

Step 1: FILL OUT THE FAFSA

- ☐ Create your FSA ID.
 - An FSA ID consists of a username and password you create to gain access to the U.S. Department of Education's online systems including the Free Application for Federal Student Aid (FAFSA). Your FSA ID is your legal signature when completing the FAFSA application. It should only be created by the owner, and it should never be shared with others.
- ☐ Four steps to create your FSA ID:
 - Go to FAFSA.gov or StudentAid.gov/fsa-id/create-account/launch.
 - Provide your Social Security number, full name, and date of birth.
 - Create a username and password, including identifying a security question so you can retrieve your account information if you forget it.
 - Provide contact information—either your personal mobile phone number or email address.
- ☐ [Find out if your parent\(s\) or spouse will need to be contributors](#) (contribute their info on your FAFSA form). Each contributor should [create their own StudentAid.gov account](#). Even if a contributor doesn't have a Social Security number, they will be able to create an account. StudentAid.gov/Apply-For-Aid/FAFSA/Filling-Out
- ☐ [Fill out the FAFSA Application for Federal Student Aid](#). If you are unsure of which FAFSA application to complete, please refer to the chart below. StudentAid.gov

Enrollment Periods	Required FAFSA Application	Required Tax & Income Information
Summer 2023, Fall 2023, Spring 2024 & Summer 2024.	2023-2024 FAFSA	2021 Federal Tax Return Information
Fall 2024, Spring 2025 & Summer 2025	2024-2025 FAFSA	2022 Federal Tax Return Information

The school code for Dallas College is 004453.

Dallas College Priority Deadlines
 Summer : March 1 Fall: May 1 Spring: October 1
Dallas College Promise FAFSA Deadlines
 July 1, 2024
 More Important Dates
DallasCollege.edu/FADeadlines

Step 2: NEXT STEPS

- You may be asked to submit additional documents or complete other processes. Please make sure you always check in with **Financial Aid** to know your current status and read through all notifications sent to you.
 - Check **Self-Service** for missing information. Click on **Financial Aid** (or access it from **eConnect** and click on **Financial Aid Checklist**).
 - *If you need to submit documents electronically, please do not email them. Please email FinancialAid@DallasCollege.edu to request a secure link to upload documents.* You will be sent an email with a safe link so that you can upload your documents securely. The email comes from "**FA-Secure**," and the subject line will say "**FA-Secure File is requesting files from you.**" Please give us a couple of business days to get this email sent to you. It will be sent to your email listed in our system.
 - Please check if your documents need to be notarized before submission.
- If you are interested in a work-study position, register in **Handshake** at DallasCollege.edu/Handshake and review job postings.

Step 3: ACCEPTING YOUR AWARD

- In **Self-Service**, click on **Financial Aid** (or access it from **eConnect** and click on **Financial Aid checklist**): DallasCollege.edu/SelfService.
- Review all awards — accept, adjust or decline all awards.
- **If you do not want loans, decline them!**
- If you want **Federal Direct Loans**, you must also complete additional steps at studentaid.gov.
 - The school code for **Dallas College** is **004453** (NOTE: It may show as **Dallas College-El Centro**).
 - Complete the **Online Loan Entrance Counseling** at studentaid.gov/entrance-counseling.
 - Sign the **Master Promissory Note (MPN)**.
- If you are offered **Federal Work-Study (FWS)** or are interested in the program, contact a **FWS Coordinator** from your campus to find what **FWS** positions are available for on-campus and off-campus jobs. Learn more about **College Work-Study** programs at DallasCollege.edu/WorkStudy.
- Remember to accept your financial aid award letter when all of your choices are made.

Step 4: DISBURSEMENTS AND REFUNDS

- **Dallas College** begins disbursing financial aid funds for tuition only at least **10 days before** classes start.
- Any eligible refunds are released to students after the **certification date**, which occurs *after the 12th day of classes for 16-week classes or after the sixth class day for Flex Term or eight-week classes*. This means that you must be certified as attending in your credit class(es) by your professor.
 - Visit DallasCollege.edu/AcademicCalendar to view attendance certification dates by semester.
- Visit DallasCollege.edu/DisbursementSchedule to learn more about the **Dallas College** financial aid disbursements and refunds process.

Step 5: REVIEW SATISFACTORY ACADEMIC PROGRESS STANDARDS (SAP)

- At the end of every semester after your grades are submitted, **Financial Aid** updates your **SAP** status. *To keep getting financial aid every semester, you must move forward in your program of study.* You must meet **all three** criteria:
 - 2.0 cumulative (overall) GPA.
 - Must complete 67% of all attempted credit hours.
 - Credit hours that do not exceed 150% of the minimum number of hours required to complete your program of study.
- If you are in **WARNING** status you are still eligible for financial aid. If you're put on **Warning**, visit with a **Financial Literacy Coach** to see what you need to do.
 - If you meet the requirements by the end of the semester, the **Warning** status is removed. You are OK for financial aid.
 - *If you do not meet requirements by the end of the semester, you will move forward to **Financial Aid Suspension**.*
- If you are in **FA SUSPENSION** status you are **not** eligible for financial aid.
 - Contact **Financial Aid** to find out if you are eligible for **SAP** appeal.
 - If your appeal is approved, you will be put on **Warning** status.
 - If your appeal is denied, you will stay on **Suspension** until you meet **SAP** requirements. You must pay for tuition until you regain financial aid eligibility.
 - **SAP** status is calculated at the end of each semester. When you meet the requirements, you'll be taken off **Suspension** and will be OK for financial aid.
- If you are on **SVAL SUSPENSION** for being over 150% of your **Program of Study (POS)** hours, you will receive an email with more information and directions on how to file an appeal. This is an online submission process.
- Read more about **Satisfactory Academic Progress (SAP)** at DallasCollege.edu/SAP.

QUESTIONS? CONTACT US!

- Call **972-669-6400**.
- Make a virtual pppointment in Navigate: DallasCollege.edu/Appointments
- Visit any of our Financial Aid Office campus location: DallasCollege.edu/FACallcenter
- Email FinancialAid@DallasCollege.edu.

Get federal financial aid information online 24/7:

studentaid.gov

youtube.com/user/federalstudentaid

HELPFUL LINKS

DALLAS COLLEGE FOUNDATION SCHOLARSHIPS
Foundation.DallasCollege.edu

HEARTLAND ECSI HELP LINE (DISBURSEMENTS)
heartland.ecsi.net for FAQs and live chat

INCOME TAX RETURN TRANSCRIPTS
irs.gov/transcript • 1-800-829-1040 • IRS contacts
irs.gov/help/let-us-help-you

SOCIAL SECURITY
ssa.gov • 1-800-772-1213

DEFAULT RESOLUTION and TITLE IV ELIGIBILITY
myeddebt.ed.gov or contact your Loan Servicer
1-800-621-3115 studentaid.gov/manage-loans/repayment/servicers

PELL LIFETIME ELIGIBILITY USED and DIRECT LOANS STATUS
studentaid.gov

1098-T (Financial Aid Tax Document)
Check eligibility with **1098-T Preview** in heartland.ecsi.net.

If eligible, get your 1098-T online at heartland.ecsi.net (Tax Documents)

