FINANCIAL AID APPLICATION CHECKLIST

1. \_\_\_\_\_ Complete the **Admission Application** online at <http://www.com.edu/apply>.
	* 1. Date Admission Application Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_
2. \_\_\_\_\_ Submit an **official high school transcript** or a **GED Certificate of Completion** to the Admissions Office.
	* 1. Date High School Transcript OR GED Certificate submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_
3. \_\_\_\_\_ Request official academic transcripts from all colleges previously attended:
	* 1. College #1 Name/Requested On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_
		2. College #2 Name/Requested On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_
		3. College #3 Name/Requested On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_
		4. College #4 Name/Requested On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_
		5. College #5 Name/Requested On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_ Apply for an **FSA ID and password** to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov): select ‘FSA ID’ from the top of the page.
	* 1. Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTE: One parent of a dependent student should also complete this step:**

* + 1. Date Parent Applied for an **FSA ID and password:** \_\_\_\_/\_\_\_\_/\_\_\_\_
1. \_\_\_\_\_ Complete the **Free Application for Federal Student Aid (FAFSA**) online at [www.fafsa.gov](http://www.fafsa.gov).
	* 1. Date Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_
		2. Date Confirmation Email or Student Aid Report (SAR) received from the Department of Education: \_\_\_\_/\_\_\_\_/\_\_\_\_
2. \_\_\_\_\_ Review the ***Financial Aid Checklist***section of your WebAdvisor account to verify when the FAFSA was received at COM.
	* 1. Date FAFSA Received at COM’s Student Financial Services Office: \_\_\_/\_\_\_/\_\_\_\_
3. \_\_\_\_\_ Additional documents required to complete your application (per the ***Financial Aid Checklist***section of your WebAdvisor account)? If yes, list name and date submitted:
	* 1. Document #1 Name/Submitted On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_
		2. Document #2 Name/Submitted On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_
		3. Document #3 Name/Submitted On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_
		4. Document #4 Name/Submitted On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_
		5. Document #5 Name/Submitted On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_ Verify the date your file is complete and ready to be reviewed by the Student Financial Services Office.
	* 1. Date File Is Complete: \_\_\_/\_\_\_/\_\_\_

PRIORITY APPLICATION COMPLETE DATES: Fall-June 1st; Spring-November 1st; Summer-May 1st . If your application complete date (#8) is after our priority complete date, you should prepare to pay for your registration and buy your books out-of-pocket. Your financial aid will continue to be processed and you will be refunded your out-of-pocket expenses when your financial aid is awarded, provided you are eligible to receive financial aid.