

# Steps for Applying for Financial Aid

**Please note: The financial aid process can take up to 30 days.** A short video is available on how to complete the FAFSA at <http://www.finaid.org/fafsa/video.phtml>.

## **1. Complete the Free Application for Federal Student Aid (FAFSA). The school code for PSC is 001640.**

There are three options to file a FAFSA:

- a. Apply online at [fafsa.gov](http://fafsa.gov). Note: You must use the previous year's federal income tax return to complete the FAFSA. Applications are available online beginning January 1st of every year. We strongly recommend that students link into the IRS Web site to download their federal income tax information. Beginning in the 2013/14 academic year, students who do not download the information from the IRS will have to obtain a tax transcript from the IRS and submit it to the Financial Aid Office for verification.
- b. Download a FAFSA from [http://federalstudentaid.ed.gov/fafsa/fafsa\\_options.html](http://federalstudentaid.ed.gov/fafsa/fafsa_options.html). You will need to complete the form and mail it in for processing.
- c. Request a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-4FED-AID (1-800-433-3243 or 319-337-5665). The hearing impaired should contact the TTY line at 1-800-730-8913. Please note: using the non-electronic version of the FAFSA adds additional time to the financial aid process.

## **2. Notification from Department of Education**

If you listed PSC's school code in your FAFSA, the college's Financial Aid Office will receive your report in approximately 14 business days. This report is used to confirm receipt of your FAFSA with the Department of Education. If you completed a paper FAFSA, the notification takes several weeks longer.

## **3. Notification from PSC**

Once PSC receives your FAFSA from the Department of Education, a letter will be mailed to you indicating the documents needed to complete your financial aid file. All students are required to complete the PSC Financial Aid application. It is available at <http://prairiestate.edu>. Click on Financial Aid, then click on forms and brochures.

## **4. Determination Letter**

Once all required documents are completed and submitted to the Financial Aid Office, an award or ineligible letter will be issued in two to three weeks. Students eligible for an award are notified via e-mail. The award letter can be viewed in student's WebAdvisor account. First time PSC students also will have an award letter mailed to their home.

## **Additional Information**

### **Priority Deadline**

Please note that all requested information for fall semester must be submitted to the PSC Financial Aid Office by May 1st to ensure processing completion before tuition payment due date. Students that are unable to meet the May 1st deadline are still encouraged to complete their financial aid file, but are responsible for paying for classes by the payment due date. Oct. 1 is the priority deadline for fall semester; Mar. 1 is the priority deadline for summer semester.

### **Book vouchers**

Book vouchers are available each semester one week before classes begin. Vouchers will be given to students who have an award in the system, are registered for classes, and have sufficient financial aid to cover tuition and fees, plus the book voucher. A valid student I.D. for the current semester and a class schedule are required to use the book voucher.

### **Scholarships/Loans**

If you are ineligible for financial aid, you may apply for scholarships and loans. To apply for a student loan you must be enrolled in 6 credit hours at PSC.

Financial Aid Office: (708) 709- 3735 or (708) 709-7812 Room: 1359  
Additional information available online at [prairiestate.edu/finaid](http://prairiestate.edu/finaid)

**Revised July 3, 2013**