



RETURNING STUDENT DIRECTIONS AND CHECKLIST FOR 2017-2018 SCHOOL YEAR

Please complete all items in STEPS 1-3 prior to Meeting with Student Services Staff.

STEP 1 – UPDATE YOUR INFORMATION IN FOCUS. Login into your FOCUS account and make any corrections that need to be made regarding your personal information.

STEP 2 – RENEW FAFSA FOR 2017-2018 PELL GRANT AND REQUEST YOUR 2015 OFFICIAL TAX TRANSCRIPT

Fill out the 2017-2018 FAFSA application online. Use school code 013997. This report takes 3-5 business days to be available by our staff. Request 2015 tax transcript from IRS, either online, by phone, or 4506-T form (if Dependent- parent also needs to request their tax transcript. If you did not fill taxes, you need to fill out a Form 4506-T and submit to IRS. Tax Transcripts will take about 10 days to receive in the mail. If you have not turned in your High School Diploma or GED transcript you need to request to have one sent to Lively Technical Center.

STEP 3 – BASIC SKILLS TESTING (IF REQUIRED)

Take a Basic Skills Test if you have not tested and do not have an exemption, you will need to do so immediately. **(Only required for programs over 450 clock hours, \$25.00 fee required.)**

STEP 4 - MEET WITH STUDENT SERVICES ADVISOR

____ Review updated information in FOCUS

____ Check for all needed financial aid documents (ISIR, verification letter, etc.)

STEP 5 – MEET WITH FINANCIAL AID – Meet with Financial Aid and bring proof of any additional grants, scholarships, or waivers. Bring 2015 official IRS tax transcripts and verification documents for Pell if required.

____ Receive Deferment

STEP 6 – TURN IN ALL PAPERWORK AT REGISTRATION – PAY ANY APPLICABLE FEES

____ Schedule Student

____ Photo ID and Vehicle ID will be available at a later date.