STEPS TO APPLY FOR FINANCIAL AID

EVENING, WEEKEND AND ONLINE PROGRAMS

2017-2018

FINANCIAL AID OFFICE
W3718 South Drive, Plymouth, WI 53073-4878
Phone: 920-565-1032 ▪ Fax: 920-565-1070
financialaid@Lakeland.edu
Lakeland.edu/Adult/FinAid ▪ my.Lakeland.edu

Check the items below as you complete them.

❑ 1. APPLY FOR ADMISSION TO Lakeland University

- Go to Lakeland.edu/Application
- Complete and submit application

❑ 2. CREATE A FSA (FEDERAL STUDENT AID) ID

- An FSA ID gives you access to Federal Student Aid's online systems and can serve as your electronic legal signature on the Free Application for Federal Student Aid (FAFSA). You will need a FSA ID for you, the student, and parent if providing parent data on the FAFSA.

  To create your own personal FSA ID, go to the Department of Education's Federal Student Aid website at fsaid.ed.gov/npas/index

❑ 3. COLLECT DOCUMENTS NEEDED TO COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID [FAFSA]

- Your Social Security number
- Your parents' Social Security numbers, if you are providing parent information
- Your driver's license number, if you have one
- Your Alien Registration number, if you are not a U.S. citizen
- Federal tax information or tax returns including IRS W-2 information, for you and your spouse, if you are married and for your parents, if you are providing parent information
  - » Use 2015 income records for the 2017-2018 FAFSA.
  - » If you have not yet filed an income tax return, indicate "Will File" and use estimated tax data.
- Records of your untaxed income, such as child support received, interest income and veterans non-education benefits for you, and if married, your spouse, and parents if you are providing parent information
- Information on cash, savings and checking account balances; investments, including real estate but not including the home in which you live; and business and farm assets for you, your spouse, if married, and for your parents if you are providing parent information

❑ 4. COMPLETE THE 2017-2018 FAFSA

- Priority Date for Fall 2017 is June 15, 2017, Spring 2018 is Dec 1, 2017 and Summer 2018 is April 20, 2018.
- Go to www.fafsa.ed.gov and select "Start a New FAFSA or LOGIN if a returning user"
- Lakeland's school code is: **003854**

❑ 5. COMPLETE THE 2017-2018 Lakeland University FINANCIAL AID APPLICATION

- Priority date is June 15, 2017
- Log in to www.my.lakeland.edu
- Under Quick Links, select Financial Aid Student Access [NetPartner]
- On top of page, choose 2017-2018 for Current Award Year
- Select "Apply Online" tab to enter information and submit

❑ 6. SUBMIT ADDITIONAL DOCUMENTATION AS REQUESTED

- You will receive notification via email if additional documents are required
- Or view required documents on NetPartner

❑ 7. ACCEPT FINANCIAL AID AWARDS

- You will receive an email when your award is completed
- Follow instructions to accept awards on NetPartner

❑ 8. COMPLETE LOAN ENTRANCE COUNSELING AND MASTER PROMISSORY NOTE

- If federal student loans are accepted and you are a first-time borrower, you must complete loan entrance counseling and a master promissory note.
  Go to studentloans.gov [Directions on NetPartner]

LAKELAND UNIVERSITY