



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 fill out your application. 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.
- Gather information needed to properly fill out the FAFSA (Free Application for Federal Student Aid) form.
 - To apply for Financial Aid for the 2022-2023 school year, you will need the 2020 tax return of the student and parent.
 - The 2020 W-2(s) of the student and parent.
- Apply for your Federal Student Aid (FSA) ID at www.studentaid.gov.
 - Click on “Create Account” if you are completing the FAFSA for the first time.
 - If you’ve had financial aid in the past, click on “Log In” and you’ll be prompted to enter your FSA ID.
 - 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 at www.studentaid.gov.
 - HCC School Code: 001921
 - Properly fill out and complete the required sections of the 2022-2023 FAFSA form.
 - On the FAFSA there 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 (DRT) 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 offering you the maximum amount of financial aid you are eligible to receive. To complete the verification process, some of the documents we may collect could include:
 - 2020 Tax Return Transcript or 2020 **signed** tax return along with schedules 1, 2, and/or 3.
 - 2020 W2s
 - Verification of household size and number in college
- When you have received your Financial Aid Offer Letter in the mail, return a signed and dated copy to our financial aid office.

Contact information for Highland Community College’s financial aid office:

Financial Aid Office (Highland Campus)

Email: financialaid@highlandcc.edu

Phone: 785-442-6000 ext. 2002

Fax: 785-442-6106