FORT HAYS STATE UNIVERSITY

Financial Assistance Office

Picken Hall
600 Park Street
Hays, KS 67601

Phone: (785) 628-4408
Toll-free: 1-800-628-FHSU
FAX: (785) 628-4014

Contact us: http://fhsu.edu/finaid/contact-us

Financial Aid Application Checklist for Continuing Students 2012-13

Step 1 – Review Options for Paying for College

- ❒ **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 https://www.fhsu.edu/finaid/types-of-aid/.
- ❒ **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 https://www.fhsu.edu/finaid/Forms/, and select the "Cost of Attendance Worksheet." Current FHSU tuition and fee schedules are available at https://www.fhsu.edu/sfs/students_parents/tuition/. Tuition and fee rates for 2012-13 will be finalized in early July 2012.

Step 2 – Check your Email and TigerTracks Account Regularly

- ❒ **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.
- ❒ **Check your TigerTracks account by visiting** https://secure.fhsu.edu/register/. 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.

Step 3 – Apply for Scholarships

- ❒ **Apply for FHSU scholarships** online at https://www.fhsu.edu/finaid/Scholarships/. The priority deadline for FHSU Scholarships is **November 15, 2011**, and the final deadline is **February 15, 2012**.
- ❒ **Complete the State of Kansas Student Aid Application** online at http://www.kansasregents.org/scholarships_and_grants if you are a State of Kansas Scholar. Priority deadline is May 1, 2012.
- ❒ **Search for other scholarship opportunities** on the FHSU Scholarship Search webpage - https://www.fhsu.edu/Scholarship.aspx.

Step 4 – Apply for Federal Financial Aid – Priority Deadline: March 1, 2012

- ❒ **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 www.pin.ed.gov. 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 **http://www.fafsa.ed.gov**. You should complete your FAFSA as soon after January 1, 2012 as possible but before the March 1, 2012 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. ***The FHSU school code is 001915***.

Step 5 – 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.

Step 6 – 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 7 – Accept or Decline your Financial Awards

- ❒ **Accept or Decline your financial awards.** Upon receiving email notification that your financial aid awards are pending, login to 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.
- ❒ **If you wish to take out a Parent PLUS Loan**, please visit http://www.fhsu.edu/finaid/Loans/ for more information.
- ❒ **Promptly notify the FHSU Financial Assistance Office of any outside scholarships, grants, or other types of student aid** you have received or expect to receive by completing the Additional Resources form at http://www.fhsu.edu/finaid/Forms/. Additional aid must be reported and may change your eligibility for several federal aid programs.

Step 8 – Early Enroll in Classes

- ❒ **Early enroll in classes and make sure your aid package matches your enrollment level**. If you indicate that you are going to be a full-time student but do not enroll in enough classes, we cannot disburse your aid. Registering in the right classes for your degree program is important, but it is also important to enroll in the correct number of credit hours. For more information about enrollment level and General Eligibility, visit https://www.fhsu.edu/finaid/General-Eligibility/.

Step 9 – Sign your Loan Master Promissory Note (MPN) and Complete Entrance Counseling, if Applicable

- ❒ **For Direct Loans, sign a Master Promissory Note (MPN)** online at https://studentloans.gov if this is the first Direct Subsidized/Unsubsidized Loan you have received. **Complete loan Entrance Counseling** online at https://studentloans.gov.
- ❒ **For Perkins Loans, sign a Master Promissory Note (MPN)** and **complete loan Entrance Counseling** when notified by ECSI. For more information, visit http://www.fhsu.edu/sfs/perkins/.

Step 10 – Find a Student Job

- ❒ **Find an on-campus workstudy job if awarded Federal Workstudy**. View Federal Workstudy job listings online in JobX by logging into your TigerTracks account>Online Services>JobX Access for Students>Find a Job.
- ❒ **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>Online Services>JobX Access for Students>Find a Job.

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 http://www.fhsu.edu/finaid/Student-Employment/.

Step 11 – Finalize Enrollment

- ❒ **Finalize your enrollment**. 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
800-433-3243
www.fafsa.ed.gov

FAFSA4caster
www.fafsa4caster.ed.gov

Direct Loan Servicing Center
800-848-0979
www.myedaccount.com

Direct Loan MPN Issues
800-557-7394
www.myedaccount.com