THESE ARE THE STEPS TO APPLY FOR FINANCIAL AID AT COM

1. Apply for admission to College of the Mainland (COM) online at http://www.com.edu/apply (first-time students only or former students who have been out for more than one year):
    a. Select the appropriate application category and follow the directions that follow each category.
    b. For applicants with no previous college work, submit an official high school transcript from the accredited high school you graduated from or submit the GED Certificate of Completion to the Admissions Office.
    c. For transfer students, submit official academic transcripts from all colleges previously attended to the Admissions Office for evaluation even if no financial aid was received or hours will transfer.

2. Apply for an FSA ID and password at www.fafsa.gov, select "FSA ID" from the top of the page. You will use your FSA ID and password as your electronic signature on the Free Application for Federal Student Aid (FAFSA). If you are a dependent student, one of your parents should also apply for an FSA ID and password. S/He will use this FSA ID and password to electronically sign your FAFSA.

3. Log on to www.fafsa.gov to complete the Free Application for Federal Student Aid (FAFSA). You and your parent, if a dependent student, will provide income information for a specific tax year. The FAFSA will indicate which tax year to use. Independent students only provide information for themselves. If no tax return was filed, contact the Student Financial Services Office for instructions.
    a. Include COM's school code on the FAFSA. Our school code is 007096.

4. If your application is selected for verification by the U.S. Department of Education, you must provide the Student Financial Services Office with additional documents. You can monitor the status of your financial aid application on your WebAdvisor account (Use the *Financial Checklist* under the Financial Aid section).
    a. If you did not use the Data Retrieval Tool option to complete your income information when you completed your FAFSA, you must provide an income tax transcript from the Internal Revenue Service (IRS). We can no longer accept photocopies of your actual return. Contact the office for instructions on how to request this document from the IRS.
    b. Copies of all W-2s and/or 1099s used to complete your tax return(s). If you do not have these forms you can request a W-2 transcript from the IRS.
    c. Student Verification Worksheet (available in the Student Financial Services Office).
    d. Other supporting documentation as requested by your financial aid counselor.

5. Submit all required documents by the established financial aid priority deadlines of:
    a. Fall semester: June 1
    b. Spring semester: November 1
    c. Summer semester: May 1

NOTE: If you do not complete your financial aid application by the priority deadline date, you may have to pay your tuition/fees and books/supplies out-of-pocket and then be reimbursed when your financial aid application is processed, if you are eligible.