

How to Apply for Financial Aid

2015-2016 award year (FALL 2015, SPRING 2016, SUMMER 2016)

☐ **Complete 2015-2016 FAFSA – Free Application for Federal Student Aid**

Go to www.FAFSA.gov

- You will need your 2014vFederal Tax Return. (On the income section of the FAFSA, we recommend using the option for IRS Data Retrieval.)
- If you do not have a Personal Identification Number (PIN), apply for a PIN. Go to www.pin.ed.gov. You will need a Personal identification number (PIN) to sign electronically the FAFSA application.
- Lakeland College's school code is 003854

☐ **Complete 2015-2016 Lakeland College Financial Aid Application**

- Login to www.my.lakeland.edu
- Under Quick Links – Select Financial Aid Student Access (NetPartner)
- On top of page – Choose 2015-2016 for Current Award Year
- Click on tab – Apply Online
- Or complete the enclosed application in this packet

☐ **Additional Documents (Check NetPartner – approximately 7 – 10 days after FAFSA processed)**

- Complete the required documents
 - Login to www.my.lakeland.edu
 - Under Quick Links – Select Financial Aid Student Access (NetPartner)
 - On top of page – Choose 2015-2016 for Current Award Year
 - Click on tab – Documents

☐ **Award Letter**

- When the Award Letter is completed you will receive an email and you will receive a paper version.
- To accept the award – Login to my.lakeland.edu, go to Financial Aid Student Access (NetPartner), click on the tab 'Accept Award' and follow the instructions OR sign a copy of the paper financial aid award letter and return it to the financial aid office.

☐ **Other Documents to Complete**

- If asked to complete Entrance Counseling and/or a Master Promissory Note (MPN)
 - Go to Financial Aid Student Access (NetPartner)
 - Click on tab – Forms/Links
 - Choose link Entrance Counseling and/or Master Promissory Note (MPN)

☐ **Student Accounts**

- Complete Agreement and Disclosure Statement
- Select a Payment Plan

(See reverse side for specific instructions on how to complete both of these requirements)

MTEC CHECK LIST

✓ Log into my.lakeland.edu to electronically sign your Agreement and Disclosure Statement

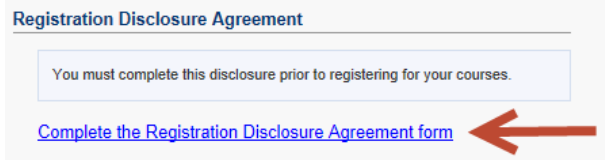
- Log in with your User Name (Lakeland ID#) and Password
- Click on Evening Weekend & Online Student Tab



- Next click on Registration



- Click on link to Complete the Registration Disclosure Agreement.



- Click on I Agree and then Submit.



✓ Payment Plan Selection

- Select your payment plan on the Student Accounts page at my.lakeland.edu



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Please contact the Student Accounts Office if you need assistance with this process or are unsure of which payment plan to select.