

## **Financial Assistance Office**

202 Picken Hall (785) 628-4408 600 Park Street (800) 628-FHSU Hays, KS 67601 (785) 628-4014 (fax)

www.fhsu.edu/finaid

2014-15 **Financial Aid Application Checklist** for New Students

Ste	p 1 – Review Options for Paying for College					
o o	Put time on your side. Applying for and receiving financial aid can take several weeks, even months, depending on your individual circumstances. Apply early and respond promptly to requests for information and action.  Review all available options to assist you in paying for college, including grants, loans, scholarships, workstudy, personal savings, etc. For more information about types of aid, visit <a href="https://www.fhsu.edu/finaid/types-of-aid/">https://www.fhsu.edu/finaid/types-of-aid/</a> .  Estimate your cost to attend college. Your Cost of Attendance (COA) is an estimate of the total amount it will cost you to go to college, including tuition and fees, books and supplies, room and board, loan origination fees, travel expenses, parking fees, and personal/miscellaneous expenses. To estimate your COA at FHSU, go to <a href="https://www.fhsu.edu/finaid/Forms/">https://www.fhsu.edu/finaid/Forms/</a> , and select the "Cost of Attendance Worksheet." Current FHSU tuition and fee schedules are available at <a href="https://www.fhsu.edu/sfs/students">https://www.fhsu.edu/sfs/students</a> parents/tuition/. Tuition and fee rates for 2014-15 will be finalized in early July 2014.					
Step 2 – Apply for Admission to FHSU						
	Apply for admission to FHSU. Visit <a href="http://www.fhsu.edu/admissions/">http://www.fhsu.edu/admissions/</a> for more information.  NOTE: Financial aid will not be awarded until you have applied for admission and have been accepted as a degree-seeking student at FHSU.					
	<b>Send all official college academic transcripts to the FHSU Registrar's Office</b> , 600 Park Street, Hays, KS 67601 if you have taken any college coursework at another institution. In most cases, aid cannot be calculated until all transcripts are received and reviewed by the Registrar's Office.					
Step 3 – Activate your TigerTracks Account and Check your Email Regularly						
	Activate your TigerTracks account by visiting <a href="https://secure.fhsu.edu/register/">https://secure.fhsu.edu/register/</a> . All financial aid document submission is logged and organized on the "Financial Aid Eligibility" page in TigerTracks. 1) Login to TigerTracks, 2) click on the "Online Services" tab, 3) click on the "Financial Aid Eligibility" link under "Finances," and 4) select the "Your Documents" tab. Regularly check your TigerTracks account for updated information.  Check your email regularly for information from FHSU. We send most of our correspondence by email notification to the email address you provide on the FAFSA. Our emails will usually contain links to TigerTracks to view your specific information (including award letters) and read messages.					
Step 4 – Apply for Scholarships						
	Apply for FHSU scholarships online at <a href="https://www.fhsu.edu/finaid/Scholarships/">https://www.fhsu.edu/finaid/Scholarships/</a> . The priority deadline for FHSU Scholarships is November 15, 2013, and the final deadline is February 15, 2014.  Complete the State of Kansas Student Aid Application online at <a href="http://www.kansasregents.org/scholarships">http://www.kansasregents.org/scholarships</a> and <a href="grants">grants</a> if you are a State of Kansas Scholar. Priority deadline is May 1, 2014.  Search for other scholarship opportunities on the FHSU Scholarship Search webpage - <a href="https://www.fhsu.edu/Scholarship.aspx">https://www.fhsu.edu/Scholarship.aspx</a> .					
Step 5 – Apply for Federal Financial Aid – Priority Deadline: March 1, 2014						
	Obtain a Federal Student Aid Personal Identification Number (PIN) for use throughout the federal aid process during (and after) college from the U.S. Department of Education's PIN Web site at <a href="www.pin.ed.gov">www.pin.ed.gov</a> . If you are a parent and want to electronically sign a FAFSA for your child, you need your own PIN.  Complete the Free Application for Federal Student Aid (FAFSA) online at <a href="http://www.fafsa.ed.gov">http://www.fafsa.ed.gov</a> . You should complete your FAFSA as soon after January 1, 2014 as possible but before the March 1, 2014 priority deadline. Applications are accepted after the priority deadline but limited types of aid are awarded to eligible applicants who apply first. If at all possible, use the IRS					
	Data Match option when you apply. <i>The FHSU school code is 001915</i> .					

## Step 6 – Review your Student Aid Report (SAR)

Review your Student Aid Report (SAR), which is sent to you via e-mail or postal mail after you file the FAFSA, for accuracy. If you filed your FAFSA online, you should receive your SAR within 5-7 days. Unless you have been selected for verification, correct inaccurate items online at www.fafsa.gov or on the paper SAR, if you receive one. If you have been selected for verification, check your TigerTracks account for additional documents we need to complete the verification process.

St	Step 7 – Submit Requested Documents to FHSU						
	Submit any requested documents to FHSU. After March 1, the FHSU Financial Assistance Office will begin sending email notifications requesting additional information to students who have submitted a FAFSA. Please respond promptly. Contact us if you have questions.  Complete and submit the FHSU Financial Aid Data Form. Upon receiving an email notification requesting completion of the Financial Aid Data Form, login to the "Financial Aid Eligibility" page in TigerTracks, and select the "Your Documents" tab.  If you are selected for verification, be sure to respond to requests for information as soon as possible.						
Step 8 – Accept or Decline your Financial Awards							
	the "Financial Aid Eligibility" page in TigerTracks, and select the "Accept Awards" tab. You will be able to accept or decline any/all awards listed.						
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St	Step 9 – Early Enroll in Classes						
St	ep 10 – Sign your Loan Master I	Promissory Note (MPN) and	Complete Entrance Counselin	g, if Applicable			
	For Direct Loans, sign a Master Promissory Note (MPN) online at <a href="https://studentloans.gov">https://studentloans.gov</a> if this is the first Direct Subsidized/Unsubsidized Loan you have received. Complete loan Entrance Counseling online at <a href="https://studentloans.gov">https://studentloans.gov</a> .  For Perkins Loans, sign a Master Promissory Note (MPN) and complete loan Entrance Counseling when notified by ECSI. For more information, visit <a href="http://www.fhsu.edu/sfs/perkins/">http://www.fhsu.edu/sfs/perkins/</a> .						
St	ep 11 – Find a Student Job						
_	<ul> <li>□ Find an on-campus workstudy job if awarded Federal Workstudy. View Federal Workstudy job listings online in JobX by logging into your TigerTracks account&gt;Online Services&gt;JobX Access for Students&gt;Find a Job.</li> <li>□ Find an on-campus departmental job if you are not awarded Federal Workstudy. View on-campus non-workstudy job listings online in JobX by logging into your TigerTracks account&gt;Online Services&gt;JobX Access for Students&gt;Find a Job.</li> </ul>						
Many jobs have online applications which can be submitted electronically, and others have contact information for students to arrange interviews. For more information, contact the Student Employment Office or visit <a href="http://www.fhsu.edu/finaid/Student-Employment/">http://www.fhsu.edu/finaid/Student-Employment/</a> .							
Step 12 – Finalize Enrollment							
	<b>Finalize your enrollment</b> . Several weeks before each semester begins, you will be notified by email that it is time to finalize your enrollment. Make sure to finalize your enrollment by the deadline so that your classes are not dropped. Contact Student Fiscal Services if you have questions.						
CONTACT INFORMATION FOR FHSU AND OTHER RESOURCES							
	FHSU Student Fiscal Services (billing, payments, student accounts) 785-628-5251 www.fhsu.edu/sfs/	FHSU Admissions Office 785-628-5666 www.fhsu.edu/admissions/	FHSU Tiger Info 800-628-3478 tigerinfo@fhsu.edu	FHSU Student Employment Office 785-628-5227			
	Federal Processor/FAFSA	FAFSA4caster www.fafsa4caster.ed.gov	Direct Loan Servicing Center	Direct Loan MPN Issues			

www.myedaccount.com

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www.fafsa.ed.gov