

2013-2014 LAWSON STATE FINANCIAL AID CHECKLIST

Go to www.lawsonstate/financialaid for help or call 205-929-6380

- _____ 1. New students must apply for admission and be admitted to Lawson State before aid will be processed or awarded. Please contact the Admission Office at the campus you plan to attend.
- _____ 2. Please go to the www.pin.ed.gov web site and apply for a **Personal Identification Number (PIN)**. A PIN allows you to electronically sign and submit the Free Application for Federal Student Aid (FAFSA) without having to print, sign, and mail a signature page to the FAFSA processor. A PIN saves time and mistakes. A PIN allows you to make corrections to your FAFSA online and gives you access to the Student NSLDS site that tracks all of your financial aid from all schools.
- _____ 3. All students must fill out the Free Application for Federal Student Aid (FAFSA) every award year. You can apply online at www.fafsa.ed.gov or complete the paper application after January 1st for an award year. Read and follow all the instructions on the form or if online use your PIN to electronically sign and submit your application. Use **Federal School Code Number 001059** for all Lawson State locations. Financial aid is never renewed automatically. If you have questions about completion of the FAFSA, making corrections, or adding Lawson State to an existing FAFSA call 1-800-4-FED-AID. Upon receipt of the FAFSA, if you are admitted, you will be sent a paper and an e-mail Missing Information Letter (MIL). If you are a registered student, Student Suite, Student Information Center, Financial Information, and Financial Aid Requirements will show missing items for 2013-2014.
- _____ 4. All students must fill out the combined [Institutional Data Form](#) each year to go along with their FAFSA.
- _____ 5. If your FAFSA information fails to confirm any of the following, you must provide documented proof:
 - You are an eligible non-citizen
 - You are registered with the Selective Service (SS); if a male student and not registered, call SS at (847) 688-6888
 - You are NOT in default on a federal Student Loan
- _____ 6. If your application information states that you are selected for verification, you must provide:
 - Independent Verification Worksheet (downloadable from our web site for 2013-2014) **OR** Dependent Verification Worksheet(downloadable from our web site for 2013-2014).
 - A signed copy of your 2012 federal tax transcripts with W-2(s) including schedules. If you are married, you will need a signed copy of your spouse's tax transcripts with W-2(s) including schedules. If you are a dependent student, you will need a signed copy of your parents' 2012 federal tax transcript with W-2(s) including schedules. To obtain a 2012 IRS Tax Return Transcript, call the IRS at 1-800-829-1040.
 - If you, your spouse, or your parents did not file an income tax return for the 2012 tax year you will need to provide a written statement and documentation of how you were supported along with the Verification Worksheet **OR** complete the college's *Non-Filer Statement*.
- _____ 7. All students must be making Satisfactory Academic Progress (SAP). If you are not, you will receive a SAP letter and your award will be placed in a hold status pending a written appeal with 3rd party documentation. Appeal procedures and Forms are available on our web site. If we award prior to Fall/T1, we will check SAP in June and August after grades are in and cancel any awards if you are not making progress. You must then appeal.
- _____ 8. When your file is complete, an award letter will be mailed to you. If the award is not accepted, awardee must sign the award notification and return to the Office of Student Financial Services.
- _____ 9. Your award is divided into either two disbursements.