

2019 – 2020 LAWSON STATE COMMUNITY COLLEGE FINANCIAL AID CHECKLIST

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

____ 1. New students must apply for admission and be admitted to Lawson State Community College before aid will be processed or awarded. Please contact the Admissions Office for application or information.

____ 2. Please go to the <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid/> web site and apply for a **Federal Student Aid ID (FSA ID)**. An FSA ID 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. An FSA ID saves time and mistakes by retrieving your or your parent's tax information via the IRS Data Retrieval System. You must answer your IRS security questions accurately. An FSA ID 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 after October 1st for each award year. Read and follow all instructions. Use your FSA ID to electronically sign and submit your application. Use **Federal School Code Number 001059** for both Lawson State Community College locations. Financial aid is never renewed automatically. If you have questions about the completion of the FAFSA, making corrections, or adding Lawson State Community College to an existing FAFSA call 1-800-4-FED-AID. Upon receipt of the FAFSA, if you are admitted, you will be sent a letter or e-mailed a 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 2019-2020.

____ 4. 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.

____ 5. If your application information states that you are selected for verification, you must provide:

- Independent Verification Worksheet (downloadable from our web site for 2019-2020) **OR** Dependent Verification Worksheet (downloadable from our web site for 2019-2020).
- A signed copy of your 2017 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' 2017 federal tax transcript with W-2(s) including schedules. To obtain a 2017 IRS Tax Return Transcript, you may print one at www.irs.gov, mail the f4506-t, requesting a copy be mailed to you, or call the IRS at 1-800-829-1040, and ask for a mailed copy.
- If you, your spouse, or your parents did not file an income tax return for the 2017 tax year, your parent will need to obtain written documentation from the IRS; 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* if you are a dependent student.

____ 6. 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 you are awarded aid 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.

____ 7. 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.