



# Richard Bland College

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 31<sup>st</sup> of each year. (<http://www.studentaid.gov>) School Code **003707**
- Respond promptly to any request for verification of information (i.e. Tax Returns, Transcripts, W-2's, etc.)
- Complete Virginia In-State Tuition Form (VIT) with the Admissions Office (this may qualify you for in-state rates and potentially more financial aid money)
- View and accept, decline or reduce your financial aid awards using Banner. (Instructions will be provided to you via mail or email with your award notification).
- If you will be accepting your Subsidized and/or Unsubsidized Loans, please complete the Entrance Counseling and Master Promissory Note online at <http://www.studentaid.gov>
- Notify the Office of Student Financial Aid if you receive any funding from other sources and complete the Non-College Award Notification Form (form is in your award packet or you can request from our office).
- If you need additional funding, your parent(s) may complete a Direct Parent Loan online at <http://www.studentaid.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 ext.8100