



2020-2021 LAWSON STATE STUDENT FINANCIAL SERVICES CHECKLIST

Go to http://www.lawsonstate.edu/financial_aid.aspx for help or call (205) 929-6380 or (205) 929-3423

_____1. New students must apply for admission and be admitted to Lawson State before financial aid will be processed or awarded. Please contact the Admissions Office for more information

_____2. Please go to www.fafsa.ed.gov. Once you have logged in to the webpage, you will be prompted to create your **FSA ID - (Required for parent as well)**

Step 1- Create a username and password, and enter your email address;

Step 2- Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.

Step 3- Review your information, and read and accept the terms and conditions.

Step 4- - Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log-in.

_____3. All students must complete the Free Application for Federal Student Aid (FAFSA) each award year. You may apply online at www.fafsa.ed.gov. Read and follow all the instructions and use your FSA ID to electronically sign and submit your application.

You may choose any of these three methods to file a Free Application for Federal Student Aid (FAFSA):

- [Login](#) to apply online (**Recommended**) - or
- Complete a PDF FAFSA (Note: **PDF FAFSAs must be mailed for processing**) or
- Request a paper FAFSA by calling 1-800-4-FED-AID (1-800-433-3243) or 319-337-5665. If you are hearing impaired, contact the TTY line at 1-800-730-8913.

Use Federal School Code Number 001059 for all Lawson State locations.

Financial aid is never renewed automatically. You must apply each academic year. If you have questions about the 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 information, once it has been processed by the Department of Education, you will be sent an e-mail link to review your Student Aid Report.

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 2020- 2021.

_____4. If your FAFSA information fails to confirm any of the following, you must provide documented proof:

- A. You are an eligible non-citizen;
- B. You are registered with the Selective Service (SS); if a male student and not registered, you may register at <https://www.sss.gov/> or call SS at (847) 688-6888;
- C. You are **NOT** in default of a federal Student Loan.

_____5. If your Student Aid Reports indicates that you are selected for the process called verification, you must provide:

- a. Independent Verification Worksheet (downloadable from our web site for 2020-2021) **OR**
- b. Dependent Verification Worksheet (downloadable from our web site for 2020-2021)
- c. A signed copy of your 2018 IRS federal tax transcripts with W-2(s).
 - If you are married, you will need a signed copy of your spouse's IRS tax transcripts with W-2(s).

If you are a dependent student, you will need a signed copy of your parents' 2018 federal tax transcript with W-2(s)

- ***To obtain a 2018 IRS Tax Return Transcript (s) & W-2 (s) visit: www.irs.gov/individuals/gettranscript**

• If you, your spouse, or your parents did not file an income tax return for the 2018 tax year, you will need to provide a written statement and documentation of how you were supported along with the Verification Worksheet and request the Non-filer's tax document from the Internal Revenue Service.

_____6. All students must be making Satisfactory Academic Progress (SAP).

_____7. When your file is complete, a financial aid offer will be mailed to you. You may also view your financial aid offer via our LSCC Student Suite. If the award is not accepted, the awardee must sign the offer and return it to the Office of Student Financial Services.