



HOW TO APPLY FOR FINANCIAL AID

FINANCIAL AID CHECKLIST

FIRST STEPS...

- ☐ Create an Account (FSA ID) at studentaid.gov. (The parent of a dependent student must create a separate Account (FSA ID))
- ☐ Complete the FAFSA at studentaid.gov as soon as possible after its October 1st release. (Note: If you are enrolling in spring or summer sessions, you may need to complete two FAFSA years at the same time.)
 - ☐ After you submit the FAFSA, PHEAA will begin the next step in the PA State Grant process. First-time applicants must complete additional forms. PHEAA will email you when it's time to log in and provide information. PHEAA will give updates through its website and social media. Follow PHEAA for updates.
 - ☐ Receive email confirmation from Federal Student Aid that your FAFSA was successfully submitted.
 - ☐ Are you a transfer student? Make sure that your FAFSA has been updated with Penn Highlands' School Code: 031804
- ☐ Search and apply for scholarships. (Some websites include finaid.org, bigfuture.collegeboard.org, and fastweb.com.)

ONCE ACCEPTED BY ADMISSIONS, LOGIN TO THE MYPEAK PORTAL FOR VALUABLE INFORMATION.

- ☐ Login to the Financial Aid Student Portal on MyPEAK to check for missing documents that need to be submitted.
- ☐ Review your Financial Aid Offer on the Financial Aid Student Portal. (Note: Check your Penn Highlands email account for updates.)
- ☐ Accept, reduce, or decline your Federal Student Loan Offer.
- ☐ Complete the Entrance Counseling and Master Promissory Note at studentaid.gov. (Note: This is required if you are accepting loans and are a first-time borrower.)

ONCE YOU HAVE REGISTERED FOR CLASSES...

- ☐ Review your tuition bill, which is available on MyPEAK about two months before your start date (or soon after for late registrants).
- ☐ Pay any balance due no later than the tuition due date.
 - ☐ If you still have a balance due after financial aid, have you considered our payment plan? Are you a dependent whose parent is willing to borrow a Parent PLUS loan? Our office is here to guide you through this process, but don't delay. Give us a call at 814.262.6454 so we can assist you with your options.
- ☐ Set up a required Direct Deposit on the MyPEAK Student Financial Services tab if you are anticipating a Financial Aid refund.
- ☐ Complete a release of Information form on the MyPEAK Registration tab, if applicable.
- ☐ Call our office if you are using Veteran/Military benefits for the first time