



FINANCIAL AID CHECKLIST 2024-2025

Once you have enrolled at Donnelly and Registered for classes, please make sure to complete Steps 1-3 in order to determine your Financial Aid eligibility with Donnelly College.

Note: If you are not eligible to complete the FAFSA, please complete our **Family Contribution Estimator Form**.

1. To access and fill out 2024-25 FAFSA, create a StudentAid.gov account (FSA ID) at

<https://studentaid.gov/fsa-id/create-account/launch>

- Dependent Student: A student under the age of 24.
- Independent Student: A student aged 24 or older, and/or has a child, and/or is married, and/or is a ward of the court, and/or is serving active duty in the U.S. Armed Forces, and/or if both parents are deceased.

2. Invite Contributors to your FAFSA form by providing their name, SSN, DOB, and email address

- “Contributor” refers to anyone required to provide information on the form, such as your parent(s) or spouse.
- Contributors who do not have a SSN can still create a StudentAid.gov account to complete their section of the FAFSA form.

3. Complete the Free Application for Federal Student Aid (FAFSA) at

<https://studentaid.gov/h/apply-for-aid/fafsa>

- Use Donnelly school code 001914.
- Dependent Student: Parent(s) information is required.
- 2024-25 FAFSA is for Fall 2024, Spring 2025, and Summer 2025 semesters you plan to attend.
- Necessary forms for FAFSA completion could include: 2022 Tax Return, Records of child support received, current balances of bank accounts, or net worth of investments, businesses, and farms.
- If you need assistance completing the FAFSA, Walk-In Appointments are available in room 114 on campus every Thursday from 11:00 am – 2:00 pm. Otherwise, contact financialaid@donnelly.edu or call 913-621-8739 to schedule an appointment.

4. Review your Award Letter

- Once your FAFSA has been processed at Donnelly College, the Financial Aid Office will post your award offers on your FA account located in the Financials section of your Empower Self Service portal.
- Grant/Scholarship funding will automatically post as payment to your student account on each semester’s disbursement date.
- Review your award offers

Optional: Request for Federal Direct Student Loans (if planning to use loans, must be enrolled 6+ credits)

- COMPLETE STEPS 1-3 to apply loan funds as a payment to student accounts:
 1. Email financialaid@donnelly.edu to complete a Loan Request
 2. Complete mandatory Entrance Counseling **AND** Master Promissory Note at www.studentloans.gov

Contact 913-621-8740 or email paymybill@donnelly.edu to discuss payment options from our Business Office