

Step 1: FILL OUT THE FAFSA

- Complete the **Free Application for Federal Student Aid** at [StudentAid.gov/FAFSA](https://studentaid.gov/FAFSA).
- Log in with your FSA ID username and password. If you forgot your FSA ID username or password, go to studentaid.gov/help/forgot-fsa-id.
- If your parent(s) are required to provide information on the **Free Application for Federal Student Aid (FAFSA®)**, a separate FSA ID is required for the parent. The FSA ID may be obtained at the website listed above.
- If you need help, call **Dallas College Financial Aid Office** at **972-669-6400**, contact the **U.S. Department of Education** at **800-433-3243**, or go online to get help by email or chat.
- The **school code** for **Dallas College** is **004453** (NOTE: It may show as **Dallas College-El Centro**).
- Check your email frequently, as well as the **Financial Aid Checklist** in **Dallas College Self-Service**.
- It takes 3-5 business days for us to receive and upload your FAFSA into our system.

FAFSA Year 2022-2023: 2020 taxes | FAFSA Year 2023-2024: 2021 taxes

FINANCIAL AID PRIORITY DEADLINES

Summer: March 1

Fall: May 1

Spring: October 1

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 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**).
- 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: 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**.
- Visit the **Financial Aid Virtual Office** or **any campus** location.
- 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

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

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)

