

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

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

Dependent Verification Worksheet
(V1, V5)

Mail: Allen Financial Aid
1801 N Cottonwood
Iola, KS 66749

Secure Upload: myAllen Portal
on the Finances page

Fax: 670.265.8787

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 MI 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, 2022, AND JUNE 30, 2023.** 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, 2022, and June 30, 2023.

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

INSTRUCTIONS FOR THIS SECTION!

Note: Do not include foster children.

Continued on next page.

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 2020 federal income tax return and applicable schedules. To request an IRS Tax Return Transcript, visit 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. 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 2020.
- Student **used** the IRS Data Retrieval Tool for FAFSA to transfer 2020 IRS income information onto the student's 2022-2023 FAFSA.
- Student **did not or could not** use the IRS Data Retrieval Tool for FAFSA. Must submit an official 2020 Federal IRS Tax Return Transcript or a signed copy of the 2020 federal income tax return and applicable schedules.
- Student **worked but was not required to file** a 2020 Federal Tax Return. Complete the section below, attach copies of your 2020 W-2's, and complete the Dependent Student Non-Filing Statement on your myAllen portal, or submit a 2020 IRS Verification of Non-Filing Letter (see Income Verification Section above).

CHOOSE ONLY ONE!

MUST CHECK ONE!

PARENT INCOME

- Parent(s) was/were not employed and has/have no income from work in 2020.
- Parent(s) used the IRS Data Retrieval Tool for FAFSA to transfer 2020 IRS income information onto the student's 2022-2023 FAFSA.
- Parent(s) **did not or could not** use the IRS Data Retrieval Tool for FAFSA. Must attach an official 2020 IRS Tax Return Transcript, or a signed copy of the 2020 federal income tax return and applicable schedules.
- Parent(s) **worked but was/were not required to file** a 2020 Federal Tax Return. Complete the section below. For each parent, attach copies of 2020 W-2's and a 2020 IRS Verification of Non-Filing Letter (see Income Verification Section above) and **explain** how your parents financially supported your family in 2020 (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 agree with all verification policies as stated by Allen. All required forms and documents for verification must be submitted by the deadline of the semester to be considered for federal aid. A financial aid package cannot be created until all of the requested forms and documents are received and verification has been completed. If forms and documents are not provided by the deadline, your federal aid will not be available.

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!

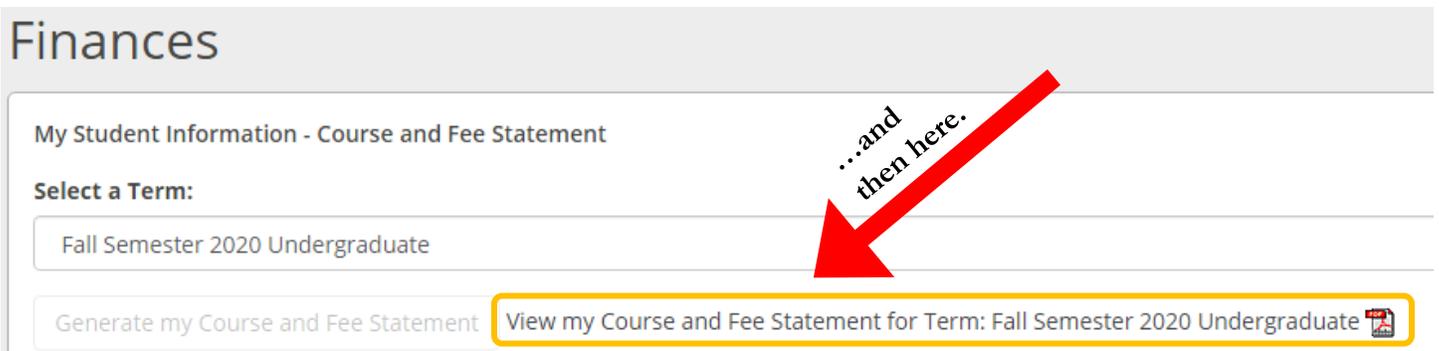
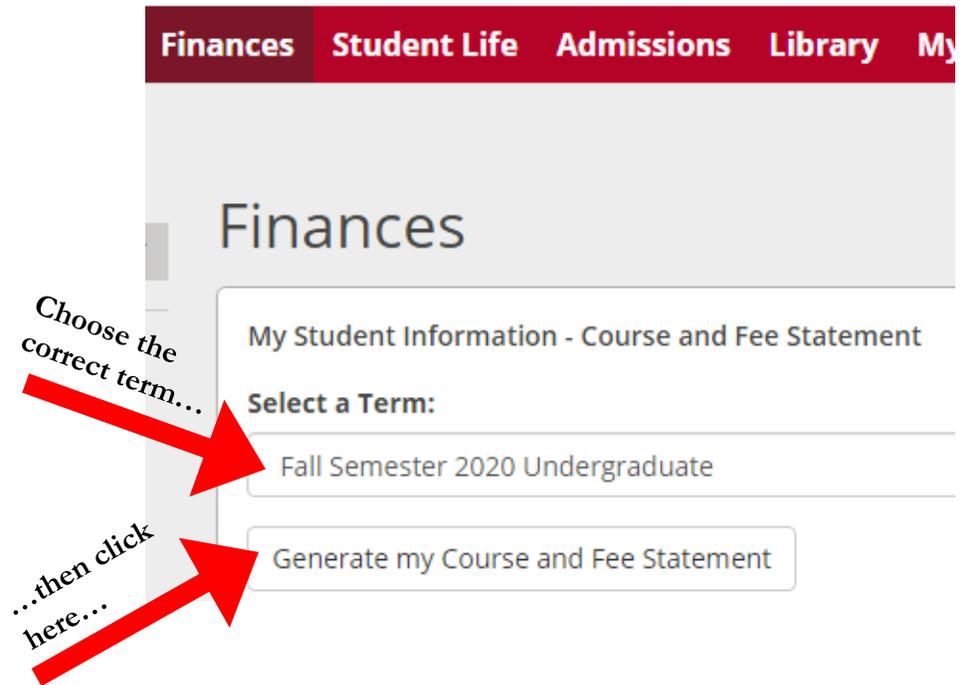
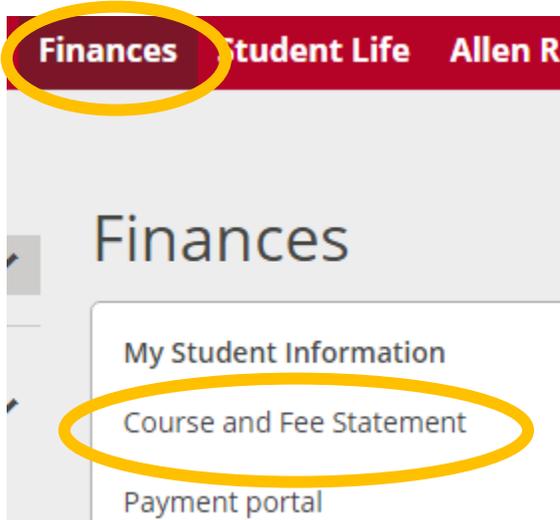
Once **ALL** documents have been received by Financial Aid, the file has been processed, and an offer has been created, the student will get an email from the Director letting them know the offer is ready for viewing.

To View Bill and Offers:

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

TO VIEW BILL from **Finances** tab

Click on “Course and Fee Statement”



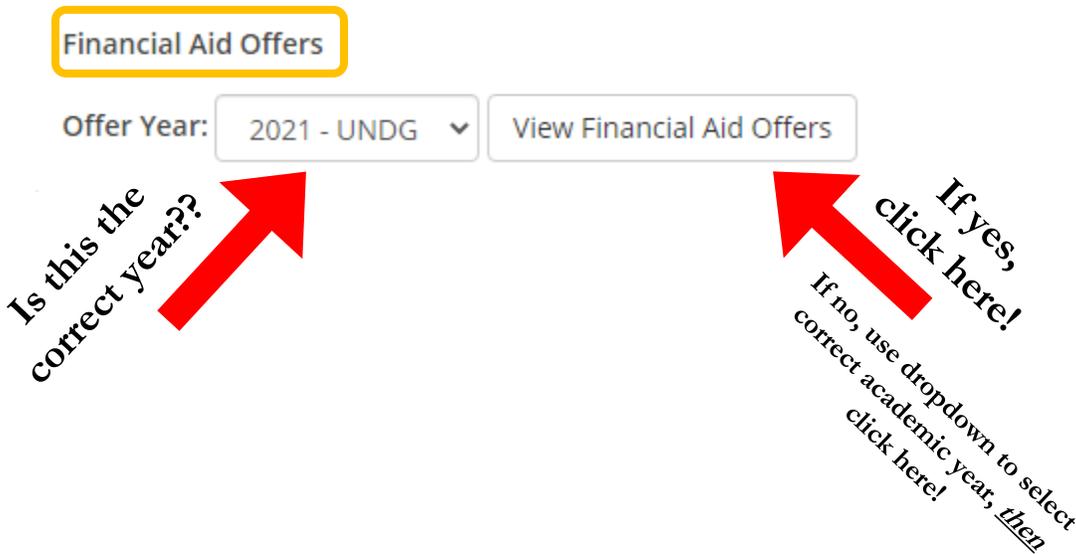
VIEW FINANCIAL AID OFFER:

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/SF S	\$2,376.00	\$2,376.00	\$1,188.00	Accepted	\$1,188.00	Accepted
Total	\$14,321.00	\$8,821.00	\$7,161.00		\$7,160.00	

[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
Total	\$14,321.00

...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

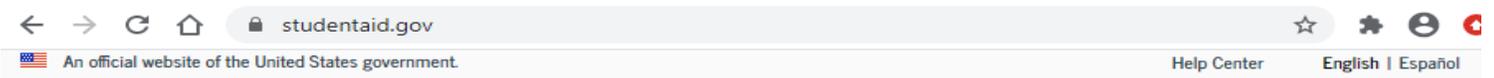
Offer Decisions

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	
Total	\$14,321.00	



*** 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



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.



Log In

Create Account

Considering School

In School

Parent

In Repayment

- Entrance Loan Counseling
- Master Promissory Note

Account Dashboard x DAPIP | Homepage x +

studentaid.gov/dashboard/

An official website of the United States government Help Center English | Español

Federal Student Aid AN OFFICE of the U.S. DEPARTMENT of EDUCATION

UNDERSTAND AID APPLY FOR AID COMPLETE AID PROCESS MANAGE LOANS

How Aid Is Calculated Complete Annual Student Loan Acknowledgement **Complete Entrance Counseling**

Comparing School Aid Offers **Complete a Master Promissory Note (MPN)** Complete TEACH Grant Counseling and Agreement to Serve

Accepting Financial Aid MPN for Undergraduates

Receiving Financial Aid MPN for Graduate/Professional Students

MPN for Parents

PAYMENTS & PAYMENT PLAN:

- Click the **Payment Portal** link

Finances Student Life Allen

Finances

My Student Information

Course and Fee Statement

Payment portal

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

Allen COMMUNITY COLLEGE

nelnet CAMPUS COMMERCE

Create Account

Contact Info

Welcome. Please take a few moments to review and complete your contact information.

Then complete the **Phone Authentication**



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.

Allen COMMUNITY COLLEGE

nelnet CAMPUS COMMERCE

es Español i Customer Service

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