Applying for Financial Aid Online

Most Students will not have to come into the office at all or wait in line

Step 1
File a 2013-14 Free Application for Federal Student Aid (FAFSA) at fafa.gov. Our school code for the application is 001224. Earlier is best. Make sure to use an email address that you will check frequently. All correspondence will be by email. **Once you are given a student.laccd.edu email, that is the one that will be used.** Check it often. Go to http://www.lahc.edu/studentservices/ssoportal.html for detailed instructions on how to use your student email account. You cannot proceed to the rest of the online forms until you file a 2013-14 FAFSA with Harbor College included.

Step 2
**All** students must complete online forms. They can be found by going to the SIS system. Start on the LAHC website at www.lahc.edu, click on “Register for Classes”, sign in and click on “Online Forms”. **Begin by Selecting Your Financial Aid Processing School.** You need to indicate the academic year. The day you submit this form is your priority date. We will process financial aid for students in priority date order – do this at once. Obviously, choose Harbor College if you wish for us to be your processing school. You must complete the Educational Goal and Authorization for Charges pages if you have not already done so. If there are no changes, you do not need to do these again. You will need to wait 48 hours after choosing your Financial Aid Processing School before you can return and follow the instructions in Step 3.

Step 3
Check your email for a “document tracking letter” which will give you further instructions and let you know if there is any further documentation that you need to submit. Almost all documents can be submitted online. Dependent students who are chosen for verification will need to submit a paper verification worksheet that has a parent signature. The link for the worksheet can be found in the online verification page. You can also find a list of everything you need to do by signing in to the SIS system (see Step 2 above). Sign on, click on Financial Aid, enter Harbor College and the appropriate semester, click on FA Status.

Step 4
You should return to the SIS system in 48 hours after choosing your financial aid processing school. After signing in, go to Financial Aid and then FA Status. Students who have been selected for verification and who have filed taxes (or parents have filed taxes) will be asked to provide copies of tax transcripts or other paperwork. If tax transcripts are requested, you can go back to fafsa.gov and use the IRS transfer tool to transfer the tax information directly into your FAFSA. If you do that, you do not need to submit copies of tax transcripts. Independent students selected for verification will need to complete the online Verification Worksheet that can be found on the verification online page.
Dependent students will need to complete, print and submit a copy of their verification worksheet. A link to print the document can be found on the verification web page – it will need a parent signature.

**Step 5**
The Financial Aid Office reviews the application for eligibility and automatically processes a fee waiver for eligible students. Additional documentation may be requested for some students.

**Step 6**
Interested in a possible work-study job for next fall? Watch for the email that will give you a date and time to go to online forms and complete the Federal Work-Study interest form. We will process requests for work-study based on the time students submit the form electronically. For your best chance at a job, be sure that all the documents required have been completed and go to the work-study site on the day and time it opens to complete the interest form. We expect to have the Work-Study interest site open for one week in June 2013. Watch for emails listing the exact date and time.

**Step 7**
The Financial Aid Office emails an Award Letter to the student. You will also be able to view your award letter in the SIS system by signing on and clicking on Financial Aid.

**Step 8**
If the Award Letter includes federal Work-Study, the student must come in and accept or reject the work-study award.

**Step 9**
All financial Aid payments are transferred electronically to the student's MyLACCDcard or bank account. **All new students should look for a green envelope with information about their debit card or how to direct payments to another account.**

You may submit any paper documents by fax to 310-233-4681. Be sure your id# is included.

Of course, the Financial Aid Office (SSA 114) remains open to students during normal office hours and you are welcome to come in for assistance.