



Financial Aid Checklist



2025-2026 Academic Year

The FAFSA (Free Application for Federal Student Aid) will open **December 1** at www.studentaid.gov. □

If you are completing the FAFSA for the first time, click on “Create Account.”

- Using your legal name, apply for your Studentaid.gov Account (FSA ID) at www.studentaid.gov.
- The Applicant (student) and a Contributor (parent or student’s spouse) must each create a Studentaid.gov account.
 - If the student’s parents filed the 2023 income tax return as Married Filing Separately, each parent will have to create an FSA ID and give consent to retrieve tax return information.
- If you’ve applied for federal financial aid in the past, click on “Log In.”
 - Parents who have previously done a FAFSA will use the same Studentaid.gov account (FSA ID) for all of their children.
 - If you’ve forgotten your user name or password, click on “Forgot My Username” or “Forgot My Password” and follow the prompts.
- Information needed to properly fill out the FAFSA:
 - The **2023** tax return of the student and parent(s)
 - Total current amount of cash, savings, checking accounts and net worth of Investments, Businesses, Farms, Real Estate (excluding home in which the student lives)
 - Amount of Child Support received in the last completed calendar year
- Tips for filling out the FAFSA:
 - **The Student must begin the FAFSA then invite their parent or spouse to contribute to the form.**
 - Must enter parent’s social security number, date of birth, legal name, and email address.
 - Parent or spouse will receive the invitation via the email address provided on the student FAFSA.
 - If the student’s parents are divorced, the parent who provided the most financial support in the last calendar year must be the parent on the FAFSA.
 - Once the student submits their portion, then the parent may complete and submit their portion.
 - 2023 income tax information should automatically be retrieved through the IRS Direct Data Exchange.
 - In some circumstances, contributors may have to manually enter their tax and income data.
 - Students and Contributors must consent to retrieve and disclose federal tax information from the IRS.
 - If consent is not granted, the student will not be eligible for federal student aid.
 - Add the school: Highland Community College School Code: 001921
 - If you have technical issues with the FAFSA website, contact them directly at 1-800-433-3243.
- Once we receive your FAFSA, we will review it for any potential issues and will mail to you a Missing Information letter which will explain what is needed.
- Once all processes are complete, you will receive a mailed Financial Aid Offer. It will list all federal aid you are eligible to receive. Review the offer, fill out the “School Copy,” including a hand-written signature, and return it to our office via mail, fax, or email.

Please contact Highland Community College’s financial aid office if you have questions.

HCC Financial Aid
606 W. Main | Highland, KS 66035
Email: financialaid@highlandcc.edu
Fax: 785-442-6106
Phone: 785-442-6000 ext. 2002