



# Financial Aid Checklist

## *Seven Steps to Completing Financial Aid*



As your high school graduation quickly approaches, applying to college can become a stressful process. To better help you make the transition from high school to Highland Community College, we have created this checklist that will help you keep track of what is completed, and remind you of what steps are left in the financial aid process. (The new year's FAFSA is available online Jan. 1 of each year.)

- Apply for your 4-digit PIN at is [www.pin.ed.gov](http://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 2013-2014 school year, you will need the 2012 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 2013-2014 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.
  
- If the Financial Aid office notifies you that you have been selected for verification and/or requires additional documentation, promptly:
  - Submit all prior transcripts: Official High School/GED and all official college transcripts.
  - Complete and sign the verification worksheet (student and parent).
  - Submit copies of parent and student W-2's.
  - 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)
    - Email: [alackey@highlandcc.edu](mailto:alackey@highlandcc.edu)
    - Phone: 785-442-6023
    - Fax: 785-442-6106
  - Stephanie Peterson (HCC Tech Center)
    - Email: [speterson@highlandcc.edu](mailto:speterson@highlandcc.edu)
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