

## The 10 most important steps in applying for financial aid

1. Complete the FAFSA Application on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). It takes PSC approximately 7-14 days to receive your SAR.
2. You must use your previous year's income tax forms to complete the FAFSA. (Example: If you are applying for 2008-2009, you must use your 2007 tax forms.) **Prairie State College school code 001640** is needed as well.
3. Paper applications are no longer available beginning January 1, 2008.
4. Two weeks after completing your FAFSA on-line, **you must call our office at 708/709-3735 or visit for further processing of your financial aid.**
5. **Once you have submitted all required documentation and you are eligible, an AWARD LETTER will be mailed in approximately 14 days.**
6. Book Vouchers are available each semester one week before classes begin. Vouchers will be given to students who have received an award letter, registered for classes, and have enough financial aid to cover tuition and fees, plus the book voucher. A valid student I.D. and a copy of your schedule are required.
7. If you attend classes full-time (12 credits or more), during the Fall and Spring semesters, you will not be eligible for Aid during the Summer.
8. ON-LINE FAFSA APPLICATION FORMS ARE AVAILABLE BEGINNING JANUARY 1<sup>ST</sup> OF EVERY YEAR. Our office will begin processing applications March 1<sup>st</sup> of each year.
9. If you are ineligible for financial aid, you may apply for scholarships and loans. To apply for a student loan you must earn six credits and a 2.0 GPA.
10. For more information please call the Financial Aid Office at 708/709-3735 or 708/709-7812.