

STEP 1 – GATHER SUNCOAST TECHNICAL COLLEGE PROGRAM INFORMATION

- Make an appointment with a Suncoast School Counselor.
- Obtain program information, qualifications, costs, dates, hours, financial aid information.
- **Health Science Programs or Fire Fighter Program** must first attend information session.
 - For Health Science Programs @ Sarasota Campus(SRQ) call 941-924-1365 Ext. 62283 to schedule.
 - For Health Science Programs @ North Port Branch (NP) call 941-257-2252.
 - For Fire Fighter Program call 941-361-6629.
- **Law Enforcement and Corrections Program** meet with the counselor before CJBAT test.
 - After counselor meeting, contact Test Center, 924-1365 x 62322 SRQ or NP 941-257-2252
 - **After CJBAT** contact specific program instructor at 941-924-1365 X 62314

STEP 2 – COMPLETE SUNCOAST TECHNICAL COLLEGE APPLICATION

- **Complete Online Application:** <https://suncoast.focusschoolsoftware.com/focus/apply/>
- Pay \$45.00 application fee. (Good for 2 years and includes 1st attempt of TABE test)
- Provide **TWO** documents as proof of Florida residency.
- Complete **Request for Adult Academic 504 Accommodations** form and return to counselor.

STEP 3 - APPLY FOR FINANCIAL AID TO DETERMINE ELIGIBILITY (See Below)**

- To ensure timely processing of financial aid requests, all required documentation **MUST** be submitted, at minimum, 30 days prior to orientation, or the start of class, whichever comes first.

STEP 4 – TAKE REQUIRED TEST(S) or PROVIDE EXEMPTION DOCUMENTATION

- Take TABE test in Suncoast Test Center, if required.
- Test Center schedule - Refer to test calendar and call to schedule. (appointment required)
 - Contact SRQ Campus at 941-924-1365 Ext. 62322
 - Contact NP Campus at 941-257-2252 Ext. 20411
- Photo ID and visitor pass required.
- Obtain free TABE practice test review booklet prior to test date.
- Make appointment with counselor to discuss test results when completed.

STEP 5 – MEET WITH SCHOOL COUNSELOR

- Schedule appointment with Suncoast counselor to review test results and registration process.
- Upon counselor/department clearance, register for a class/program.

STEP 6 - REGISTER and PAY FEES

- Complete registration form with student services.
- Sign financial obligation form and pay fees for program.
 - Pay in full for all classes in the program.
 - Pay for each course as you register for the course.
 - Pay with financial aid / scholarship / Florida Pre-paid

STEP 7 – BRING TO FIRST DAY OF CLASS

- Present registration form at first class session.

****Financial Aid Process**

- To ensure timely processing of financial aid requests, all required documentation **MUST** be submitted, at minimum, 30 days prior to orientation, or the start of class, whichever comes first. Upon receipt of completed documentation, the STC Financial Aid Office will review documents and advise you of potential aid opportunities. You must accept financial aid to receive an award notification and deferral of fees.
- Please note submission of financial aid request does not guarantee a student will receive financial assistance. If financial aid is granted, please also understand that the initial disbursement may not be sufficient to cover all fees due at the time of registration. All students should be prepared to make payment of applicable fees at time of registration.
- Obtain FAFSA information from a Suncoast Counselor or Financial Aid Specialist.
- Complete and submit the on-line FAFSA application and get PIN number. - www.fafsa.ed.gov
- Contact Financial Aid at 924-924-1365 Ext 62318 or Ext 62363 one week after submitting application.