

Financial Aid Application Checklist



Step 1: Free Application for Federal Student Aid (FAFSA)

Complete the FAFSA each academic year. Priority is given to applications completed by **March 1st**.

1. New applicants: Create a Federal Student Aid (FSA) ID at [FSAID.ed.gov](https://fsaid.ed.gov)
 - a. Dependents: Your parent(s) will also need to create an FSA ID
2. Use your FSA ID to complete the FAFSA at [FAFSA.gov](https://fafsa.gov)
 - a. Summer-start applicants: Complete the FAFSA for the same academic year as the previous fall/spring
 - b. Using the IRS Data Retrieval Tool (DRT) will reduce the chances of being chosen for verification (step 2)
 - c. ACC's school code: 001346
3. Review your SAR for accuracy. Please note that financial aid listed on the SAR is an estimate for the full academic year
 - a. The SAR is emailed to the student once the FAFSA is complete
 - b. If necessary, correct inaccurate items online at [FAFSA.gov](https://fafsa.gov)

Step 2: Verification

30% of FAFSA applicants are selected for verification, a process to ensure accuracy of the information provided.

1. Selected students will be notified by ACC via student email and must submit additional documents, such as a verification worksheet and an IRS Tax Return Transcript. The specific required documents will be posted to the Financial Aid Requirements channel in myACC.

Your file cannot be reviewed until all documents are received, so students are encouraged to complete this step promptly.

Once all documents are received it can take up to **4 weeks** before students will receive an Award Letter (step 3).

Step 3: Award Letter

Financial aid recipients will receive an Award Offer Letter via their student email, which will direct students to view their award offers on the Student Finance tab in myACC ([Arapahoe.edu](https://arapahoe.edu)) and also give students vital information about how to receive and maintain their awards.

1. Grant aid is automatically accepted on the student's behalf.
2. Loan offers can be accepted or declined through myACC. Loans must be accepted in order to be processed.
3. Work Study Awards do not guarantee employment. Available positions can be found at [Arapahoe.edu/WorkStudy](https://arapahoe.edu/WorkStudy)

Step 4: Scholarships

Most ACC scholarship applications are due March 1st.

1. Visit [Arapahoe.edu/Scholarships](https://arapahoe.edu/Scholarships) to review and apply for scholarships. Many scholarships will require applicants to demonstrate a financial need, which is determined by the FAFSA.
2. Private scholarship recipients can direct the issuing organization to send a check to the Scholarship Coordinator in ACC's Financial Aid Office.

Step 5: Loans

First-time borrowers at ACC must also complete Entrance Counseling **and** a Master Promissory Note (MPN) at [StudentLoans.gov](https://studentloans.gov):

1. Log-in with your FSA ID.
2. Have your Social Security Number, driver's license number and two personal references available.

Step 6: Monitor Your Status and Eligibility Requirements

Eligibility requirements, which are listed on the Award Letter, should be reviewed to ensure eligibility for awards received. Students should monitor their student email on an ongoing basis to ensure receipt of any further requests.

It can take up to 6 weeks to process an aid offer once the FAFSA has been successfully completed.

Priority Completion Deadlines:

ACC guarantees that all students who submit all required documents to the ACC Financial Aid Office by:

- **March 1** will receive an aid award package prior to the first day of **Fall** classes
- **December 1** will receive an aid award package prior to the first day of **Spring** classes

Students with a total bill that exceeds their total financial aid must make alternate payment arrangements for the balance by each semester's payment deadline.