

How To Apply For Financial Aid

This checklist is an outline of the Financial Aid Application process at Fond du Lac Tribal and Community College (FDLTCC), each step of which is also online at FDLTCC Financial Aid website <http://www.fdlcc.edu/fa>. Instructions for online processes are on the back of this sheet. The online processes are strongly encouraged because they are easier, quicker, and reduce errors. It is recommended that you create a personal file for your Financial Aid information, put this checklist in it, and keep track of the status of your Financial Aid. This form is available in alternative formats upon request by calling (218)879-0805 (V/TTY). **KEEP THIS CHECKLIST FOR YOUR RECORDS!**

___ **PIN.** The fastest and easiest way to complete the Free Application for Federal Student Aid (FAFSA) is via the Internet. To do this you must first request a personal identification number (PIN) from the United States Department of Education (DOE). If you are required to include your parents' information on the FAFSA, your parents will need a PIN also. Go to <http://www.pin.ed.gov>, click "PIN REQUEST AND INFORMATION", then click "APPLY FOR PIN". You will be asked to enter personal identification information which will be used to create your PIN. Be sure to include your email address so that the United States Department of Education can e-mail your PIN to you (and your parents, if needed). If you don't have an email account, you may create one at FDLTCC website.

___ **FAFSA.** Submit your completed Free Application for Federal Student Aid (FAFSA) to The Central Processing System (CPS) via the Internet at <http://www.fafsa.ed.gov>, using your PIN, or by mail (in the envelope provided in the FAFSA). The school code for Fond du Lac Tribal and Community College is **031291**. The Central Processing System will send the FAFSA results (called the Student Aid Report or SAR) to you via email, if you provided an email address, otherwise via regular mail, and will also send an electronic SAR to all of the schools you listed on the FAFSA. Be sure to read the eligibility information listed on the first page and review the SAR for accuracy. If there are errors on your SAR, contact FDLTCC Financial Aid Office for instructions on how to make corrections.

___ **ACADEMIC TRANSCRIPTS.** If you have attended any other colleges prior to attending FDLTCC, or if you attended FDLTCC in the past but attended any other colleges since you were last here, the FDLTCC Financial Aid Office will need an Academic Transcript from each college you attended so that we can calculate your Minnesota State Grant (MNSG) eligibility.

___ **FILE REVIEW/PROCESSING.** After your SAR has been received by the FDLTCC Financial Aid Office, your report will be reviewed to determine if there is any additional documentation needed. If additional documentation is needed, it will be listed in the "Financial Aid Status" section of your online account and a letter with the required forms will be mailed to you. Once all required documentation is received by the FAO, or if you didn't need to supply any additional documentation, your eligibility will be calculated and an Award Letter listing your Grant, Work Study, and Loan eligibility will be posted to your online account and mailed to you.

If any of the following situations apply to you, contact the FAO:

- * Your income decreased drastically since last year
- * You are currently paying Day Care expenses
- * You pay Elementary, Jr. High, or High School Tuition
- * You purchased or leased a computer this school year
- * You have significant out-of-pocket medical/dental expenses
- * Your commute to school is more than 60 miles round trip
- * Other rare, unexpected, uncommon, and extraordinary situations you think may affect your eligibility

Make sure the Admissions Office (218.879.0808) has your most recent email and mailing address. Notifications, Grades, Financial Aid Information, checks and billings will be emailed and mailed to these addresses.

___ **INDIAN/TRIBAL FUNDING.** If you think you may qualify for Indian scholarships, contact your tribe's Scholarship Office, then submit your Tribe's Scholarship Application and The Minnesota Indian Scholarship Application (ISAP) to the Financial Aid Office. These can only be processed after you have received your Award Letter. The Financial Aid Office will then complete the Financial Aid Section of the Scholarship application(s) and forward them to your Tribe and/or The Minnesota Indian Scholarship Program for processing.

___ **SCHOLARSHIPS.** If you want to investigate other scholarships, check the FDLTCC Financial Aid Office website at <http://www.fdlcc.edu/fa> and click on "SCHOLARSHIPS". Other scholarship websites are <http://www.fastweb.com/>, <http://www.finaid.org/> and <http://www.collegenet.com/mach25>. Also, inquire at your family's employers, private businesses, etc. for additional Scholarship opportunities.

___ **STUDENT LOANS.** If you want student loans, you must first have received your Award Letter. You must then complete the Online Stafford Loan Application at FDLTCC Financial Aid Office website at <http://www.fdlcc.edu/fa> and click on "Online Stafford Loan Application". Please be aware that if you have submitted any scholarship application to the Financial Aid Office, your loan application may not be processed until the scholarship amounts are known because any scholarship you receive may reduce your loan eligibility. If you have been awarded and/or received scholarship funds from any source, you must report this information to the Financial Aid Office because it may change your loan eligibility.

___ **OUTSIDE FUNDING.** If you receive any JTPA, DRS or other assistance that needs Financial Aid validation, submit the agency's form to the Financial Aid Office. These can only be processed after you have received your Award Letter. The Financial Aid Office will then complete the Financial Aid Section of the agency's application(s) and forward them to the agency for processing.

___ **CHILD CARE FUNDING.** If you have a child(ren) in daycare while you are in school and do not receive any daycare assistance, you may be eligible for a Post Secondary Child Care Grant. Inquire at the Financial Aid Office. These can only be processed after you have received your Award Letter.

Frequently used phone numbers, e-mail addresses, and websites:

FDLTCC Information: (800) 657-3712
FDLTCC FAX: (218) 879-0814
FDLTCC FAO: (218) 879-0816 or finaid@fdltcc.edu
Status of FAFSA: <http://www.fafsa.ed.gov> or (800) 433-3243
Taxes (Copy of Taxes): (800) 829-8815

If you want to process your financial aid online, you need a FDLTCC student ID #, an Email address, and a FDLTCC online student account.
Be sure to write down ID's and passwords in a safe place to protect from theft and abuse.

EMAIL ACCOUNT: FDLTCC automatically creates an email account for all students and follows this protocol:

Address: **lastname.firstinitial@s.fdlcc.edu**
Password: Birthdate in YYMMDD format

Activate/sign on/check FDLTCC email: <http://s.fdlcc.edu:8100/>

APPLYING FOR FINANCIAL AID: This requires a PIN, which requires an email address. The following process assumes you do not have an email address. If you have an email address, skip step 1 and complete step 2 via your personal email.

1. Create an email account: <http://s.fdlcc.edu:8100/>
2. Create a PIN: <http://www.pin.ed.gov/>
3. Retrieve PIN (Signing on/checking email): <http://s.fdlcc.edu:8100/>
4. Complete FAFSA: <http://www.fafsa.ed.gov> (school code-**031291**. Sign with PIN)

CREATE FDLTCC ONLINE STUDENT ACCOUNT: This has to done BEFORE you can do any of the FDLTCC online processes.

<http://www.fdlcc.edu/web/stuinf.html>

- Click on "Access your Student account Information"
- Enter your FDLTCC Student ID
- Create a password (Instructions are on this website page. Remember this password! If you forget or lose this password, contact the FDLTCC Records Office at (218)879-0813.

FINANCIAL AID STATUS (checking status online):

<http://www.fdlcc.edu/web/stuinf.html>

- Click on "Access your Student account Information"
- Click on the "Student" tab
- Click on the term in question under "Selected Semester"
- Click on "My Financial Aid"
- Click on "Financial Aid Status"
 1. "No Tracking Letter Exists": We have not yet received your FAFSA results.
Check status of FAFSA @ <http://www.fafsa.ed.gov>.
 2. "Tracking Letter Sent": A letter was sent to you requesting additional information. A copy of this Tracking letter is displayed and can be printed. Forms that are requested on the Tracking letter can also be printed from the website @ <http://www.fdlcc.edu/fa>, in the "Financial aid forms online" section.
 3. "Ready for Review": This means we have received all requested information and staff will now review your file.
 4. "EDE Corrections Transmitted": We found a discrepancy and had to send a correction to DOE.
 5. "Ready for Packaging Edits": You are ready for an Award Letter and staff will now process it.
 6. "Ready for Payment": Your Award Letter was processed. Go to "Award Letter" for a copy.
- Click on "Award Letter": Original Award letter-based on estimates
- Click on "Awards": Current Awards & Revised Award Letter (including all other funding and changes reported to the FAO)

APPLYING FOR FINANCIAL AID LOANS:

<http://www.fdlcc.edu/fa>

- click on "Online Stafford Loan Application"

CHECKING YOUR BALANCE – PAYING YOUR BILL ONLINE:

<http://www.fdlcc.edu/web/stuinf.html>

- Click on "Access your Student account Information"
- Click on the "Student" tab
- Click on the term listed under "Selected Semester" and then click on the term you are inquiring about
- Click on "My Account"
 - Amount owed: Click on "Full Account Detail"
 - Paying your Bill: Click on "Pay online"

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