



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 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 2021-2022 school year, you will need the 2019 tax return of the student and parent.
 - The 2019 W-2(s) of the student and parent.
- If you have access to the Internet, you can visit <https://studentaid.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 2021-2022 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.
- Once we receive your FAFSA, we will review it for any issues that we may need to resolve. One task that you may need to complete is called Verification. Verification is the process of making sure you completed the FAFSA accurately so we can make sure we are awarding you the maximum amount of financial aid you are eligible for. To complete the verification process, some of the documents we may collect will include:
 - 2019 Tax Return Transcript or 2019 signed tax return along with schedules 1, 2, and/or 3.
 - 2019 W2s
 - Verification of household size and number in college
- 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 (Highland Campus)

Email: financialaid@highlandcc.edu

Phone: 785-442-6000 ext. 2002

Fax: 785-442-6106

HCC Tech Center

Email: HCCTC@highlandcc.edu

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