



Student Financial Services Checklist

Virtual Free Application for Federal Student Aid (FAFSA)

What is a FAFSA? The FAFSA is used to apply for all need-based aid. The information is used to calculate all financial aid for the student. Make sure to list Lackawanna College (school code 003283). To access, scan the QR Code or log on to www.studentaid.gov.



When should I file? *Pennsylvania residents* must file before May 1st to be considered for a PA State Grant. *Non-residents* should file as soon as they know they are interested in attending college.

What will I need? An FSA ID - Username and Password for student and parent. You can create an FSA ID when logging into www.studentaid.gov and click "Create Account". Once you have created your FSA IDs click "Apply for Aid" then complete FAFSA Form. You will need:

- Date of birth
- Name and Social Security Number as they appear on your Social Security card
- Your Federal Income Tax Return from 2 years ago
- Parents' Federal Income Tax Return (if a dependent student) from 2 years ago
- W2 Forms and other records of money earned

Entrance Counseling

What is Entrance Counseling? The Entrance Counseling session reviews basic facts about your student loans. When should I complete? Entrance Counseling needs to be completed as soon as possible, and it is mandatory before your loans can be processed. What will I need? FSA ID Username and Password. (NOTE: Apply for FSA ID Username and Password at least 3 days prior to completing Entrance Counseling or an MPN).

Master Promissory Note (MPN)

What is a Master Promissory Note? A Master Promissory Note (MPN) is a document signed by a borrower promising to repay a Federal Stafford Student loan. When should I complete? The MPN as well as the Entrance Counseling needs to be completed as soon as possible, and it is mandatory before your loans can be processed.

Pennsylvania State Residents

Complete the FAFSA before May 1st and indicate PA Residency. After you submit your FAFSA, on the confirmation page, a link will direct you to complete your state grant. Follow the online instructions **OR** go directly to the PHEAA website (www.pheaa.org) to complete the state grant application.

Schedule Your Appointment!

If you have any questions or to schedule an appointment with a Student Financial Services Counselor, please call (570) 961-7859.

It is strongly recommended the above steps be completed prior to an appointment with the Office of Student Financial Services (SFS) at financialservices@lackawanna.edu or by calling SFS at (570) 961-7859.



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Reciprocal State Grant/Scholarship Information

In order to be to qualify for the grants/scholarships listed below, the prospective student must file their FAFSA and must be a legal resident of the grant/scholarships' state for which they wish to apply. Please visit the links of your respective state below to see specific deadlines for the grant/scholarship you wish to apply for.

Ohio College Opportunity Credit

www.ohiohighered.org/ocog

Delaware Scholarship Incentive Program

www.doe.k12.de.us/page/996

District of Columbia Tuition Assistance Grant

www.osse.dc.gov/dctag

Massachusetts MASSGrant

www.mass.edu/osfa/programs/massgrant.asp

Vermont State Grant

www.secureacctaccess.vsac.org/vsm/login

West Virginia Higher Education Grant

https://www.cfwb.com/Financial_Aid_Planning/Scholarships/Scholarships_and_Grants/West_Virginia_Higher_Education_Grant.asp

Processing of Out of State Grant/Scholarship Funds

Once processed by your respective state agency, Lackawanna College will be notified of these potential funds. The funds are then added to your financial aid offer and a revised financial aid offer will be sent to you. The time for processing and disbursement of these funds will vary and are dependent on the agency for which grant/scholarship you have applied.



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