

Financial Aid Checklist

1. Complete the Free Application for Financial for Federal Student Aid @ www.fafsa.ed.gov.
2. Read the instructions completely prior to completing the application.
3. **If you are enrolling prior to June 30, 2017**, you will need to complete the Free Application for Federal Student Aid 2016/2017 year based on 2015 tax documents AND complete the Free Application for Federal Student Aid 2017/2018 based on 2016, or 2015, tax documents.
 - o If you are a dependent student, you will need 2015 and 2016 tax documents for yourself and your parents. (23 yrs or younger, not married, no children)
 - o If you are an independent student, you will need 2015 and 2016 tax documents for yourself and your spouse if you are married.
4. **If you are enrolling after June 30, 2017**, you will only need to complete the Free Application for Federal Student Aid 2017/2018 based on 2016 tax documents.
5. Make sure to click on the submit button and print your confirmation page.
6. **Call the financial aid office 2-3 business days after submission to make an appointment to discuss financial arrangements.**

Tips for filling out your financial aid application:

- The school code is **014574**.
- You are most likely dependent if you were born after 01/01/1993, not married, and do not have children that you support.
- You are most likely independent if you were born before 01/01/1993, are married, or have children that you support.
- **When given the option, use the IRS Data Retrieval Tool (DRT). When you are linked to the IRS website, make sure that the address you enter and the address on your tax form match EXACTLY.**
- If the IRS Data Retrieval Tool does not work, you will need to fill in your tax information manually.
- “When you begin the 2016/2017 (or 2017/2018) school year, what degree or certificate will you be working on?” Your answer should be: **CERTIFICATE/DIPLOMA (Occupational, technical, or educational program of less than 2 years.)**