Financial Aid Checklist
Seven Steps to Completing Financial Aid

Completing your application for financial aid can seem like an overwhelming process. We have created this checklist to help you keep track of what is completed, and remind you of the steps are left in the financial aid process. (The new year’s FAFSA is available online January 1 of each year.)

☐ Students must apply for admission to HCC and submit all prior transcripts: Official high school/GED and all official college transcripts.

☐ Apply for your 4-digit PIN at is www.pin.ed.gov.
  • Do this if you are completing the FAFSA for the first time.
  • If you’ve had financial aid in the past, use your previously established PIN.
    ▪ If you’ve forgotten your PIN, at this website, you can reestablish your PIN or request a duplicate PIN that can be shown to you on the computer screen.

☐ Gather information needed to properly fill out the FAFSA (Free Application for Federal Student Aid) form.
  • The prior year’s tax return. For example, to apply for Financial Aid for the 2014-2015 school year, you will need the 2013 tax return of the student and parent.
  • Prior year’s W-2 of the student and parent.

☐ If you have access to the Internet, you can visit http://www.fafsa.gov to fill out an online version of the FAFSA form.
  • HCC School Code: 001921
  • Properly fill out and complete the required sections of the 2014-2015 FAFSA form.
  • Carefully read and answer each question on the FAFSA form to avoid any delays in processing your application.
  • On the right side of the computer screen are helpful hints to know where to look on your taxes for the answer to each question or for clarification.
  • When possible, use the IRS Data Retrieval Tool to import taxes directly into the FAFSA. Use of the DRT is safe and secure.

☐ If you are selected for verification and/or your application requires additional documentation, you’ll receive an email from Campus Forms. Please promptly:
  • Complete and sign the verification worksheet (student/parent/spouse).
  • Submit copies of W-2s (student/parent/spouse).
  • Submit any additional forms requested to the Financial Aid office.

☐ When you have received your Financial Aid Award Letter in the mail, return a signed and dated copy to the Financial Aid office.

☐ If you accepted loans in your award letter, go to http://studentloans.gov to complete Entrance Counseling (first time borrowers only) and sign your Master Promissory Note (everyone).

Contact the Financial Aid office at HCC to verify the status of your financial aid.

- Amy Lackey (HCC Highland Campus)
  o Email: alackey@highlandcc.edu
  o Phone: 785-442-6023
  o Fax: 785-442-6106

- Stephanie Peterson (HCC Tech Center)
  o Email: speterson@highlandcc.edu
  o Phone: 913-367-6204
  o Fax: 913-367-3107