

# Financing Your Education Checklist

This checklist will help you ensure you have financing in place to pay your education costs to attend Dakota County Technical College. We recommend you create a personal file for your financial aid information and keep your ID's, usernames, and passwords in a *safe place* to protect yourself from identity theft.

Questions? [dctc.edu/financialaid](http://dctc.edu/financialaid) | 651-423-8299 | [finaid@dctc.edu](mailto:finaid@dctc.edu)

- Create a FSA ID (Federal Student Aid ID) through Department of Education [www.StudentAid.gov/fsaid](http://www.StudentAid.gov/fsaid)**
  - Create one FSA ID for **you**, the student – linked to your own email address
  - Create one FSA ID for a **parent** if you are a dependent student – linked to your parent's email address
  - Used to sign your FAFSA and the Federal Stafford Loan electronic Master Promissory Note
- Complete the FAFSA (Free Application for Federal Student Aid) [www.fafsa.gov](http://www.fafsa.gov)**
  - FAFSA is available on the web; Dakota County Technical College school code for application: 010402
  - Results will be sent to you and the college
  - When your FAFSA results are received by the college, the college will contact you by **email** regarding your next steps
- Submit Additional Information and Documents to DCTC Office of Financial Aid**
  - Watch your email – if additional documentation is required, the DCTC Office of Financial Aid will contact you
  - Use the link in the email to access the eServices site and view your Tracking Letter
  - Submit required information and documents **as soon as possible** to avoid delays
- Review Your Financial Aid Award Notification**
  - When processing is complete, an Award Notification will be posted for you on [e-Services](#) – email will be sent to you with a link
  - Grant funds require no action
  - Additional actions required for Federal Stafford Loans or Work Study
- Review Your Balance Due**
  - Touch base in [e-Services](#) regularly - DCTC does NOT mail out bills; account information is only in [e-Services](#)
  - View your balance due for the semester after you register for classes
  - Determine if you have enough financial aid grants to pay your balance due – Do you need to set up a payment plan or apply for loans? See worksheet on next page
- Apply for Student Loans**
  - If you need to borrow by using the Federal Stafford Student Loans listed on your Award Notification, you **must**:
    1. Complete the loan request by accessing your Award Notification on [e-Services](#)
    2. Complete an electronic Master Promissory Note and Stafford Loan Entrance Counseling on StudentLoans.gov
- Pay Your Balance Due**
  - The balance for tuition, fees, and other college charges is due by the dates published on the college website
  - If you have not been awarded enough financial aid to pay the balance due, you must pay the difference. To pay balance:
    1. Pay the bill in full by the due date OR
    3. Enroll in a monthly **payment plan**. You make a payment or set up a payment plan for each semester
- Apply for a Work Study or Student Employment Job**
  - **Work study** must be listed on your Financial Aid Award Notification in order for you to apply for a work study job
  - **Student Employment** jobs do not require financial aid eligibility. Jobs will be posted online beginning mid-August
  - Schedule an interview with the supervisor. Students must be hired, work, turn in a timesheet, and are paid every two weeks
  - We recommend using your paycheck to help pay living expenses, not the balance due for tuition, fees and other college charges

# Estimate How Much You Owe for a Semester

## How to view your balance due

You will not receive a paper bill. You must login to [e-Services](#) to view your account balance due.

1. Go to [www.dctc.edu](http://www.dctc.edu)
2. Click on **Current Students**
3. Click on [e-Services](#)
4. Login with your Star ID and password
5. Select **Bills and Payments** in the left menu
6. Choose **Balance Due by Term**
7. NOTE: Be sure to view the correct term. Write the amount from the balance box here:

Term Balance \$ \_\_\_\_\_

## How to view your financial aid award

You must complete a separate web-based loan application process to borrow from the Stafford Loan Program.

1. Go to [www.dctc.edu](http://www.dctc.edu)
2. Click on **Current Students**
3. Click on [e-Services](#)
4. Login with your Star ID and password
5. Select **Financial Aid** in the left menu
6. Select **Awards** – This is NOT your Financial Aid Award Notification, but does provide the most up-to-date information.
7. Select **Estimated Awards** – This is your official Financial Aid Award Notification and lists all awards available to you.
8. Use the following worksheet to determine the total financial aid you will receive for the term

Federal Pell Grant	\$ _____
MN State Grant	\$ _____
Supplemental Educational Opportunity Grant - Federal SEOG	\$ _____
Private Scholarship	\$ _____
Loans	\$ _____
Other	\$ _____
<b>TOTAL FINANCIAL AID</b>	<b>\$ _____</b>

## Determine if payment is required

Term Balance	\$ _____
Subtract Total Financial Aid	\$ _____
Equals Amount Due	\$ _____

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