



Step 1 – Review Options for Paying for College

- Put time on your side.** Applying for and receiving financial aid can take several weeks, even months, depending on your individual circumstances. Apply early and respond promptly to requests for information and action.
- Review all available options to assist you in paying for college**, including grants, loans, scholarships, workstudy, personal savings, etc. For more information about types of aid, visit <https://www.fhsu.edu/finaid/types-of-aid/>.
- Estimate your cost to attend college.** Your Cost of Attendance is an estimate of the total amount it will cost you to go to college, including tuition and fees, books and supplies, room and board, loan origination fees, travel expenses, parking fees, and personal/miscellaneous expenses. To estimate your COA at FHSU, go to <https://www.fhsu.edu/finaid/Forms/>, and select the "Cost of Attendance Worksheet." Current FHSU tuition and fee schedules are available at https://www.fhsu.edu/sfs/students_parents/tuition/. Tuition and fee rates for 2022-23 will be finalized in early July 2022.

Step 2 – Apply for Admission to FHSU

- Apply for admission to FHSU.** Visit <https://www.fhsu.edu/admissions/admissions-application/> for more information.
NOTE: Financial aid will not be awarded until you have applied for admission and have been accepted as a degree seeking student at FHSU.
- Send all official college academic transcripts** to the FHSU Registrar's Office, 600 Park Street, Hays, KS 67601 if you have taken any college coursework at another institution. In most cases, aid cannot be calculated until all transcripts are received and reviewed by the Registrar's Office.

Step 3 – Activate your TigerNetID and Check your Email Regularly

- Activate your TigerNetID account** by visiting <https://www.fhsu.edu/tigertech/new-student-information/>. Upon activating your TigerNetID, you can sign into Workday. 1) Login to Workday, 2) click on the "myFHSU" tab, 3) click on the "Financial Aid Eligibility" tab under "Financials," and 4) select the "Your Documents" tab. Regularly check your Workday account for updated information.
- Check your email regularly for information from FHSU.** We send most of our correspondence by email notification to the email address you provide on the FAFSA. Our emails will usually contain links to Workday to view your specific information (including award offers) and read messages.

Step 4 – Apply for Scholarships

- Apply for FHSU scholarships** online at <https://www.fhsu.edu/finaid/Scholarships/>. The priority deadline for FHSU Scholarships is **November 15, 2021**, and the final deadline is **February 15, 2022**.
- Complete the State of Kansas Student Aid Application** online at http://www.kansasregents.org/scholarships_and_grants if you are a State of Kansas Scholar. Priority deadline is May 1, 2022.
- Search for other scholarship opportunities** on the FHSU Scholarship Search webpage - <https://www.fhsu.edu/Scholarship.aspx>.

Step 5 – Apply for Federal Financial Aid – Priority Deadline: December 1, 2021

- Obtain a Federal Student Aid FSA ID** which consists of a username and password combination that allows you to sign your FAFSA electronically. Your FSA ID can be used to sign loan contracts and to access certain information online. You can get your FSA ID as you fill out the FAFSA.
- Complete the Free Application for Federal Student Aid (FAFSA)** online at studentaid.gov. You should complete your FAFSA as soon after October 1, 2021 as possible but before the December 1, 2021 priority deadline. Applications are accepted after the priority deadline but limited types of aid are awarded to eligible applicants who apply first. If at all possible, use the IRS Data Match option when you apply. The FHSU school code is 001915.

Step 6 – Review your Student Aid Report (SAR)

- Review your Student Aid Report (SAR)**, which is sent to you via e-mail or postal mail after you file the FAFSA, for accuracy. If you filed your FAFSA online, you should receive your SAR within 5-7 days.

Step 7 – Submit Requested Documents to FHSU

- Submit any requested documents to FHSU.** After November 1, the FHSU Financial Assistance Office will begin sending email notifications requesting additional information to students who have submitted a FAFSA. Please respond promptly. Contact us if you have questions.
- Complete and submit the FHSU Financial Aid Data Form.** Upon receiving an email notification requesting completion of the Financial Aid Data Form, click on “myFHSU” in Workday, and then select “Financial Aid Eligibility” under the financials tab. If you are selected for verification, be sure to respond to requests for information and complete the data form as soon as possible.

Step 8 – Accept or Decline your Financial Aid Offer

- Accept or Decline your financial offer.** Upon receiving email notification that your financial aid offer is pending, click on “myFHSU” in Workday, and then select “Financial Aid Eligibility” under the financials tab. You will find your award offer under the menu and accept/decline offer. Please be sure to “accept/ decline” all of your financial aid listed. Any items left at “pending” will result in a delay of your disbursement.
- If you wish to take out a Parent PLUS Loan,** please visit <http://www.fhsu.edu/finaid/Loans/> for more information.
- Outside scholarships must be sent to the Student Fiscal Services Office.** All outside scholarships must be sent to the student fiscal services office on campus. Their address is 317 Picken Hall, 600 Park Street, Hays, KS 67601. You may also contact their office at 785-628-5251 if you have additional questions.

Step 9 – Early Enroll in Classes

- Early enroll in classes** and make sure your financial aid offer matches your enrollment level. If you indicate that you are going to be a full-time student but do not enroll in enough classes, we cannot disburse your aid. Registering in the right classes for your degree program is important, but it is also important to enroll in the correct number of credit hours. For more information about enrollment level and General Eligibility, visit <https://www.fhsu.edu/finaid/General-Eligibility/>.
- Notify the Financial Assistance Office if you no longer plan to attend FHSU** by completing an online inquiry form at <https://www.fhsu.edu/finaid/Inquiry/>.

Step 10 – Sign your Loan Master Promissory Note (MPN) and Complete Entrance Counseling, if Applicable

- For Direct Loans, sign a Master Promissory Note (MPN)** online at studentaid.gov if this is the first Direct Subsidized/Unsubsidized Loan you have received. Complete loan Entrance Counseling online at studentaid.gov.

Step 11 – Find a Student Job

- Find an on-campus workstudy job** if awarded Federal Workstudy. View Federal Workstudy job listings online in Workday by logging into Workday>Career>Find Student Jobs.
- Find an on-campus departmental job** if you are not awarded Federal Workstudy. View on-campus non-workstudy job listings online in Workday by logging into Workday>Career>Find Student Jobs.

All jobs have online applications which can be submitted electronically and allow you to upload your resume. For more information, contact the Student Employment Office or visit <http://www.fhsu.edu/finaid/StudentEmployment/>.

Step 12 – Confirmation of Attendance

- Confirmation of Attendance-** Several weeks before each semester begins, you will receive a Workday inbox notification stating that it is time to confirm your enrollment. Make sure to confirm your enrollment by the deadline so that your classes are not dropped. Contact our office if you have questions.

CONTACT INFORMATION FOR FHSU AND OTHER RESOURCES

FHSU Student Fiscal Services (billing, payments, student accounts) 785-628-5251 www.fhsu.edu/sfs/	FHSU Admissions Office 785-628-5666 www.fhsu.edu/admissions/	FHSU TigerTech HelpDesk 785-628-3478 https://www.fhsu.edu/technology/support-students	FHSU Student Employment Office 785-628-5227
Federal Processor/FAFSA 800-433-3243 studentaid.gov	FAFSA4caster studentaid.gov	Direct Loan Servicing Center 800-433-3243 studentaid.gov	Direct Loan MPN Issues 800-557-7394 studentaid.gov