

# My Checklist for an Easier Financial Aid Experience!!



Action Items I Can Take:				
Task	Websites/Contacts	Yes	No	Not Required
Have I completed an Admissions Application?	<b>Link to Admissions Application:</b> <a href="http://www.bartonccc.edu/prospective/getting/applying.html">http://www.bartonccc.edu/prospective/getting/applying.html</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I had my official transcripts from previous colleges sent to Barton?	<b>Have the transcripts sent to:</b> Barton Community College Attn: Enrollment Services Box 245 NE 30 Rd Great Bend, KS 67530	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I had my official high school or GED transcript sent to Barton?	Link to Information: <a href="http://www.bartonccc.edu/instruction/financialaid/documents/elevetwelve/HSgedReq.pdf">http://www.bartonccc.edu/instruction/financialaid/documents/elevetwelve/HSgedReq.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I completed a FAFSA (Free Application for Federal Student Aid)?	<a href="http://www.fafsa.gov">www.fafsa.gov</a> <b>Barton School Code:</b> <b>004608</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I checked my Cougars email or PAWS account for important information from the Financial Aid Office?	<b>Link to information on how to access Cougars email and PAWS account:</b> <a href="http://www.bartonccc.edu/current/collegesvcs/paws.html">http://www.bartonccc.edu/current/collegesvcs/paws.html</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I requested a copy of my tax transcript from the IRS?  <b>(Tip: Remember to get tax transcripts for your parent or spouse if their tax information is on your FAFSA!)</b>	<b>3 Ways to Request a Tax Transcript:</b> ✓ Order online: <a href="https://sa1.www4.irs.gov/irfof-tra/start.do">https://sa1.www4.irs.gov/irfof-tra/start.do</a>  ✓ Order by phone: (800) 908-9946  ✓ Order by mail: <a href="http://www.irs.gov/pub/irs-pdf/f4506t.pdf?portlet=103">http://www.irs.gov/pub/irs-pdf/f4506t.pdf?portlet=103</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I submitted all documentation requested by the Financial Aid Office?  <b>Please allow 4 – 6 weeks processing time once everything has been submitted!!</b>	<b>FAX: 620-786-1186</b> or <b>Mail to :</b> Barton Community College Attn: Financial Aid Office Box 245 NE 30 Rd Great Bend, KS 67530	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Non-Discrimination Notice:** To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-105, Great Bend, Kansas 67530 (620) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.