



TOCCOA FALLS C O L L E G E

Office of Financial Aid

107 Kincaid Dr MSC 900 Toccoa Falls, GA 30598

Email: finaid@tfc.edu; **Phone:** (706) 886-7299, ext. 5435; **Fax:** 706-282-6041

Signed Financial Aid Offer

This notification signifies that we have sent you an email with your signed financial aid offer attached. Action is needed from you to complete this requirement.

How to Complete the Signed Financial Aid Offer

- Search for finaid@tfc.edu in your email. If you cannot find an email from us, you can check your spam folder, or you can contact our office to send you a new copy.
- Please review, sign, and date the financial aid offer.
 - If you wish to accept your loans, you will simply need to sign and date the award letter.
 - If you do not wish to accept your loans, you will need to cross out the loans, sign, and date the document.
 - If you wish to accept a partial amount of your loans, you will need to cross out the amount stated on the financial aid offer and write in the amount you wish to take out. Once this is done, you will need to sign and date the form.
- You can turn in the completed form to our office via email, mail, fax, or by dropping it off in our office. If sending over email, please make sure the document is in a PDF format.

Our office will not accept the signed financial aid offer in a Word document format. If you want to make changes to your financial aid offer at any time after submitting it signed, please contact our office to make those changes.

If you have any questions, feel free to call or email us (*see top of page*). If you would prefer, you can also schedule a Zoom meeting, in person meeting, or phone call with a member of our Financial Aid Team at <https://calendly.com/tfc-financial-aid/>.