



Step 1 – Apply for admission to SCCC/ATS.

- _____ **Complete the Application for Admissions and send to the Office of Admissions.**
- _____ **Send your official, final high school transcript, ACT/SAT scores and/or GED scores to the Office of Admissions.**
- _____ **Submit all appropriate academic transcripts for other colleges, universities, technical schools attended to the Registrar's Office.**

Step 2 – Apply for federal, state, and institutional financial aid.

- _____ **Complete the 2010-2011 Free Application for Federal Student Aid (FAFSA).** Priority date: April 1, 2010. Web address is www.fafsa.gov. (SCCC's school code is 008228.)
Note: you must declare a major to be eligible for federal student aid.
- _____ **Complete the Kansas Student Aid Application** if you qualify for a State of Kansas Scholarship, Ethnic Minority Scholarship, Teachers Scholarship and/or Nursing Scholarship. State aid is available only to residents of the state of Kansas who have graduated from a Kansas high school. State of Kansas Scholarship priority deadline: May 1, 2010. Ethnic Minority and Teachers Scholarship priority deadline: May 1, 2010. Nursing Scholarship priority deadline: May 1, 2010.
- _____ **Complete the SCCC Scholarship & Grant Application.** Priority date: April 1, 2010.
DEADLINE: September 1, 2010

Step 3 – Review your Student Aid Report (SAR) to make sure the information is correct. If you do not receive a SAR within two weeks, contact the FAFSA Processor at 1-800-433-3243.

- _____ **Make corrections to your SAR,** if anything is incorrect submit your corrections to www.fafsa.gov. You will receive a new SAR once the corrections have been made. This process can take up to 2 weeks.

Step 4 – Complete Income Verification, if your application is selected for verification.

- _____ **Submit your Verification Worksheet, your 2009 U.S. tax return, your parents' U.S. tax return** (if dependent), **copies of all your 2009 W-2s and your parents W-2's (if dependent)** to the SCCC/ATS Office of Student Financial Aid. Please make sure you complete every section of the Verification Worksheet, sign, and return it to the SCCC/ATS Office of Student Financial Aid along with your tax return(s). If you are selected for verification, SCCC/ATS will mail you a Verification Worksheet after you receive your SAR.

Step 5 – Respond to your Financial Aid Award Letter.

- _____ **Review Award information** follow steps on award postcard, accepting or declining each award. Print a copy for your records. You must respond within 30 days of receiving your award notification to avoid cancellation of your awards. If needed, a paper copy can be requested from the financial aid office.

Step 6 – Complete your Promissory Note and Loan Entrance Counseling, if you accepted a loan.

Loan funds cannot be disbursed until the completed Promissory Note and Entrance Loan Counseling have been completed at www.studentloans.gov