

# STEPS TO FOLLOW TO APPLY FOR FINANCIAL AID

---

Students will increase the chance of having their financial aid application being reviewed prior to the tuition and fee payment deadline by completing the following steps by the priority processing date:

1. After applying to COM, apply for a Federal Student Aid User ID (FSA User ID) and password before completing the Free Application for Federal Student Aid (FAFSA). Students will use their FSA User ID as an electronic signature. Dependent students must also have their parent apply for their own FSA User ID to complete the FAFSA and to sign the FAFSA electronically.
2. Complete the Free Application for Federal Student Aid (FAFSA) online at [studentaid.gov](https://studentaid.gov) (<https://studentaid.gov/>) (COM school code: 007096). The FAFSA must be completed each academic year. Student and all contributors must provide consent and approval to have their federal tax information (FTI) automatically transferred from the IRS to your FAFSA form, without consent, students are not eligible for federal student aid.
3. Selective Service registration is no longer required to receive federal financial aid, but it is still required to receive state aid. Males age 18 to 25 must register with the Selective Service at [www.sss.gov](http://www.sss.gov) (<http://www.sss.gov>) or be exempt from registration.
4. If your FAFSA application is selected for verification by the Department of Education, provide the Financial Aid Office with additional documents as requested.
  - a. An income tax transcript from the Internal Revenue Service (IRS). Copies of tax returns may be accepted in certain circumstances. Contact the Financial Aid Office for instructions to request this document from the IRS.
  - b. Copies of all W-2s and/or 1099s used to complete the designated year's tax return(s). Copies can be requested from the IRS.
  - c. Student Verification Worksheet (Available online at the Financial Aid Forms (<https://www.com.edu/financial-aid/forms.html>) webpage).
  - d. Other supporting documentation as requested by a financial aid counselor.
5. Submit all required documents by the established priority financial aid deadlines:
  - a. Fall semester: June 1st
  - b. Spring semester: November 1st
  - c. Summer semester: May 1st

Warning: Students who do not complete the financial aid process by the priority deadline may have to pay tuition/fees and books/supplies out-of-pocket until the financial aid application is processed.