

## 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 University'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 University 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.*

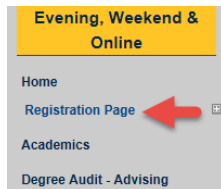
## MTEC STUDENT ACCOUNT CHECK LIST

### ✓ 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.

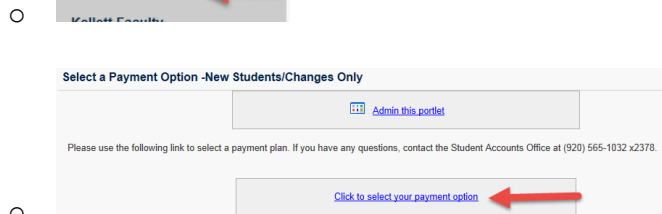
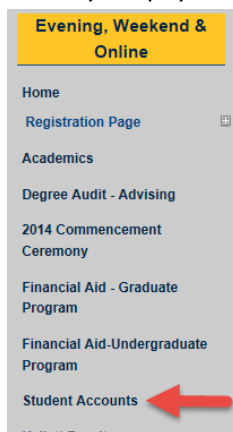


- Click on I Agree and then Submit.



### ✓ Payment Plan Selection

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



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