

Financial Aid Checklist

- Step 1:** Complete your Free Application for Federal Student Aid (FAFSA) online. The FAFSA can be completed at www.fafsa.gov using the federal school code for MTC, 010736. The deadline for completing the FAFSA is 30 days before the upcoming semester's fee payment deadline. You only need to complete one FAFSA per academic year. If you, or your parents, have not already applied for a FSA ID you may do so while completing the FAFSA application.

I completed my FAFSA on: ___/___/_____

My FSA ID: _____

My Parent's FSA ID: _____

- Step 2:** Request a tax return transcript from the IRS by calling (800)908-9946.

Requested Tax transcript on: ___/___/_____

- Step 3:** If you feel that you will require additional financing for your education you may apply for a Direct Student Loan. You must first complete a Loan Request Form on the Financial Aid page of MTC's website. Once you have turned in your Loan Request Form you will need to complete an Entrance Counseling Exam and Master Promissory Note (MPN), both found at www.studentloans.gov, before your loan will be processed. Eligibility information can be found on those documents. We also recommend completing the Financial Awareness Counseling at www.studentloans.gov.

I turned in my Loan Request Form to the financial aid office on ___/___/_____

I completed my Entrance counseling on ___/___/_____

I completed my MPN on ___/___/_____

I completed my Financial Awareness Counseling on ___/___/_____

- Step 4:** Once we receive your FAFSA and/or Loan Request Form, you will receive a letter from the Office of Financial Aid regarding your eligibility. This letter will notify you that you are either eligible, ineligible, or that we require more information from you. If you receive the letter requesting verification of the information on your FAFSA, you will need to return that information to our office within 14 days.

I received a(n):

- Award Letter – Congratulations! This letter shows you the amounts of aid you are eligible for per semester.
- Ineligible Letter (Pell Grant) – You were determined to be ineligible for a grant, but may still apply for a Direct Student Loan.
- Ineligible Letter (Loan) – You were determined to be ineligible for a loan for the specific reason(s) stated in the letter.
- Verification Letter – You have been selected for verification by the Department of Education. Please return the documents requested within 14 days. Once your verification is complete you will be sent one of the other letters mentioned above.
- Satisfactory Academic Progress (SAP) Letter – Contact a financial aid counselor immediately to see how your aid is affected. Information is also available online.