



# Lively Technical Center

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## Returning Student Directions and Checklist for 2018-2019 School Year

### **STEP 1 – UPDATE YOUR INFORMATION IN FOCUS.**

Login to your FOCUS account and make any corrections that need to be made regarding your personal information.

### **STEP 2 – RENEW FAFSA FOR 2018-2019 PELL GRANT AND REQUEST YOUR 2016 OFFICIAL TAX TRANSCRIPT**

*Fill out the 2018-2019 FAFSA application online. Use school code 013997. This report takes 3-5 business days to become available to our staff.* Request your 2016 tax transcript from IRS, via online, by phone, or mail your completed 4506-T form (if dependent, your parent(s) will also need to request their tax transcript). If you did not file taxes, you need to fill out a non-tax filer 4506-T form and submit to IRS. Tax transcripts will take approximately 10 days to receive in the mail.

### **STEP 3 – MEET WITH A STUDENT ADVISOR**

Students will meet with a student advisor to determine if any additional skills testing is required and update information in FOCUS .

### **STEP 4 – MEET WITH FINANCIAL AID**

Meet with a Financial Aid officer and provide any additional documentation for grants, scholarships and/or waivers. Bring you and your parent(s), if applicable, 2016 official IRS Tax transcripts and verification documents for Pell award if required.

### **STEP 5 – PREPARE FOR PAYMENT**

Once it has been determined by Student Services that all of the required documents have been completed, students will be directed to Registration. At this time, students will be scheduled for their program/course. Registration will not be officially complete until tuition, registration, lab and miscellaneous fees have been satisfied. Students with an outstanding balance will not be permitted to register until all fees have been satisfied.