

Note: We strongly suggest you thoroughly review your application before you turn it in. Incomplete applications received by mail will not be returned. Applications MUST be complete in order to be considered. Therefore, we ask that you review the entire application before submitting. Applications received after 4:30 pm on Thursday, January 31, 2019, will not be considered.

Review the following checklist to ensure you have included everything.

- ◇ **ALL names and addresses are complete.**
- ◇ **Both mother AND father are listed, even if divorced or deceased (there is additional space to list step-parent information)**
- ◇ **ALL persons living in the household are listed.**
- ◇ **All addresses and phone numbers of employers are listed.**
- ◇ **Copy of 2017 tax return is attached. Student applicant is listed as a dependent on the return. The entire tax return.**
- ◇ **Copy of current one (1) month's worth of pay stubs are attached (4 if weekly, 2 if bi-monthly) along with any other proof of income.**
- ◇ **If you receive Cash Assistance and/or Food Stamps, current qualifying letter with names and amounts received.**
- ◇ **If you and/or a family member receive Social Security, current qualifying letter with amounts received.**
- ◇ **Student information and statement are handwritten by the student.**
- ◇ **Parent/guardian statements are complete.**
- ◇ **Student has signed the application.**
- ◇ **Parent/Guardian has signed the application.**

Please remove this sheet before returning application and keep for your records.