



# Award Letter Checklist



Print or download this form for easy reference.

The forms below are found on your WarriorWeb account at <https://warriorweb.lcsc.edu>

## Print Your Award Letter

1. Select “[Financial aid award letter.](#)”
2. Select the appropriate year and press submit.
3. The award letter needs to print in Landscape. In your browser select File Page Setup. Select Landscape from the menu. Set all margins to .5.
4. Select File Print.
5. Check Yes or No for each of the awards listed on your award letter.
6. Sign the bottom and return it to the Financial Aid Office.

## Print Your Conditions of Award

1. Select “[Conditions of Award.](#)”
2. Print and Read the Conditions of Award.
3. Sign and Date the form. Return it along with your award letter to the Financial Aid Office.

## Student loans at LCSC

*If you are a first time borrower follow these instructions*

1. Select “[REQUIRED Lender Selection Form.](#)”
2. Follow the instructions for completing the form.
3. Print and return the form along with your Award Letter and Conditions of Award to the Financial Aid Office.
4. Go to <http://www.lcsc.edu/financialaid/quiz/default.htm> and complete the online Loan Entrance Counseling.
5. Complete an on-line Master Promissory Note (MPN) at your lender’s website.

## Read and Understand the Satisfactory Academic Progress Policy

1. Select “[Satisfactory Academic Progress Policy.](#)”
2. Read the Satisfactory Academic Progress Policy (SAP) thoroughly. These are the conditions you must meet in order to continue receiving federal financial aid. If you have questions regarding SAP you should contact the Financial Aid Office.

The Financial Aid Office is located on the second floor of Reid Centennial Hall in room 208. Office hours are Monday through Friday from 8:00 AM to 5:00 PM. If you are unable to return documents in person our mailing address is:

Financial Aid Office  
500 8th Ave  
Lewiston, ID 83501

Call 792-2224 or 800-933-5272 with questions or concerns

LCSC is an Equal Opportunity Provider, all forms are available in alternative formats to assist persons with disabilities. Please give reasonable notice to the Financial Aid Office. TTY 800-377-3529