

# Important Financial Aid Checklist

## Step 1

Complete the Free Application for Federal Student Aid also known as FAFSA. The FAFSA is the starting point for all students to apply for federal and state financial aid. The quickest way to apply is online using FAFSA on the website. Be sure to list **ECC's federal school code (001862)**

## Step 2

When you complete the online version of the FAFSA, you must apply for a Federal Student Aid (FSA) ID, password and to electronically sign your FAFSA. If you are a dependent student, a parent will also need to apply for the FSA ID. The FSA ID request can be done during the filing of your FAFSA. **(Make sure you keep record of your FSA ID. You will use this each year you file a FAFSA and when you apply for any federal student loans.)**

## Step 3 (HIGHLY RECOMMEND!)

The IRS Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA), and transfer the data directly into their FAFSA from the IRS Web site.

If you are eligible to use the IRS Data Retrieval Tool, we highly recommend using the tool for several reasons:

- It's the easiest way to provide your tax data.
- It's the best way of ensuring that your FAFSA has accurate tax information.
- You won't need to provide a copy of your or your parents' tax returns to your college.

## Step 4

Watch for your Student Aid Report or SAR. You should receive an email within 3-5 days if you submitted your FAFSA electronically. Once you receive your SAR, via email (**email address you provided on your FAFSA application**), you should verify that all information listed on it is accurate. If there are no corrections you can simply file it for your records. If there are corrections, you need to go online, sign in, choose "FAFSA corrections," and submit your corrections. A new SAR will be sent to the ECC Financial Aid Office.

## Step 5

The ECC Financial Aid Office will receive your SAR within 7-10 days after it is processed. You will receive an email (**email address you provided on your FAFSA application**) or a letter by regular U.S. mail from the ECC Financial Aid Office indicating what forms are necessary for you to complete your financial aid package. The Financial Aid Office will also provide you with a **student ID and password** so you can track your financial aid process on our website through Paw Pass > Online/Financial Aid Award System. All students will be **required** to fill out a **Financial Aid Information Form**. This form is found on the "apply online" tab of the Online Financial Aid Award System and also on our ECC website under Financial Aid then Forms. If you have been selected for verification, the ECC Financial Aid Office will notify you via email or mail with additional verification documents we may need.

## Step 6

Your financial aid award will be processed after all documentation is received. This process can take up to 8 weeks.

## Step 7

The ECC Financial Aid Office will send you an award package via email or regular mail. If you gave consent to contact electronically on your Financial Aid Information Form, the Financial Aid Office will use that email address to send your award letter. **Once you receive your award letter via email, you need to go to Paw Pass and the ECC Online Financial Aid Award System and sign/accept/decline your award letter.** If you received your award package through the mail, please sign and return the original to the financial aid office.

## Step 8

All students who are requesting a student loan will need to fill out a Student Loan Authorization Form and complete all required steps on the form. This form is found on Paw Pass (ECC Online Financial Aid Award System) or the ECC website under financial aid then forms. **This form must be handed in at least two weeks prior to the end of the semester.** Also, you will need to complete an Entrance Counseling Form and a Master Promissory Note. You will need your FASFA ID and Password to submit.

## Step 9

Each week check on your financial aid status through Paw Pass. Sometimes there are other documents needed that are not included in the steps above. If you ever have any questions feel free to contact the Financial Aid Office at 800-322-9235 or email [ECCFinancialAid@iavalley.edu](mailto:ECCFinancialAid@iavalley.edu).

## Priority Deadline is March 1st

ECC will guarantee that all students who submit all required/requested documentations to our office by March 1st will have an award package before the first day of fall classes. Any final documents received after this date will be accepted and awarded, but we cannot guarantee when they will be ready