

# Navigating Financial Aid

My.allencc.edu

Password is all lower case, no spaces – Example: abcd1234



- Home
- Enrollment
- Academics
- Finances**
- Student Life
- Admissions
- Library
- My Pages

Home > Home

CLICK HERE →

THEN  
← CLICK HERE

Financial Aid Document Tracking

[View Financial Aid Document Tracking](#)

You will then see the screen below. You can click on any item in the Missing Documents list to either print the document or find additional information for the document (what to send, how to get, etc.).

## Finances

Financial Aid Document Tracking - Missing/Received Documents

Financial Aid Documents for: [REDACTED]

Award Year: 2020-2021 Academic Year

Below is a summary of the documents we have received to process your Financial Aid for this award year.

### Received Documents

Document	Source	Status	Last Updated
FAFSA Received	N/A	Received	08/19/2020

Below is a summary of the documents required for us to process your Financial Aid for this award year.

### Missing Documents

Document	Source	Status	Requested on Date
Dependent Verification WS	N/A	Awaiting	08/19/2020
Parent's Tax Document	N/A	Awaiting	08/19/2020
Student's Tax Document	N/A	Awaiting	08/19/2020

For more information please contact [finaid@allencc.edu](mailto:finaid@allencc.edu)



**2021-2022  
Dependent Verification Worksheet  
(V1, V5)**

<b>Mail:</b>	Allen Financial Aid 1801 N Cottonwood Iola, KS 66749
<b>Secure Upload:</b>	myAllen Portal on the Finances page
<b>Fax:</b>	620-365-8287

Your application has been selected for review in a process called "Verification." The law requires that the information from your Free Application for Federal Student Aid (FAFSA) be compared with you and your parent(s) Federal IRS tax information as well as other financial documents. If there are differences, your FAFSA information will need to be resolved, and may need to be corrected. **You and at least one parent must complete and sign this worksheet, attach all required documents, and submit to the Financial Aid Office at Allen.**

**STUDENT INFORMATION**

_____	_____	_____	_____
Last Name	First Name	M.I.	Allen ID Number
_____			_____
Address (include apartment number)			Social Security Number
_____	_____	_____	_____
City	State	Zip	Phone number (include area code)

Date received (or will receive) high school diploma or GED: \_\_\_\_\_

My purpose for enrolling is to obtain one of the following: \_\_\_\_\_ an Associate Degree (2 yrs.) \_\_\_\_\_ a Certificate \_\_\_\_\_ Personal Enrichment

Major Area of Study: \_\_\_\_\_

**DON'T SKIP HIGHLIGHTED AREAS!!**

**HOUSEHOLD INFORMATION**

**Below, fill in your Household Information. INCLUDE YOURSELF, YOUR PARENT(S) (including stepparent), YOUR SIBLINGS, and ANYONE ELSE WHO WILL RECEIVE MORE THAN 50% OF THEIR SUPPORT FROM YOUR PARENTS BETWEEN JULY 1, 2021, AND JUNE 30, 2022. List the name(s) of the college(s) others will be attending if they are enrolled in a degree, diploma, or certificate program for at least six (6) credits per term between July 1, 2021, and June 30, 2022.**

Name	Age	Relationship to you	College Attending
		Self	Allen Community College
		Parent 1	N/A
		Parent 2 or Step-Parent – if applicable	N/A

**READ ALL INSTRUCTIONS FOR THIS SECTION!**

## INCOME VERIFICATION

The *easiest* way to verify income is to use the IRS Data Retrieval Tool (DRT) when completing or updating your FAFSA. If you did not use the IRS DRT on the FAFSA, you must provide an IRS Tax Return Transcript or signed copy of the 2019 federal income tax return and applicable schedules. **To request an IRS Tax Return Transcript, visit [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946.** Be sure to request a **Tax Return Transcript**, not an Account Transcript. *A Verification of Non-Filing Letter can be obtained by visiting [www.irs.gov/forms-instructions](http://www.irs.gov/forms-instructions). Complete 4506-T form, check option 7, and mail to the IRS.*

## STUDENT INCOME

- Student was not employed and had no income from work in 2019.
- Student **used** the IRS Data Retrieval Tool for FAFSA to transfer 2019 IRS income information onto the student's 2021-2022 FAFSA.
- Student **did not or could not** use the IRS Data Retrieval Tool for FAFSA. **Must submit an official 2019 Federal IRS Tax Return Transcript or a signed copy of the 2019 federal income tax return and applicable schedules.**
- Student **worked but was not required to file** a 2019 Federal Tax Return. Complete the section below, **attach copies of your 2019 W-2's, and complete the Dependent Student Non-Filing Statement on your myAllen portal, or submit a 2019 IRS Verification of Non-Filing Letter (see Income Verification Section above).**

**CHOOSE ONLY ONE!**

## PARENT INCOME

- Parent(s) was/were not employed and has/have no income from work in 2019.
- Parent(s) used the IRS Data Retrieval Tool for FAFSA to transfer 2019 IRS income information onto the student's 2021-2022 FAFSA.
- Parent(s) **did not or could not** use the IRS Data Retrieval Tool for FAFSA. **Must attach an official 2019 IRS Tax Return Transcript, or a signed copy of the 2019 federal income tax return and applicable schedules.**
- Parent(s) **worked but was/were not required to file** a 2019 Federal Tax Return. Complete the section below. **For each parent, attach copies of 2019 W-2's and a 2019 IRS Verification of Non-Filing Letter (see Income Verification Section above) and explain** how your parents financially supported your family in 2019 (you may be asked to provide supporting documentation).

**CHOOSE ONLY ONE!**

## CERTIFICATIONS AND SIGNATURES

We certify that all of the information reported is complete and correct. We acknowledge that we have read and understand all verification policies as stated by Allen. All required forms and documents for verification must be submitted before the start of the semester to be considered for federal aid. A financial aid package cannot be created until all of the requested forms and documents have been received and verification has been completed. If forms and documents are not provided by the deadline, your federal aid will not be processed.

**STUDENT & ONE PARENT MUST SIGN & DATE!**

**Student and parent must sign. Handwritten signatures only (electronic signatures of any kind will not be accepted).**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

**Must be hand-written signatures.  
CANNOT be digital or typed!**

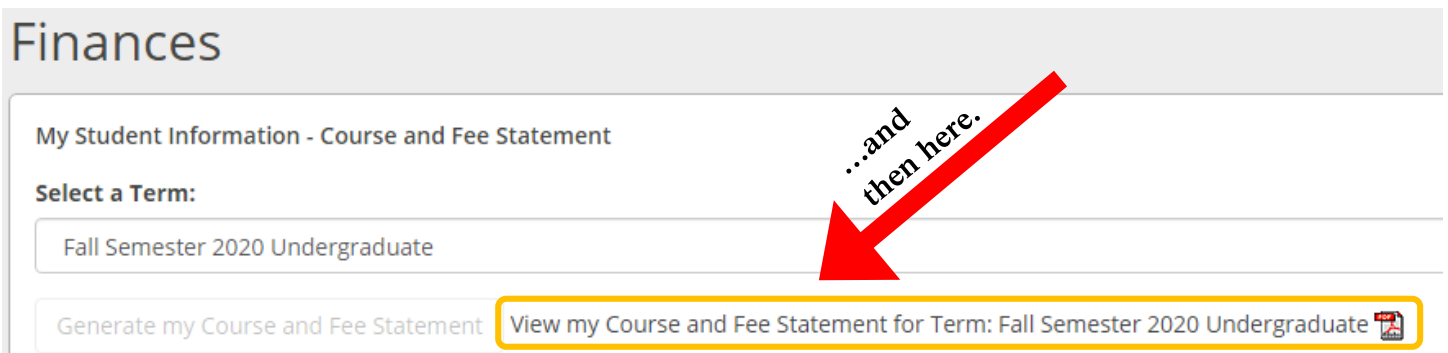
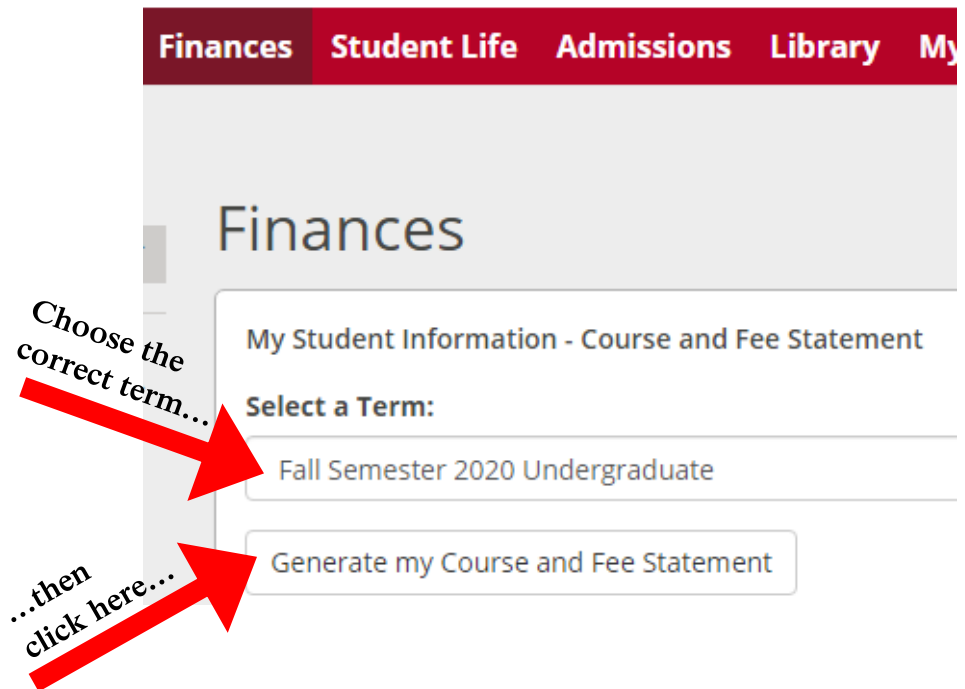
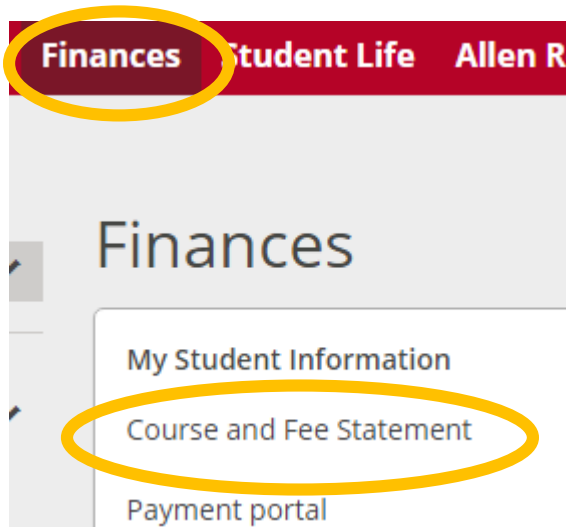
Once ALL documents have been received by Financial Aid, the file has been processed, and an offer has been created, the student will get an email from the Director letting them know the offer is ready for viewing.

## To View Bill and Offers:

\*\*\* Log into My.allencc.edu \*\*\*

TO VIEW BILL from Finances tab

Click on “Course and Fee Statement”

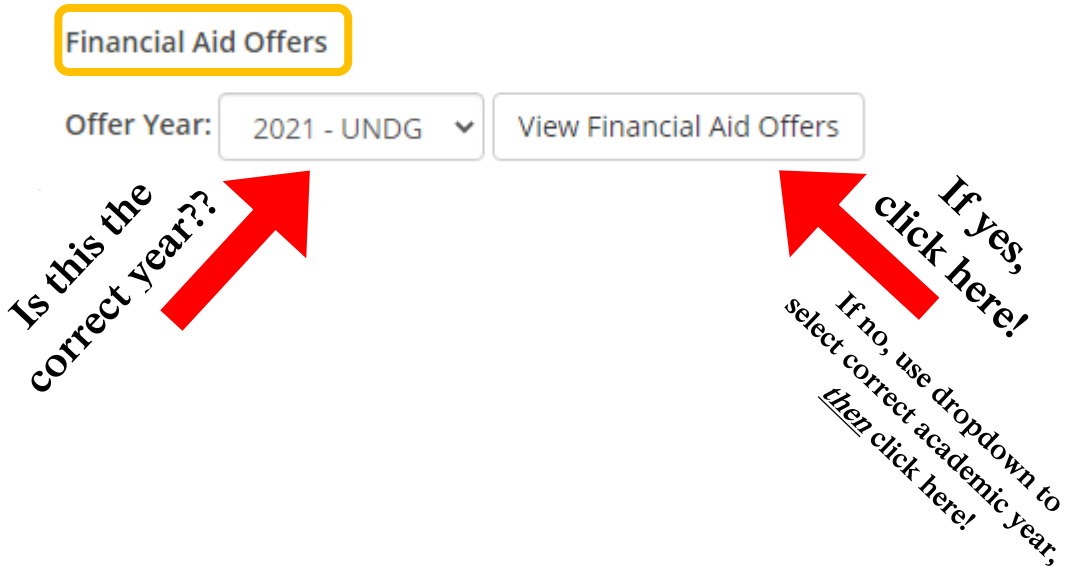


# VIEW FINANCIAL AID OFFER:

On your myAllen portal – Finances page

\*\*\* In the Financial Aid Offers box\*\*\*

- Make sure Offer Year field shows the correct academic year, then click View Financial Aid Offers



## Finances



### Financial Aid Offers - Aid Offers List

Offers for [REDACTED]

Offer Year: 2021 - UNDG ▾

ⓘ Indicates an offer that needs a decision. Click here to Accept/Decline Aid

#### Offers

	Description	Total Award	Accepted Award	Fall Semester 2020		Spring Semester 2021	
ⓘ	Subsidized Student Loan	\$3,500.00	\$0.00	\$1,750.00	Ready	\$1,750.00	Ready
ⓘ	Unsub Student Loan	\$2,000.00	\$0.00	\$1,000.00	Ready	\$1,000.00	Ready
	Pell Grant	\$6,345.00	\$6,345.00	\$3,173.00	Accepted	\$3,172.00	Accepted
	Supplement Educ Oppr Grt	\$100.00	\$100.00	\$50.00	Accepted	\$50.00	Accepted
	Men's Track/CC T/B/SFS	\$2,376.00	\$2,376.00	\$1,188.00	Accepted	\$1,188.00	Accepted
	<b>Total</b>	<b>\$14,321.00</b>	<b>\$8,821.00</b>	<b>\$7,161.00</b>		<b>\$7,160.00</b>	

[Accept/Decline Aid](#)

Offer Year: 2021 - UNDG

Indicates an offer that needs a decision. Click here to Accept/Decline Aid

If you see these...

Offers

Description	Total Award
Subsidized Student Loan	\$3,500.00
Unsub Student Loan	\$2,000.00
Pell Grant	\$6,345.00
Supplement Educ Oppr Grt	\$100.00
Men's Track/CC T/B/SF S	\$2,376.00
<b>Total</b>	<b>\$14,321.00</b>

...click here!

Accept/Decline Aid

Offer Year: 2021 - UNDG

Indicates an offer that needs a decision

Offer Decisions

Description	Total Award	Acceptance
Subsidized Student Loan	\$3,500.00	<input type="radio"/> Accept <input type="radio"/> Accept a lower amount: \$ <input type="text"/> <input type="radio"/> Decline

Make a choice for EACH ITEM that has a green circle beside it.

If you choose "Accept a lower amount" the amount chosen is for the YEAR and will be divided between the two semesters.

Once selections are made, click Next

Next

Cancel

Offer Year: 2021 - UNDG

Offer Decisions

Description	Total Award	Acceptance
Subsidized Student Loan	\$3,500.00	Decline
Unsub Student Loan	\$2,000.00	Decline
Pell Grant	\$6,345.00	
Supplement Educ Oppr Grt	\$100.00	
Men's Track/CC T/B/SF S	\$2,376.00	
<b>Total</b>	<b>\$14,321.00</b>	



Submit Edit Cancel

\*\*\* If student is accepting LOANS from Allen for the first time\*\*\*

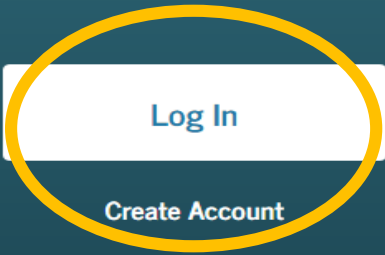
Visit <https://studentaid.gov/> and log in using your FAFSA user ID and Password



Federal Student Aid AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION    UNDERSTAND AID    APPLY FOR AID    COMPLETE AID PROCESS    MANAGE LOANS    Log In | Create Account

# You Are America's Smartest Investment

The U.S. Department of Education's office of Federal Student Aid provides more than \$120 billion in financial aid to help pay for college or career school each year.



In order for your loans to be certified, you **MUST** complete both:

- Entrance Loan Counseling
- Master Promissory Note

The screenshot shows the Federal Student Aid dashboard. The navigation bar includes 'UNDERSTAND AID', 'APPLY FOR AID', 'COMPLETE AID PROCESS', and 'MANAGE LOANS'. The 'COMPLETE AID PROCESS' menu is expanded, showing options like 'How Aid Is Calculated', 'Comparing School Aid Offers', 'Accepting Financial Aid', and 'Receiving Financial Aid'. Two items are circled in yellow: 'Complete Entrance Counseling' and 'Complete a Master Promissory Note (MPN)'. Below the MPN link, there are sub-links for 'MPN for Undergraduates', 'MPN for Graduate/Professional Students', and 'MPN for Parents'.

## PAYMENTS & PAYMENT PLAN:

- Click the **Payment Portal** link

The screenshot shows a navigation menu with three tabs: 'Finances', 'Student Life', and 'Allen'. The 'Finances' tab is selected, and a dropdown menu is open. The dropdown menu contains three items: 'My Student Information', 'Course and Fee Statement', and 'Payment portal'. The 'Payment portal' item is circled in yellow.

In the next screen, you'll create an account by entering all requested contact information. When finished Click the Next button.

The screenshot shows the 'Create Account' page for Allen Community College. The page features the Allen Community College logo on the left and the nelnet logo on the right. The main heading is 'Create Account'. Below the heading, the 'Contact Info' link is circled in yellow. A message at the bottom of the page reads: 'Welcome. Please take a few moments to review and complete your contact information.'



Then complete the **Phone Authentication**

Allen COMMUNITY COLLEGE

nelnet CAMPUS COMMERCIAL

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## Create Account

Online Account Profile

Required fields are marked with a \*

**Phone Authentication**

This information will be used to validate your identity when making inquiries by telephone. Choose information you will easily remember.

Once completed, you will be taken to your Allen Payment Portal. There, you can see your balance due and payment activity as well as make a payment with your credit or debit card.

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Home My Profile Financial Accounts

Signed in as [redacted]

Hello [redacted]

**Payment Activity** [View Details](#)

Current Balance  
**\$0.00** [Transaction Details](#)

[Make a Payment](#)

[redacted]

[\[redacted\]@allenc.edu](#)

[Register to receive text services on your mobile phone.](#)

[Want to allow a friend or family member to pay toward your balance? Add an Authorized Party.](#)

You will also use this page to view details and progress of your payment plan, if one has been setup.

As always, feel free to contact Financial Aid with any questions!  
620-901-6305  
finaid@allenc.edu