



HOW TO APPLY FOR FINANCIAL AID

FINANCIAL AID CHECKLIST

FIRST STEPS...

- ☐ Create an Account (FSA ID) at studentaid.gov. (The parent of a dependent student must create a separate Account (FSA ID))
- ☐ Complete the FAFSA at studentaid.gov as soon as possible after its October 1st release. (Note: If you are enrolling in spring or summer sessions, you may need to complete two FAFSA years at the same time.)
 - ☐ Complete the PA State Grant Application. New for 24/25, once your FAFSA is submitted, watch for an email invitation from **noreply@grantus.pheaa.org** with a link to activate your GrantUs account. First time Applicants should complete the PA State Grant Form and High School Form.
 - ☐ Receive email confirmation from Federal Student Aid that your FAFSA was successfully submitted.
 - ☐ Are you a transfer student? Make sure that your FAFSA has been updated with Penn Highlands' School Code: 031804
- ☐ Search and apply for scholarships. (Some websites include finaid.org, bigfuture.collegeboard.org, and fastweb.com.)

ONCE ACCEPTED BY ADMISSIONS, LOGIN TO THE MYPEAK PORTAL FOR VALUABLE INFORMATION.

- ☐ Login to the Financial Aid Student Portal on MyPEAK to check for missing documents that need to be submitted.
- ☐ Review your Financial Aid Offer on the Financial Aid Student Portal. (Note: Check your Penn Highlands email account for updates.)
- ☐ Accept, reduce, or decline your Federal Student Loan Offer.
- ☐ Complete the Entrance Counseling and Master Promissory Note at studentaid.gov. (Note: This is required if you are accepting loans and are a first-time borrower.)

ONCE YOU HAVE REGISTERED FOR CLASSES...

- ☐ Review your tuition bill, which is available on MyPEAK about two months before your start date (or soon after for late registrants).
- ☐ Pay any balance due no later than the tuition due date.
 - ☐ If you still have a balance due after financial aid, have you considered our payment plan? Are you a dependent whose parent is willing to borrow a Parent PLUS loan? Our office is here to guide you through this process, but don't delay. Give us a call at 814.262.6454 so we can assist you with your options.
- ☐ Set up a required Direct Deposit on the MyPEAK Student Financial Services tab if you are anticipating a Financial Aid refund.
- ☐ Complete a release of Information form on the MyPEAK Registration tab, if applicable.
- ☐ Call our office if you are using Veteran/Military benefits for the first time