Application Checklist – Federal Loans 2023-2024

Students who wish to apply for federal student loans to be disbursed during the **2023-2024 academic year (23/FA – 24/SP terms)** should complete the following steps in sequence:

1. If you are required to file but have not already done so, file a **2021** Federal Income Tax Return. Refer to the IRS's Interactive Tax Assistant to determine whether you are required to file a tax return. Please note that ACOM cannot provide tax or legal advice. If you have already filed or are not required to file, skip to step 2.

2. Create an account (FSA ID) at https://studentaid.gov. If you already have an FSA ID, skip to step 3.

3. Complete the **2023-2024** Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov. When prompted, elect to use the IRS Data Retrieval Tool (DRT) option. If the application does not permit you to use the DRT, complete the financial section of the FAFSA manually, referencing the data listed on your 2021 Federal Income Tax Return. If you are married, you must also include your spouse's income information. **ACOM students are not required to include parental income information on the FAFSA. !!!DO NOT MODIFY THE 2022-2023 FAFSA!!!**

4. If you have not previously borrowed a Federal Student Loan at ACOM but plan to do so during the 2023-2024 academic year, complete the version of the Entrance Counseling that applies to Subsidized, Unsubsidized, and PLUS loans at https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance. Otherwise, skip to step 5.

5. If you have not previously borrowed a Direct Unsubsidized Loan at ACOM but plan to do so during the 2023-2024 academic year, complete your Unsubsidized Master Promissory Note (MPN) at https://studentaid.gov/mpn/grad/landing. Otherwise, skip to step 6.

6. If you have not previously borrowed a Graduate PLUS Loan at ACOM but plan to do so during the 2023-2024 academic year, complete your Graduate PLUS Master Promissory Note (MPN) at https://studentaid.gov/mpn/grad/landing. Otherwise, skip to step 7.

7. Submit a Certification of Expected Enrollment Form by email to financialaid@acom.edu.

8. If you have been awarded with a loan, scholarship, grant, stipend, tuition assistance, or other form of financial assistance for the 2023-2024 academic year, submit a Financial Aid Reporting Form by email to financialaid@acom.edu.

9. Monitor your email account for updates, announcements, and additional application instructions. **The Office of Financial Aid will begin to issue financial aid offers by late-spring**.