



This Checklist will provide you valuable information as you go through the Financial Aid Process. Please follow the instructions listed below and submit all required documentation.

Submit the *Free Application for Federal Student Aid (FAFSA)* as early as October 1<sup>st</sup>. Richard Bland College priority filing date is March 1<sup>st</sup> of each year.

([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) School Code 003707

Respond promptly to any request for verification of information (ie. Tax Returns, Transcripts, W-2's, etc.)

You will receive an Award Notification via the mail or email with instructions on how to accept your Financial Aid Award. Please check your RBC Email.

View and accept, decline or reduce your financial aid awards using Banner. (Instructions will be provided to you)

Notify the Office of Student Financial Aid if you receive any funding from other sources and complete the Non-College Award Notification Form (under documents and forms tab).

If you will be accepting your Subsidized and/or Unsubsidized Loans, please complete the Entrance Counseling and Master Promissory Note online at

[www.studentloans.gov](http://www.studentloans.gov)

If you need additional funding, your parent(s) may complete a Direct Parent Loan online at [www.studentloans.gov](http://www.studentloans.gov).

Seek both on-campus and off-campus jobs via the Work Study programs on campus. You may apply for work-study at [www.rbc.edu](http://www.rbc.edu), Select 'Student Employment', and complete the Application online

Review your Tuition Bill and enroll in a payment plan if needed at

[www.MyCollegePaymentPlan.com/rbc](http://www.MyCollegePaymentPlan.com/rbc). You may also speak with the Business Office regarding your balance (804) 862-6100