

# Financial Aid Checklist

## *For Incoming Freshman*

- Complete Admissions Requirements for Bluegrass Community and Technical College.
- Complete and Submit the Free Application for Federal Student Aid (FAFSA). BCTC School Code is 005244.
- Begin a Financial Aid Folder to keep your financial records, W-2s, and other financial aid documents.
- Complete the BCTC Scholarship Application, Priority Date is March 1
- Review your Student Aid Report (SAR) from FAFSA. This report is sent to the e-mail address you provided on your FAFSA. If any information is incorrect, login in to [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) to correct the information.
- If you completed FAFSA application BEFORE you filed your taxes, login and use IRS Data Retrieval. This is available about two weeks after you have e-filed with IRS. Paper federal tax return filing may take longer to have IRS data Retrieval tool available.
- Review your Admissions Acceptance Letter carefully and follow instructions to complete the orientation, advising and registration process.
- Set up your Student Self Service account and review your checklist for potential missing information regarding your Financial Aid
- Once your file is complete, review your offered financial aid package. Federal Student Loans require additional steps, so be sure to familiarize yourself with those.
- Complete the additional resources form and submit to Financial Aid if you are receiving any third party payment, waivers, and/or scholarships.
- Review the SAP Policy to guarantee a smooth transition for future semesters

