

# 2021-2022

## Where do I start?

Use this checklist to plan what you need to do to apply for and receive financial aid.

- First, apply for a Federal Student Aid (FSA) ID online at [fsaid.ed.gov](https://fsaid.ed.gov). Your parent will also need to apply for their own FSA ID in order to electronically sign the FAFSA and Federal Loans. Keep in mind you can't use the same email address as your parent to create your FSA ID's.

## The Application Process—October / November / December 2020

- Gather all 2019 income documentation (tax returns and W-2 income statements). You will be given the option to transfer your tax information directly from the IRS website.
- Complete the FAFSA application online at <https://studentaid.gov/h/apply-for-aid/fafsa> to apply for federal aid.

**Preferred Deadline = January 1, 2021**

**Priority Deadline = March 1, 2021**

- NYS RESIDENTS ONLY: Complete the NYS TAP application online at [www.tapweb.org/totw](http://www.tapweb.org/totw). You can link directly to this website from the confirmation page after completing the FAFSA application online.
- PART-TIME NYS RESIDENTS ONLY: Students may apply for APTS (Aid for Part Time Study). The application and information is available online at [www.canton.edu/fin\\_aid/pt\\_students](http://www.canton.edu/fin_aid/pt_students).
- Apply for scholarships using the SUNY Canton online scholarship form.
- Look for private sources of aid including scholarships. Check with your Guidance Counselor, school, libraries, local businesses, local organizations, and parent employers/unions. Check online at free sources like [fastweb.com](http://fastweb.com) and remember that fee-based searches may be scams.

## The Follow-up Process—January / February / March 2021

- Watch your mail, email, and monitor your account online through your UCanWeb account. Contact the Financial Aid staff with any questions you have.
- NYS RESIDENTS ONLY: Complete the NYS Excelsior Scholarship application online at [hesc.ny.gov/excelsior](http://hesc.ny.gov/excelsior). This may cover the full cost of your tuition only. Be sure to apply by the deadline, the Fall 2021 application should open in April.
- Submit any requested documentation timely to prevent delays. Documentation not submitted timely may result in cancellation of financial aid award offers.
- Accept or decline your financial aid award offers online through your UCanWeb account. Awards that are not accepted in 30 days may be cancelled and re-awarded to other students.
- MAY 1: Deadline to make your deposit for the Fall 2021 semester. Notify any colleges you decide not to attend to prevent financial aid payment and refund delays.

## The Registration and Billing Process—June / July / August 2021

- Complete any additional requests for information as soon as you receive them.
- Notify us of any outside scholarship, grant, or other types of aid you expect to receive.
- Complete the online billing process through UCanWeb each semester by the due date, including the parking, health insurance waiver, and any payment or payment plan.

**All dates are RECOMMENDED, you can still apply even if you miss these deadlines.**

Contact the One Hop Shop at 315-386-7616 with any questions!

# Avoid the delay, request transcripts today!

There is a 50% chance your FAFSA will be selected for verification.

If selected, you will be required to submit official IRS documentation of your taxes.

*Note: This is not the same as the copy of your taxes the tax preparer gives you of what was filed. To be official it must come from the IRS after what you submitted has been completely processed.*



## How to request Official IRS Documentation

PREFERRED: IRS Data Retrieval Tool in the FAFSA Application

If you are unable to use the preferred method to obtain documentation, then use one of the following alternatives for obtaining the required IRS documentation.

ALTERNATIVE: Make IRS request by phone at 1-800-908-9946

or

Make IRS request online at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript)

The alternative method is available for those who are unable to use the FAFSA tool.

## How to document no income or no tax return filed in 2019

Obtain proof that you did not file a 2019 tax return by requesting a "Verification of Non-filing" statement from the IRS using one of the alternative methods listed above.

# Need Assistance?

Call us at (315) 386-7616 or email [finaid@canton.edu](mailto:finaid@canton.edu) with any questions!