

Financial Aid Checklist

BEGIN

- **Apply for financial aid.** Apply after January 1st of each year once you have completed your tax return. You can apply for financial aid by visiting www.fafsa.ed.gov. Priority is given to those **who file** their FAFSA by **April 15th** for the Fall semester. **Filing after May 1st may cause delay** in processing student's financial aid for the Fall semester.
- **Have your PIN(s) ready.** Student and parent (if student is dependent) need a personal identification number (PIN) from the Department of Education to sign their electronic application. To request or re-request a PIN go to <http://www.pin.ed.gov>.
- **Apply for admissions.** You must be accepted into a financial aid eligible program. Your financial aid application will not be processed until you are accepted. In addition, students must be a high school graduate, obtain a GED/HSED, or pass the ability to benefit test.

FOLLOW THROUGH

- **Review your SAR.** The application results are sent to your home address or email and electronically to the school(s) you have chosen on the application. When you receive your Student Aid Report (SAR) from the Department of Education read it carefully. If your SAR is rejected or corrections are necessary, please contact the Financial Aid Office.
- **Complete your forms.** Upon the financial aid office receiving your application, we will be mailing you a letter listing additional documentation that we may need. Make sure you complete all of the required forms and submit all requested information. Financial aid applications will not be processed if the information requested is not returned.

END RESULT

- **Financial aid award notification.** Your letter award brochure will give you exact instructions on how to view your awards online. **ALL Student Loan Borrowers** must accept or decline their student loan.

NEW STUDENT LOAN BORROWERS MUST:

- **Complete Entrance Loan Counseling.** If you are accepting a loan listed on your financial aid awards and you have not received a prior Stafford loan, you must complete the Entrance Loan Counseling step. If you have received a prior Stafford loan and are accepting a new Direct Loan, it is recommended that you complete Entrance Loan Counseling again. Go to www.studentloans.gov and sign in to complete this (you will need your PIN number from the Department of Education). You will receive a confirmation message when successfully completed and LTC will receive an electronic confirmation.
- **Complete a Master Promissory Note.** If you are accepting student loans listed on your financial aid awards, go to www.studentloans.gov and sign in to complete the Direct Loan MPN. You will

need your PIN number from the Department of Education to electronically sign your MPN. Once this is completed, this MPN can be used for up to 10 years.