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.

  - Do this if you are completing the FAFSA for the first time.
  - If you’ve had financial aid in the past, you’ll be prompted to create an FSA ID which will be linked to your PIN.
    - If you’ve forgotten your PIN, you’ll answer a challenge question to link the 2 together.

☐ 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 2015-2016 school year, you will need the 2014 tax return of the student and parent.
  - The 2014 W-2(s) 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 2015-2016 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 a letter from us. Please promptly:
  - Complete and sign the verification worksheet (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