office.

- ★ San Bernardino Valley College will notify you via Student Email once your FAFSA is received and if additional documents are required to determine your financial aid eligibility.
- ★ To know what documents must be submitted, login to your Student Email account or Colleague Self-Service and click the 'Financial Aid Self-Service' link.
- ★ If a student is eligible for a California College Promise Grant (CCCPG fee waiver), it will automatically be awarded once FAFSA results are received. To confirm a California College Promise Grant (CCPG) has been awarded, view your Financial Aid Offer Letter. Students who are placed on Academic Dismissal by the Counseling Department will not qualify for a CCPG until their eligibility is reinstated.



## 3. Students must submit all required documentation to the SBVC Financial Aid Office through the Campus Logic portal, as soon as possible.

- ★ Most required documents can be filled out and uploaded electronically through the Campus Logic portal scan the QR code or Campus Logic. <https://valleycollege.verifymyfafsa.com/>. Additional forms may be required on a case-by-case basis. These can be downloaded from the SBVC Financial Aid webpage link, 'Online Forms'.
- ★ All student files are processed, in the order they are received; processing may take up to 6-8 weeks.
- ★ After a student's file is processed, eligible awards are entered onto the Financial Aid Offer Letter. Students will receive an Offer Letter notification in their Student Email.



## 4. Students must make a BankMobile refund preference.

- ★ Check your Student Email for your "Personal Code" from BankMobile, or on the SBVC Financial Aid web page, click on "Disbursement (Receiving Your Aid)." Enroll at: <https://bankmobiledisbursements.com/refundchoices/>. Scan the QR code.
- ★ **ALERT!** - Students that do not select an electronic disbursement method will receive a paper check at least three weeks after the posted disbursement date.



# IMPORTANT FACTS ABOUT FINANCIAL AID FOR 2025-2026

- ★ 2025-2026 FAFSA application is available. Submit the **FREE** Application for Federal Student Aid (FAFSA) online at: [www.fafsa.gov](http://www.fafsa.gov) by the priority deadline.
- ★ Students may complete the FAFSA application online after the April 2nd priority deadline however, they may experience a delay in the processing of their financial aid.
- ★ It is strongly recommended that you file your 2023 federal income tax return, (if applicable) before completing your FAFSA.
- ★ To remain eligible for Federal Financial Aid students are required to meet SAP Standards:
  - Maintain a minimum **2.00** cumulative college **GPA**
  - Complete at least **67%** of all units **attempted**
  - Complete a degree or certificate program within 150% of units required for the chosen program of study

## HOW TO OBTAIN A CALIFORNIA COLLEGE PROMISE GRANT (CCPG) FEE WAIVER

If eligible, a California College Promise Grant (CCPG) should appear on your SBVC Financial Aid Offer Letter within 7-10 business days after adding SBVC school code to your FAFSA application online. Once it is entered, enrollment fees will automatically be waived when registering for classes. Students who paid for their class registration fees before being awarded a CCPG, will be automatically refunded. A reimbursement check for the unit registration fees for that active semester will be mailed out by the District Accounts Payable Department in four to six weeks, to the student's address on record in the Admissions and Records Office.

## FINANCIAL AID COUNTER SERVICE & REGULAR OFFICE HOURS

**FULL COUNTER SERVICE** is Monday through Friday during normal office hours\*.

- Monday and Thursday: 8:00 am - 5:00 pm
- Tuesday and Wednesday: 8:00 am - 7:00 pm
- Fridays: 8:00 am - 2:00 pm

### PHONE HOURS

- Monday - Thursday: 8:00 am - 5:00 pm
- Fridays: 8:00 am - 2:00 pm

\*Office hours are subject to change. Please check the SBVC Financial Aid main webpage at [www.valleycollege.edu/financial-aid/](http://www.valleycollege.edu/financial-aid/) for the most up to date office hours. The Financial Aid office may stop accepting students 30 minutes prior to the office closure time posted online.



The Financial Aid Computer Lab is open during regular Financial Aid Office hours based on staff availability. Students are encouraged to visit the Financial Aid Office for assistance in completing their FAFSA application online and obtain answers to general financial aid questions.

## HOW TO CHECK YOUR FINANCIAL AID STATUS ON COLLEAGUE SELF-SERVICE

You can access important information about your student file status using SBVC's online student portal Colleague Self-Service. From San Bernardino Valley College's main web page click on 'Log-In' at the top right corner, select 'Self-Service' and login.

Click on 'Financial Aid Self-Service', then select the 2025-2026 Award Year at the top left corner. Review the checklist for any missing documents. "Action Needed Complete required documents" indicates a student's file is incomplete, see Step 3 on reverse side.

The Financial Aid Office is now paperless. Most notifications will be emailed to your SBVC Student Email address. You must check your Student Email account and Financial Aid Self-Service regularly for updated financial aid information.

**For technical assistance logging on, please call the Computer Help Desk at (909) 384-4357 or click on the "Help" link at the top of the Colleague Self-Service menu.**