How to Apply for Financial Aid

2015-2016 award year (FALL 2015, SPRING 2016, SUMMER 2016)

☐ Complete 2015-2016 FAFSA – Free Application for Federal Student Aid
   Go to www.FAFSA.gov
   ▪ You will need your 2014 Federal Tax Return. (On the income section of the FAFSA, we recommend using the option for IRS Data Retrieval.)
   ▪ If you do not have a Personal Identification Number (PIN), apply for a PIN. Go to www.pin.ed.gov. You will need a Personal identification number (PIN) to sign electronically the FAFSA application.
   ▪ Lakeland College’s school code is 003854

☐ Complete 2015-2016 Lakeland College Financial Aid Application
   ▪ Login to www.my.lakeland.edu
   ▪ Under Quick Links – Select Financial Aid Student Access (NetPartner)
   ▪ On top of page – Choose 2015-2016 for Current Award Year
   ▪ Click on tab – Apply Online
   ▪ Or complete the enclosed application in this packet

☐ Additional Documents (Check NetPartner – approximately 7 – 10 days after FAFSA processed)
   ▪ Complete the required documents
     o Login to www.my.lakeland.edu
     o Under Quick Links – Select Financial Aid Student Access (NetPartner)
     o On top of page – Choose 2015-2016 for Current Award Year
     o Click on tab – Documents

☐ Award Letter
   ▪ When the Award Letter is completed you will receive an email and you will receive a paper version.
   ▪ To accept the award – Login to my.lakeland.edu, go to Financial Aid Student Access (NetPartner), click on the tab ‘Accept Award’ and follow the instructions OR sign a copy of the paper financial aid award letter and return it to the financial aid office.

☐ Other Documents to Complete
   ▪ If asked to complete Entrance Counseling and/or a Master Promissory Note (MPN)
     o Go to Financial Aid Student Access (NetPartner)
     o Click on tab – Forms/Links
     o Choose link Entrance Counseling and/or Master Promissory Note (MPN)

☐ Student Accounts
   ▪ Complete Agreement and Disclosure Statement
   ▪ Select a Payment Plan
   (See reverse side for specific instructions on how to complete both of these requirements)
MTEC CHECK LIST

✓ Log into my.lakeland.edu to electronically sign your Agreement and Disclosure Statement
  o Log in with your User Name (Lakeland ID#) and Password
  o Click on Evening Weekend & Online Student Tab

  o Next click on Registration

  o Click on link to Complete the Registration Disclosure Agreement.

  o Click on I Agree and then Submit.

✓ Payment Plan Selection
  o Select your payment plan on the Student Accounts page at my.lakeland.edu

Please contact the Student Accounts Office if you need assistance with this process or are unsure of which payment plan to select.