

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 **April 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. ACC's school code: 001346
 - b. Summer-start applicants: Complete the FAFSA for the same academic year as the previous fall/spring.
 - c. Using the IRS Data Retrieval Tool (DRT) will reduce the chances of being chosen for verification (step 2).
3. Review your Student Aid Report (SAR) for accuracy, which is emailed to the student once the FAFSA is complete. Please note that financial aid listed on the SAR is an estimate for the full academic year.
 - a. If necessary, correct inaccurate items online at [FAFSA.gov](https://fafsa.gov).

Step 2: Verification

The Dept of Ed selects 30% of FAFSA applicants for verification, a process that ensures accuracy of information provided.

1. Selected students will be notified by ACC 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. The same documents are required from parents of dependents.

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 **2 weeks** before students will receive an offer.

Step 3: Scholarships

Most scholarship applications open January 1st and close May 15th, with priority given to those completed by **April 1st**.

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

Step 4: 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)).

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.

Step 5: Loans

First-time borrowers at ACC must also complete Entrance Counseling **and** a Master Promissory Note (MPN):

1. Log-in to [StudentLoans.gov](https://studentloans.gov) with your FSA ID.
2. Have available: Social Security Number, driver's license number and two personal references.

Step 6: Monitor Your Status

Monitor your student email and myACC's Student Finance tab ([Arapahoe.edu](https://arapahoe.edu)) on an ongoing basis.

It takes about **4-6 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:

- **July 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 to avoid being dropped from classes.