

## How to Apply for Financial Aid

**2016-2017 award year (FALL 2016, SPRING 2017, SUMMER 2017)**

☐ **Complete the 2016-2017 FAFSA – Free Application for Federal Student Aid**

Go to [www.FAFSA.gov](http://www.FAFSA.gov)

- You will need your 2015 Federal Tax Return. (On the income section of the FAFSA, we recommend using the option for IRS Data Retrieval.)
- You will be required to login with an FSA (Federal Student Aid) ID. If you do not have an FSA ID (requires a username and password), you will be prompted to create one upon logging in. The FSA ID has replaced the Federal Student Aid PIN.
- Lakeland College's school code is 003854
- The deadline for filing 2016-2017 FAFSA on the Web applications is midnight Central Time, June 30, 2017.

☐ **Complete the 2016-2017 Lakeland College Financial Aid Application**

- Login to [my.lakeland.edu](http://my.lakeland.edu)
- Under Quick Links – Select Financial Aid Student Access (NetPartner)
- On top of page – Choose 2016-2017 for Current Award Year
- Click on tab – *Apply Online* OR complete the enclosed application in this packet and return it to the financial aid office.

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

- Complete the required documents
  - Login to [my.lakeland.edu](http://my.lakeland.edu)
  - Under Quick Links – Select Financial Aid Student Access (NetPartner)
  - On top of page – Choose 2016-2017 for Current Award Year
  - Click on tab - *Documents*

☐ **Award Letter**

You will receive an email when the Award Letter is completed and you will receive a paper version.

- To accept the award:
  - Login to [my.lakeland.edu](http://my.lakeland.edu)
  - Under Quick Links – Select Financial Aid Student Access (NetPartner)
  - On top of page – Choose 2016-2017 for Current Award Year
  - Click on tab - *Accept Awards* 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)
  - Login to [my.lakeland.edu](http://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 – *Forms/Links*
  - Choose link Entrance Counseling and/or Master Promissory Note (MPN)

☐ **Student Accounts**

- Complete Agreement and Disclosure Statement
  - Select a Payment Plan
- See the reverse side for the specific instructions on how to complete the requirements for your student account.*

## MTEC STUDENT ACCOUNT 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.