

My Checklist for an Easier Financial Aid Experience



Task	Information/Reference	Yes	No	Not Required
Have I completed an Admissions Application?	Link to Admissions Application: http://www.bartonccc.edu/admission/apply			
Have I had my official high school or GED transcript sent to Barton? *Transcript can be sent to Enrollment Services as well.	A student admitted as a regular student and seeking a degree from Barton must submit an official high school or home school transcript, or GED certificate (secondary education documents) to meet graduation requirements. If you have not graduated, please wait to send an official high school/GED transcript.			
Have I created an FSA ID? *Your parent will need an FSA ID if you are a dependent student.	The FSA ID is used to sign the FAFSA, as well as log you into many websites pertaining to Federal Student Aid. www.fsaaid.ed.gov			
Have I completed a FAFSA?	www.fafsa.gov Barton School Code: 004608			
Have I checked my Cougar email or My Barton Portal for important information from the Financial Aid Office?	Majority of correspondence from the Financial Aid Office will sent to your Cougar email . Visit the address below to log into your MyBarton Portal http://mybarton.bartonccc.edu/			
Have I requested a Tax Return Transcript from the IRS? *If you are married, we will need your Spouse's Return Transcript. *If you are a dependent student, we will need your Parent(s) Return Transcript.	3 Ways to Request a Return Transcript Online: https://www.irs.gov/individuals/get-transcript Phone: 1-800-908-9946 Paper: https://www.irs.gov/pub/irs-pdf/f4506t.pdf *4506-T form can be used to request the following: - Non-Filing Letter: to prove you didn't file - Form W2: to prove no wages earned or if you misplaced a W2.			
Have I submitted all documentation requested by the Financial Aid Office? *Documents submitted via email or with an electronic signature <u>will not</u> be accepted.	Documents can be submitted 2 ways. In Person: Great Bend, Fort Riley, or Fort Leavenworth In the Mail: Barton Community College Attn: Financial Aid 245 NE 30 Rd Great Bend, KS 67530			

Barton Financial Aid Office
245 NE 30 Rd
Great Bend. KS 67530

1-866-257-2574
financialaid@bartonccc.edu

Monday-Thursday: 7:30 am - 5:00 pm
Friday: 7:30 am – 5:00 pm
FA Representative at Ft Riley on Thursday
Closed on Friday during the Summer

What Happens Next...

Complete FAFSA Application

- Create FSA ID if you do not already have one. www.fsaid.ed.gov
- Fill out FAFSA and submit. www.fafsa.ed.gov
- FAFSA will send you a confirmation email which will include your estimated eligibility.



Barton Receives your Application

- The application can take **3 to 4 days** from the time you submit your FAFSA for Barton to receive it.
- Your Financial Aid Officer will review your application and contact you once this has been done.



Verification

- If there is further documentation needed to complete your file you will receive an email from Barton giving you further instruction.
 - Unsatisfied Requirements can be found in your **MyBarton Portal**:
<http://mybarton.bartonccc.edu/>
- Once we have received all necessary documents your file can be processed.
 - If corrections need to be made your Financial Aid Officer will do so on your behalf.
- Within **1 to 2 weeks** you will receive correspondence regarding your Federal Aid Eligibility.



Award

- You will receive an Award Letter via **Cougar Email** as well as in the **mail** once your eligibility has been determined.
- You will need to accept the **Terms and Conditions** on your **MyBarton Portal**.
- **Federal Pell Grant** will be automatically accepted for you as it is not paid back.
- **Federal Direct Loans** can be accepted in your **MyBarton Portal**, however these funds you will have to pay back once you have either dropped below 6 credit hours or have graduated.
 - **Subsidized**: Interest will not accrue until you drop below 6 credit hours or graduate
 - **Unsubsidized**: Interest will begin accruing once you have taken the loan out.
 - If it is the first time taking out Federal Direct Loans, you will need to complete **Entrance Counseling** and the **Master Promissory Note** at studentloans.gov



Refunds

- Once your Federal Aid has been authorized it will be applied to your student balance.
- If you have left over Federal Aid you may receive a **book voucher** to assist you in buying books.
- If you have excess Federal Aid on your account after your balance is taken care of and after you have used your book voucher, it will be released at one of our **refund dates**.