



2016-2017 Financial Aid Checklist

Step 1	Apply for Admission to GMC at www.gmc.edu	
Step 2	Visit fsaid.ed.gov to apply for the FSA ID. Both the student and parent must apply for separate FSA IDs. This ID serves as your electronic signature and may be used to file your FAFSA, make corrections to your FAFSA, and apply and monitor Federal Direct Loans you receive.	
Step 3	<p>Apply for federal and state financial aid</p> <p>___ Complete the 2016-2017 FAFSA at www.fafsa.gov</p> <p>GMC Financial Aid Code for FAFSA: 001571</p> <p><i>When completing your FAFSA, you may qualify to use the IRS Data Retrieval Tool. Tax Data is available within 2 weeks of electronic tax filing or 8 weeks of paper tax filing. If you do not meet the criteria, you will receive a message explaining the data retrieval tool is not available. You will then manually enter the data into the FAFSA from the tax return.</i></p> <p>___ If you are a Georgia resident you may qualify for financial aid through the state of Georgia. Log on to www.gafutures.org and complete the Georgia Student Finance Application (GSFAPPS) to find out what financial aid you may be eligible to receive.</p>	<p>Documents you may need in order to complete the FAFSA:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student/Parent/Spouse Federal Tax Return for 2015 <input type="checkbox"/> Student/Parent Social Security Number <input type="checkbox"/> Student's Driver's License Number <input type="checkbox"/> W-2 forms for student/parent/spouse for 2015 <input type="checkbox"/> Current balance of checking and savings accounts, investments, and business and farm assets for student and parents. <input type="checkbox"/> Records of: <ul style="list-style-type: none"> • living allowances for military, clergy or other • veteran's non-education benefits • child support received • any other untaxed income such as worker's compensation and disability • food stamps received • child support paid
Step 4	Review your Student Aid Report (SAR). If you provided your email address on your FAFSA you should receive information about your SAR via email within 3-5 days after filing your FAFSA. If you did not provide your email address, your SAR will be mailed to you within 7-10 days. If you do not receive your SAR, contact the federal processor at 1-800-433-3243. GMC will receive your data electronically.	
Step 5	<p>Complete Verification</p> <p><i>If you have been selected for Verification, the GMC Financial Aid Office will notify you of documents needed to complete your financial aid application.</i></p> <p>Please do not submit tax transcripts unless requested by the Financial Aid Office.</p>	<p>For the 2016-2017 academic year, you may be asked to provide a Tax Return Transcript. The transcript is available from the IRS at 1-800-908-9946 or online at www.irs.gov.</p> <p>Tax return transcripts will be available approximately two weeks after electronic filing and 6-8 weeks after a paper return was filed. Once available, they may be printed directly from this website.</p>
Step 6	Submit requested documentation to the financial aid office. If additional information is required to complete your financial aid file, you will receive an email notification at your registered GMC email address. You may also check your WebAdvisor account at www.gmconline.edu . Financial aid will not be awarded until all required information/documentation is received, processed by GMC, and your financial aid file is complete.	
Step 7	<p>Students: Complete and submit a Federal Direct Loan Request Form (if interested)</p> <p>Parents: Complete and submit a Parent Loan for Undergraduate Students (PLUS) Authorization form (if interested)</p>	
Step 8	<p>Complete a Master Promissory Note (MPN) and/or loan Entrance Counseling at www.studentloans.gov.</p> <p>If you are receiving a Federal Direct Subsidized or Unsubsidized Loan for the first time at GMC, you must complete a MPN. (Note: a parent requesting a Federal Direct PLUS Loan must complete a parent MPN). If you have not received Federal Direct Loans from <u>any</u> institution, you must also complete Entrance Counseling.</p>	

The GMC Financial Aid Office will use your student email address to contact you on most occasions. For any questions, please contact the Financial Aid Office at your campus using the information on the front of the form.