



Financial Aid Checklist

Six 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 October 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 Federal Student Aid (FSA) ID at <https://fsaid.ed.gov/>.
 - 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.
 - If you've forgotten your FSA ID, you may be emailed a link to access your FSA ID or you may answer challenge questions to access your information.
- Gather information needed to properly fill out the FAFSA (Free Application for Federal Student Aid) form.
 - The prior-prior year's tax return. For example, to apply for Financial Aid for the 2017-2018 school year, you will need the 2015 tax return of the student and parent.
 - The 2015 W-2(s) of the student and parent.
- If you have access to the Internet, you can visit <http://www.fafsa.ed.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 2017-2018 FAFSA form.
 - 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. We currently partner with Inceptia and use their Verification Gateway website to process your verification documentation. Once you receive the letter from us saying you have been selected, you will need to do the following:
 - Log into www.verificationgateway.org/highlandcc2018 and create a username and password.
 - Both the Student and Parent (if applicable) will need to complete all requested documents.
 - Electronically sign both sets of information once all documents have been completed.
 - Once completed, your account will be reviewed and we'll be notified once everything has been cleared.
- When you have received your Financial Aid Award Letter in the mail, return a signed and dated copy to the Financial Aid office.

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

- Financial Aid Office (HCC Highland Campus)
 - Email: financialaid@highlandcc.edu
 - Phone: 785-442-6135
 - Fax: 785-442-6106
- HCC Tech Center
 - Email: HCCTC@highlandcc.edu
 - Phone: 913-367-6204
 - Fax: 913-367-3107