

## TASFA Application Checklist

The Department of Student Financial Resources & Scholarships is committed to helping all students achieve their educational goals by providing quality customer service and connecting students with available financial aid resources to pay for their educational expenses. [Contact Financial Aid](#) today to see what financial aid resources you are eligible to apply for. [DallasCollege.edu/ContactFA](https://dallascollege.edu/ContactFA)

### Who can submit a TASFA application?

Students who have been certified by an institution of higher education as Texas residents under the [Senate Bill 1528 \(SB 1528\)](#) and [House Bill 1403 \(HB 1403\)](#) are eligible to apply for state aid using Texas Application for State Financial Aid (TASFA) [HigherEd.Texas.gov/TASFA](https://HigherEd.Texas.gov/TASFA). DACA recipients and undocumented students are encouraged to apply for financial aid using the TASFA application. [DallasCollege.edu/SB1528](https://dallascollege.edu/SB1528)

Here are the eligibility requirements that must be satisfied to apply for state aid using the TASFA application:

- Must have lived in Texas at least 3 years before receiving high school (in Texas) diploma or GED
- Must have graduated from a Texas high school or obtained a GED in Texas
- Must have lived in Texas at least 12 months prior to enrolling in a public college/university in Texas
- Submit [Residency Affidavit](#) to the Office of Admissions & Records declaring that they will apply for permanent residency as soon as allowed. This also certifies you as a Texas resident to qualify for in-county or in-state tuition rate and state financial aid programs. Check our Residency page for more info about residency statuses. [DallasCollege.edu/Residency](https://dallascollege.edu/Residency)

### Before You Apply for Financial Aid:

- [Apply for admission](#) to Dallas College: [DallasCollege.edu/Apply](https://dallascollege.edu/Apply)
- Submit official high school transcript to Dallas College Admissions Office: [DallasCollege.edu/SendTranscript](https://dallascollege.edu/SendTranscript)

## FIVE STEPS TO FINANCIAL AID

### STEP 1: File Electronic Texas Application For State Financial Aid (TASFA)

- ☐ The electronic TASFA application ([HigherEd.Texas.gov/TASFA](https://HigherEd.Texas.gov/TASFA)) is faster and easier to complete than a paper application. It also requires less processing time compared to the paper application, and students who file the electronic TASFA are likely to receive their financial aid offers faster. We **strongly** encourage students to complete the electronic TASFA application. We will accept the paper TASFA application, but students must be willing to wait while their applications are processed manually. Download the paper TASFA application form in English and Spanish at [HigherEd.Texas.gov/TASFA](https://HigherEd.Texas.gov/TASFA).

#### ☐ Gather Your Information

Here is a list of documents you may need to complete your TASFA application.

- Student W-2s or IRS form 1099 if self-employed
- Spouse or parent W-2s or IRS form 1099 if self-employed, if applicable
- Student tax returns or tax return transcripts
- Spouse or parent tax returns or tax transcripts, if applicable
- Taxable earnings from a need-based employment such as Federal Work-Study Programs
- Any untaxed income
- Your bank statements
- Net worth from investment, business, and farm
- Selective Service Registration Acknowledgment (if male) at [SSS.gov](https://SSS.gov)
- Student's college ID (optional but it is strongly recommended)

#### ☐ Create TASFA Account at [HigherEd.Texas.gov/TASFA](https://HigherEd.Texas.gov/TASFA)

You (and your parents, if you are a dependent student) must have a TASFA account to complete the online TASFA application.

The student and parent must use different email addresses to create their TASFA accounts to access the TASFA application.

#### ☐ File your Texas Application for State Financial Aid (TASFA)

- **Tip:** Report your Dallas College student ID number when you fill out your TASFA application.
- **Tip:** Your campus cannot receive your TASFA unless you put Dallas College on the TASFA.
- **Tip:** Do not leave any question blank on your TASFA application. You must answer all questions correctly to the best of your knowledge.
- **Tip:** Your TASFA is incomplete if you and/or your parents have not signed it.

- ☐ Review our TASFA checklist at [DallasCollege.edu/TASFAChecklist](https://dallascollege.edu/TASFAChecklist) to make sure you've completed all processes and submitted all documents related to your TASFA application.

- ☐ If you are unsure which TASFA application to complete, please refer to the chart below.

Covered Enrollment Periods	Required TASFA Application	Required Tax & Income Information
Summer 2023, Fall 2023, Spring 2024 & Summer 2024	<a href="#">2023-2024 TASFA</a>	2021 Federal Tax Return Information
Fall 2024, Spring 2025 & Summer 2025	<a href="#">2024-2025 TASFA</a>	2022 Federal Tax Return Information

## STEP 2: Complete Your Dallas College Financial Aid File

- ☐ Set Up Your eConnect/Self-Service Account
    - [Tutorials to set up your eConnect account: DallasCollege.edu/Tutorials](https://DallasCollege.edu/Tutorials)
    - [eConnect.dcccd.edu](https://eConnect.dcccd.edu) (Current Credit Student)
    - [Self-Service](https://DallasCollege.edu/SelfService) (Student): [DallasCollege.edu/SelfService](https://DallasCollege.edu/SelfService)
  - ☐ If your Dallas College file is missing any information, you will receive an email telling you to view a **Missing Information Letter (MIL)** in [Self-Service](https://DallasCollege.edu/SelfService). Check your email regularly. Sometimes even after you have completed all the steps in the financial aid process, Dallas College will need more information from you. If this happens, we will send you an information request by email. (If you do not receive financial aid funds when you expect to, it may be because we need more information.)
  - ☐ **Submit official high school and all prior official college transcripts before the deadline.**
    - ALL official college transfer transcripts must be submitted and evaluated by the Admissions Office before financial aid will be awarded and/or disbursed. Please let Financial Aid know when these are in our system so we can request evaluation. [DallasCollege.edu/SendTranscript](https://DallasCollege.edu/SendTranscript)
    - You must submit official, final high school transcripts, GED transcripts or equivalent transcripts to Admissions (if applicable).
  - ☐ **Select a Program of Study** ([eConnect.dcccd.edu](https://eConnect.dcccd.edu) login required)
    - **Financial Aid will only pay for classes that are part of your program of study.**
    - You must select a primary program of study if you have not done so already. Schedule a meeting with a [success coach](https://DallasCollege.edu/MeetYourCoach) to discuss Dallas College programs. [DallasCollege.edu/MeetYourCoach](https://DallasCollege.edu/MeetYourCoach)
      - **Click My Program of Study (Step 2) (Financial Aid section).**
      - Select/change your program of study from the menu and submit.
  - ☐ **Set Up Your Student Outlook Email**
    - Please use your student email address when emailing Financial Aid.
    - Directions on how to set up your Outlook email: [DallasCollege.edu/MSOffice](https://DallasCollege.edu/MSOffice)
  - ☐ **Check My Financial Aid Status** in [eConnect.dcccd.edu](https://eConnect.dcccd.edu) for your Satisfactory Academic Progress (SAP) status. We cannot award financial aid until your SAP status is current (updated from your last semester of enrollment). [DallasCollege.edu/SAP](https://DallasCollege.edu/SAP)
  - ☐ **Set Up Touchnet Payment Center Preferences in Self-Service at [DallasCollege.edu/SelfService](https://DallasCollege.edu/SelfService)**
    - Log in as Current Student and click View My Account and Pay for Classes.
    - Click TouchNet Payment Center and provide your banking information for direct deposit under the link for Electronic Refunds. This is how your funds will be disbursed to you. If no selection is made, the default is a paper check mailed to you. If a paper check is your preference, please make sure there is only one current address on the file with Admissions.
    - **Payment plan options are also available in the TouchNet Payment Center.**
    - For payment center help, please contact [PaymentCenter@DallasCollege.edu](mailto:PaymentCenter@DallasCollege.edu), call 972-669-6400 or email [Cashiers@DallasCollege.edu](mailto:Cashiers@DallasCollege.edu).
    - **For issues with financial aid disbursements, please contact Heartland/ECSI Help at [Heartland.ECSI.net](https://Heartland.ECSI.net) for FAQs and live chat or call 844-700-0134.**
  - ☐ **Submit all required documents.**
    - If you need to submit documents electronically, please do not email them. Please email [FinancialAid@DallasCollege.edu](mailto: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 'from' address will be "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 student email.
    - Please check if your documents need to be notarized before submission.
  - ☐ If you are interested in a [work-study position](https://DallasCollege.edu/WorkStudy), register in [Handshake](https://DallasCollege.edu/Handshake) and review job postings: [DallasCollege.edu/WorkStudy](https://DallasCollege.edu/WorkStudy)
  - ☐ Learn more about the financial aid awarding process and next steps: [DallasCollege.edu/FAawards](https://DallasCollege.edu/FAawards)
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## STEP 3: Accepting Your Award

- ☐ Read the [Award Letter Information and Instructions](https://DallasCollege.edu/AwardLetter) for an overview of important topics such as disbursement dates, restrictions, deadlines, award definitions and explanations, how financial aid works for Flex Term classes, costs of attendance, how refunds work, and work-study and complete State Certification and Selective Service items if applicable: [DallasCollege.edu/AwardLetter](https://DallasCollege.edu/AwardLetter)
- ☐ In [Self-Service](https://DallasCollege.edu/SelfService), click on Financial Aid (or access it from eConnect and click on Financial Aid checklist: [DallasCollege.edu/FAChecklist](https://DallasCollege.edu/FAChecklist))
- ☐ Review all awards – accept, adjust, or decline all awards.
- ☐ Complete the [Financial Aid CB State Aid Certification](https://DallasCollege.edu/FinancialAidCBStateAidCertification) in eConnect ([eConnect.dcccd.edu](https://eConnect.dcccd.edu)).

## STEP 4: Disbursements and Refunds

- ☐ Dallas College begins disbursing financial aid funds at least 10 days before classes start for tuition only.
- ☐ 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 the flex classes or eight-week classes. This means that you must be certified as attending in your credit class(es) by your professor.
- ☐ Visit the academic calendar to view attendance certification dates by semester: [DallasCollege.edu/AcademicCalendar](https://DallasCollege.edu/AcademicCalendar)
- ☐ Review disbursement schedules to learn more about Dallas College financial aid disbursements and refunds process: [DallasCollege.edu/DisbursementSchedule](https://DallasCollege.edu/DisbursementSchedule)

## STEP 5: Register For Classes

- ☐ Be sure you understand how much aid you are eligible to receive before registering. [Contact Financial Aid](#) with any questions.
- ☐ Make sure you do not owe any money to Dallas College, or you may not be able to register for classes. If you owe any money to previous schools, you may not be able to get required transcripts sent to us.  
**Tip:** If there is a block on your record keeping you from registering, [contact Financial Aid](#). We may be able to help.
- ☐ You must register for classes before Dallas College's lock date, and you must be certified as attending in your classes by your professors to be eligible for financial aid funds.
- ☐ Any tuition or fees you owe will be deducted from your financial aid at least 10 days before classes start. If there are any remaining eligible funds, they will be transmitted to your account via the [TouchNet Payment Center \(requires Self-Service login\)](#).  
[DallasCollege.edu/Disbursement](https://DallasCollege.edu/Disbursement)

### Keeping Your Financial Aid

- ☐ Understand our [Satisfactory Academic Progress policy](#). You must maintain these standards of academic progress to keep your financial aid eligibility: [DallasCollege.edu/SAP](https://DallasCollege.edu/SAP)
- ☐ If you want to give another person (such as your spouse, parent, or grandparent) access to your financial aid and student records, you must give us permission to communicate with them by completing the [FERPA Release/Proxy Authorization](#) via eConnect.  
[DallasCollege.edu/PSC](https://DallasCollege.edu/PSC)

## QUESTIONS? CONTACT US!

Call 972-669-6400

Make a Virtual Appointment in Navigate [DallasCollege.edu/Appointments](https://DallasCollege.edu/Appointments)

Visit any of our Financial Aid Office campus locations

[DallasCollege.edu/FACallCenter](https://DallasCollege.edu/FACallCenter)

Email [FinancialAid@DallasCollege.edu](mailto:FinancialAid@DallasCollege.edu)

### HELPFUL LINKS

[TASFA Frequently Asked Questions - Texas Higher Education Coordinating Board](#)

[DallasCollege.edu/TASFAfaq](https://DallasCollege.edu/TASFAfaq)

**Dallas College Foundation Scholarships**

[Foundation.DallasCollege.edu](https://Foundation.DallasCollege.edu)

**Heartland ECSI Help Line** (Disbursements)

[Heartland.ECSI.net](https://Heartland.ECSI.net) for FAQs and live chat 844-700-0134

**Income Tax Return Transcripts**

[IRS.gov/Transcript](https://IRS.gov/Transcript) • 1-800-829-1040 • [IRS contacts \(IRS.gov/Help/Let-Us-Help-You\)](https://IRS.gov/Help/Let-Us-Help-You)

**1098-T** (Financial Aid Tax Document)

Check eligibility with **1098-T Preview** in [Heartland.ECSI.net](https://Heartland.ECSI.net)

**If eligible, get your 1098-T** online at [Heartland.ECSI.net](https://Heartland.ECSI.net) (Tax Documents)



