



Financial Aid Checklist

2023-2024 Academic Year



The FAFSA (Free Application for Federal Student Aid) opens **October 1** of each year at www.studentaid.gov.

- Students must apply for admission to Highland Community College and submit all transcripts:
 - Official high school/Home school/GED transcript
 - All official prior college transcripts
- Information needed to properly fill out the FAFSA:
 - The **2021** tax return of the student and parent
 - The **2021** W-2(s) of the student and parent
- Apply for your Federal Student Aid (FSA) ID at www.studentaid.gov.
 - The student and a parent must each create their own FSA ID.
 - If you are completing the FAFSA for the first time, click on “Create Account.”
 - If you’ve applied for federal financial aid before, click on “Log In.”
 - Parents who have previously done a FAFSA will use the same FSA ID for all their children.
 - If you’ve forgotten your user name or password, click on “Forgot My Username” or “Forgot My Password” and follow the prompts.
- Tips for filling out the FAFSA:
 - Highland Community College School Code: 001921
 - Carefully and accurately complete all required sections.
 - When possible, use the IRS Data Retrieval Tool (DRT) to import tax information directly from the IRS into the FAFSA.
 - If you cannot use the IRS DRT, there are helpful hints on each screen to assist you with each question.
 - If you have technical issues with the FAFSA website, contact them directly at 1-800-433-3243.
- Once we receive your FAFSA, we will review it for any potential issues. You could be selected for Verification which is the process of confirming you completed the FAFSA accurately. To complete the verification process, some of the documentation we may request could include, but is not limited to,
 - Verification of household size and number in college
 - **2021** Tax Return Transcript OR **2021 signed** IRS Form 1040 and Schedules 1, 2, & 3 (if applicable)
 - **2021** W-2(s)
- Once all processes are complete, you will receive a mailed Financial Aid Offer. It will list all federal aid you are eligible to receive. Review the offer, fill out the “School Copy,” including a hand-written signature, and return it to our office via mail, fax, or email.

Please contact Highland Community College’s financial aid office if you have questions.

HCC Financial Aid
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