QUICK FACT – PORTAL REQUEST FUNDS

SMART Portal Request

Log into your SMART [here](#)
Click "SMART Program" from the blue bar at the top of the page
Click "Scholarships"

To request funds:

   a. Click the "Request Funds" button below your scholarships.
   b. Enter the school's Free Application for Federal Student Aid (FAFSA) code.
   c. Press the Tab key. The school's information will populate the field.
   d. Enter the Student ID. This is a required field.
   e. Press the Tab key to get to the Amount field.
   f. Enter the total amount you are requesting.
   g. Press the Tab key.
   h. Press the Enter key.

A message will appear at the top of the screen acknowledging that your request has been received.

The request will be processed and a check will be mailed within three (3) business days to the school. An email copy of the letter will be sent to the email address we have on file for the account. Checks are mailed via first class mail through the United States Postal Service.

We are sending some funds ACH and are adding more schools. These take about 10 days to process through the system to your school. However, your school still needs to move the funds into your student account.

QUICK FACT – PORTAL REQUEST FUNDS – (cont.)

Request
- Must be an enrolled student.
- Request 30-60 days in advance
- Need
  - School FAFSA code
  - Student ID (ID from your college)
  - Amount

Where does it go?
- Address associated with FASFA code
- Check your email, a copy of the check was sent to you via email, which has the address.
- Financial Aid Office

Do I have to do anything?
- Work with the school to use your funds.
- Tuition
- On campus:
  - Housing
  - Meal plan
- Through on campus book store:
  - Necessary supplies
  - Computer