



### 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/](https://www.fhsu.edu/sfs/students_parents/tuition/). Tuition and fee rates for 2023-24 will be finalized in early July 2023.

### Step 2 – Check your Email and Workday 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 Workday to view your specific information (including award letters) and read messages.
- ☐ **Check your Workday account by visiting [www.myworkday.com/fhsu](http://www.myworkday.com/fhsu).** All financial aid document submission is logged and organized on the "Financial Aid Eligibility" page in Workday. 1) Login to Workday, 2) click on the "myFHSU" tab, 3) click on the "Financial Aid Eligibility" tab under "Financials," and 4) select the "Your Documents" tab. Regularly check your Workday 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, 2022**, and the final deadline is **February 15, 2023**.
- ☐ **Complete the State of Kansas Student Aid Application** online at [http://www.kansasregents.org/scholarships\\_and\\_grants](http://www.kansasregents.org/scholarships_and_grants) if you are a State of Kansas Scholar. Priority deadline is May 1, 2023.
- ☐ **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: December 1, 2022

- ☐ **Obtain a Federal Student Aid FSA ID** which consists of a username and password combination that allows you to sign your FAFSA electronically. Your FSA ID can be used to sign loan contracts and to access certain information online. You can get your FSA ID as you fill out the FAFSA.
- ☐ **Complete the Free Application for Federal Student Aid (FAFSA)** online at [studentaid.gov](http://studentaid.gov). You should complete your FAFSA as soon after October 1, 2022 as possible but before the December 1, 2022 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.

### Step 6 – Submit Requested Documents to FHSU

- ☐ **Submit any requested documents to FHSU.** After November 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, click on "myFHSU" in Workday, and then select "Financial Aid Eligibility" under the financials tab. If you are selected for verification, be sure to respond to requests for information and complete the data form as soon as possible.

### Step 7 – Accept or Decline your Financial Aid Offer

- ☐ **Accept or Decline your financial offer.** Upon receiving email notification that your financial aid offer is pending, click on “myFHSU” in Workday, and then select “Financial Aid Eligibility” under the financials tab. You will find your award offer under the menu and accept/decline offer. Please be sure to “accept/ decline” all of your financial aid listed. Any items left at “pending” will result in a delay of your disbursement.
- ☐ **If you wish to take out a Parent PLUS Loan,** please visit <http://www.fhsu.edu/finaid/Loans/> for more information.
- ☐ **Outside scholarships must be sent to the Student Fiscal Services Office**  
All outside scholarships must be sent to the student fiscal services office on campus. Their address is 317 Picken Hall, 600 Park Street, Hays, KS 67601. You may also contact their office at 785-628-5251 if you have additional questions.

### 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/>.
- ☐ **Notify the Financial Assistance Office if you no longer plan to attend FHSU** by completing an online inquiry form at <https://www.fhsu.edu/finaid/Inquiry/>.

### 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://studentaid.gov> if this is the first Direct Subsidized/Unsubsidized Loan you have received. **Complete loan Entrance Counseling** online at <https://studentaid.gov>.

### Step 10 – Find a Student Job

- ☐ **Find an on-campus workstudy job** if awarded Federal Workstudy. View Federal Workstudy job listings online in Workday by logging into Workday>Career>Find Student Jobs.
- ☐ **Find an on-campus departmental job** if you are not awarded Federal Workstudy. View on-campus non-workstudy job listings online in Workday by logging into Workday>Career>Find Student Jobs.

All jobs have online applications which can be submitted electronically and allow you to upload your resume. For more information, contact the Student Employment Office or visit <http://www.fhsu.edu/finaid/StudentEmployment/>.

### Step 11 – Confirmation of Attendance

- ☐ **Confirmation of Attendance-** Several weeks before each semester begins, you will be notified by email that it is time to confirm your enrollment. Make sure to confirm 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/](http://www.fhsu.edu/sfs/)

**FHSU Admissions Office**  
785-628-5666  
[www.fhsu.edu/admissions/](http://www.fhsu.edu/admissions/)

**FHSU TigerTech HelpDesk**  
785-628-3478  
<https://www.fhsu.edu/technology/support-students>

**FHSU Student Employment Office**  
785-628-5227

**Federal Processor/FAFSA**  
800-433-3243  
[studentaid.gov](http://studentaid.gov)

**FAFSA4caster**  
[studentaid.gov](http://studentaid.gov)

**Direct Loan Servicing Center**  
800-433-3243  
[studentaid.gov](http://studentaid.gov)

**Direct Loan MPN Issues**  
800-557-7394  
[studentaid.gov](http://studentaid.gov)