

LAMAR STATE COLLEGE - PORT ARTHUR
STUDENT FINANCIAL AID CHECKLIST 2011-2012

IMPORTANT NOTE: Keep this checklist for your records, check off each item as you complete it. Failure to provide documentation and errors in your paperwork will delay or prevent you from receiving financial aid.

Priority deadline: April 1, 2011 Read each item very carefully!

PLEASE NOTE: Applicants who do not meet this deadline may need to make arrangements to pay their registration expenses or their classes may be canceled.

- 1. Complete and submit the 2011-2012 Free Application for Federal Student Aid either US Postal Mail or Electronic Submission (FAFSA on the WEB). You must list LSC-PA's **Federal School Code 016666** to have your financial aid information sent to us by the Department of Education.
- 2. Complete and submit to the Office of Student Financial Aid the 2011-2012 Financial Aid Application.
- 3. You must list all colleges or technical schools on the LSC-PA Financial Aid Application.
- 4. Verification Worksheet (Independent or Dependent). These forms may be requested from our office.
- 5. Income Verification Documentation. Lamar -Port Arthur verifies according to DOE requirements of the financial aid applications received, therefore you might be asked to submit the following documents to our office (these are the documents you used to complete the FAFSA). Below is a listing of common documentation needed:
 - Signed Copy of Student's and Spouse's 2011 Federal Income Tax Return
Include all attachments (Schedules, W-2s, etc.)
 - Signed Copy of Parents' 2011 Federal Income Tax Return – Dependent Student's only
Include all attachments (Schedules, W-2s, etc.)
 - Any other income information used to complete FAFSA may include, but not limited to:
 - TANF (Temporary Assistance for Needy Families) Benefits received for 2011
 - Child Support received for 2011
 - Social Security Benefits received for 2011
 - Other (ie. family, friends, church group, etc) received for 2011
 - Child Support Paid Out for 2011 (Excludable income)
- 6. Be fully accepted to Lamar Port Arthur in an eligible degree or certificate program of study. Must declare a major.
- 7. Veteran's need to submit a copy of their V.A. Eligibility Letter indicating the amount of their monthly Veteran's Benefits and the Chapter of the benefits.
- 8. If you will be enrolled at Lamar University, Lamar State College-Orange, or Lamar Institute of Technology, and Lamar-Port Arthur is your degree-granting institution you must complete a Consortium Agreement (form may be picked up in our office) with the appropriate campus(es). A copy of your schedule from the other campus along with written acceptance from our Record's Office for acceptance towards your declared degree plan must be submitted to our office for consideration (see a Financial Aid Advisor). The majority of your semester credit hours must be taken at LSC-PA.
- 9. Read and respond promptly to any information received from the Office of Student Financial Aid.
- 10. Award Notification Letter, once received, signed and submitted to the Office of Student Financial Aid.

TO RECEIVE CONSIDERATION:

- Be officially admitted to Lamar State College-Port Arthur
- Be enrolled in eligible degree-seeking or certificate programs at least half-time (six credit hours; must have a 3 hour credit course)
- A copy of your official high school transcript must be in your admission's file folder, when applicable.
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security Number
- Be registered with Selective Service (if required)
- Be in good academic standing and maintain satisfactory academic progress toward completion of a degree or certificate
- Not owe a refund on a Federal grant or be in Default on a Federal educational loan
- Demonstrate financial need

IMPORTANT INFORMATION:

Federal Regulations are subject to change without notice; therefore LSC-PA and, consequently, the student may be required to submit additional documentation before the process is complete.

The processing of a file is not complete until all required forms are received and the information has been reviewed for accuracy.

You **MUST** report, in writing, to the Office of Student Financial Aid any change in your personal or financial circumstances. This includes scholarships or other educational resources received by you. Failure to report any change in resources or financial circumstance may jeopardize continuation of your aid, require repayment of funds already disbursed to you.

Financial aid monies (if eligible and accepted) will be applied to your student account approximately 10 days prior to the first class day of each term and if within the term once the Office of Student Financial Aid has received your signed Award Letter. Any monies above your tuition and fees (residual monies) will result in a credit at our Barnes and Nobles campus book store. On the 14th day any Remaining funds will be transfer to your bank account.

Once your financial aid has been applied to your student account or received by you (residual monies), if you withdraw from the college or drop classes you may owe a refund of monies received to the college and/or the Department of Education.

You must reapply for financial aid each year (applications for Summer, Fall and Spring are available the preceding January). For Summer financial assistance consideration the upcoming year's financial aid folder must be complete. Also, for Summer aid consideration the 2008-2009 FAFSA and respective financial aid folder must be complete. **NOTE:** Students attending LSCPA for the Summer only are considered transient students by the Federal government and are ineligible to receive financial aid.

Keep the Records Office informed of your correct mailing address and phone number. Failure to do so will prevent and delay your notification of financial assistance and grades.

Be aware of student's responsibilities in filing and receiving federal, state, and institutional financial aid.

IMPORTANT DATES:

Priority Dates: Priority processing for financial aid files that are complete before the following dates:

Fall/Spring 2011-2012 April 1, 2011

Spring 2012 semester October 1, 2011

Summer 2012 semesters April 1, 2011

2011 - 2012 FAFSAs available approximately January 1, 2011