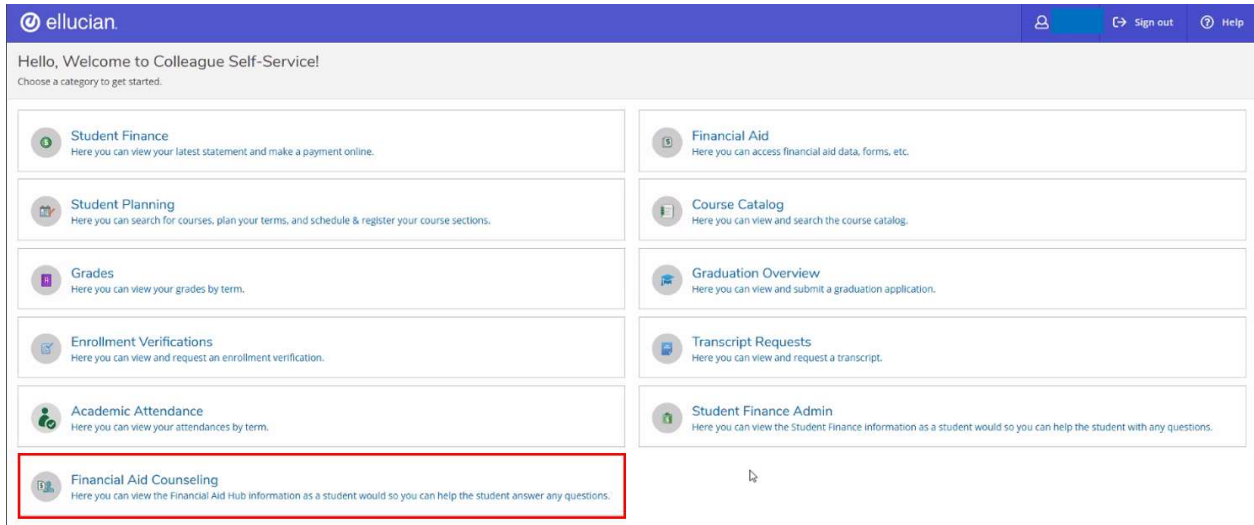




# Financial Aid

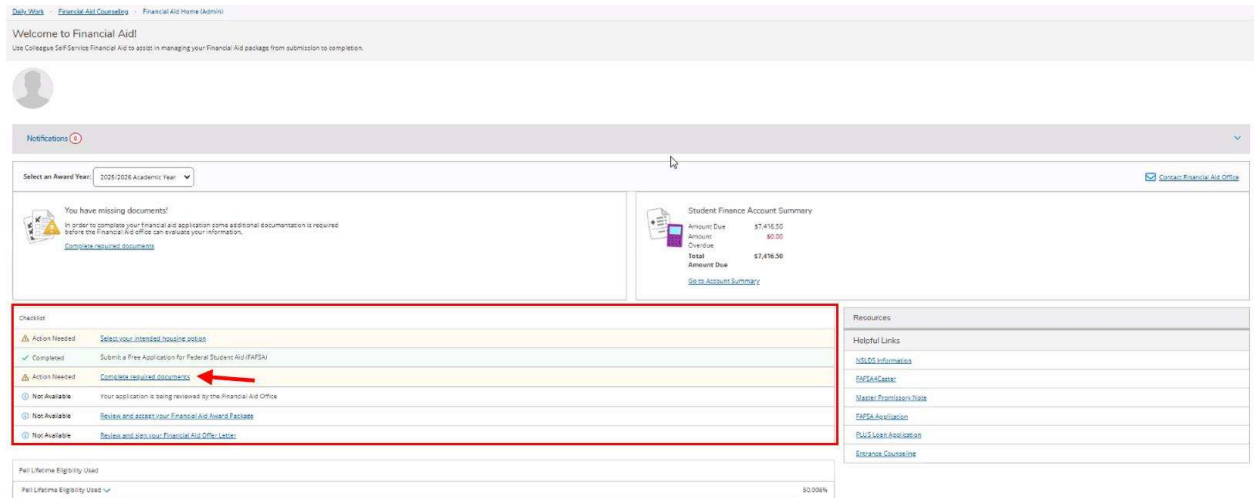
Self Service Guide in completing your Checklist

1. Log into your Self-Service profile. On your home screen, click on **Financial Aid Counseling**.



2. This page will show you items on your **Checklist** that need to be completed, account summary, and useful links. Click on “**Complete required documents**”

Note: Make sure to select your housing option because it's your way of notifying the institution about your housing needs for the upcoming semester and for the correct charges to be assigned to your profile.



- Under required documents, review the documents marked as missing. All items will need to be complete to receive Financial Aid such as grants, scholarships, and student loans.

Contact [finaid@pqc.edu](mailto:finaid@pqc.edu) for assistance.

ellucian

Daily Work - Financial Aid Counseling - Required Documents (Admin)

Required Financial Aid Documents

Be sure to submit ALL required documents before their due date to make sure your Financial Aid package is not delayed.

Change User

Notifications

Select an Award Year: 2025/2026 Academic Year

Contact Financial Aid Office

Document	Explanation	Due Date	Status	Attachments
Parent 2023 Tax Return	Submit the 2023 Tax Transcript for your parent <a href="#">Request a Tax Transcript</a>	ASAP	Missing	
Dependent Verification V1	Submit Dependent Verification Worksheet	ASAP	Missing	

- Once you have submitted your missing items, your status will change to **In Progress**.

What does “in progress” mean? This means that your documentation is being reviewed by Financial Aid Staff. Our staff will determine if the information you provided will be sufficient or if you will need to submit additional documents to support your claims.

Daily Work - Financial Aid Counseling - Financial Aid Home (Admin)

Welcome to Financial Aid!

Use College Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Change User

Notifications

Select an Award Year: 2025/2026 Academic Year

Contact Financial Aid Office

Financial Aid Application Being Reviewed

Complete your financial aid application to be evaluated by the financial aid office to determine if you are eligible to receive any financial aid awards. You will receive a notification once this evaluation has been completed.

Student Finance Account Summary

Amount Due	\$7,416.50
Amount	\$0.00
Overdue	
Total	\$7,416.50
Amount Due	

Go to Account Summary

Checklist

Action Needed	Select your intended location
Completed	Submit a Free Application for Federal Student Aid (FAFSA)
Completed	Complete required documents
In Progress	Your application is being reviewed by the financial aid office
Not Available	Review and accept your Financial Aid Award Package
Not Available	Review and sign your Financial Aid Offer Letter

Resources

Helpful Links


- NSLDS Information
- FAFSA Guide
- FAFSA Registration
- FAFSA Application
- Student Application
- Expense Co-payment

- After Financial Aid Staff have determined that your submitted documents are good, your updated status will change to **Completed**.

Your next step is to **Review and accept your Financial Aid Award Package**.

Welcome to Financial Aid!

Use College Self Service Financial Aid to assist in managing your Financial Aid package from admission to completion.



Notifications

Select an Award Year: 2025-2026 Academic Year [Contact Financial Aid Office](#)

Your Financial Aid Package is now ready!  
Your financial aid award package is now ready for your review and acceptance.  
[Review and accept your Financial Aid Award Package](#)

Student Finance Account Summary  
Amount Due: \$143.50  
Amount: \$0.00  
Overdue: \$0.00  
Total Amount Due: \$143.50  
[Go to Account Summary](#)

Checklist

- Action Needed: [Select your intended course plan](#)
- Completed: [Submit a Free Application for Federal Student Aid \(FAFSA\)](#)
- Completed: [Complete required documents](#)
- Completed: [Your application is being reviewed by the Financial Aid Office](#)
- Action Needed: [Review and accept your Financial Aid Award Package](#)
- Action Needed: [Complete Direct Loan Entrance Counseling](#)
- Action Needed: [View a Direct Loan Master Promissory Note](#)
- Action Needed: [Review and sign your Financial Aid Offer Letter](#)

Resources

Helpful Links

- [NSDGS Information](#)
- [FAFSA Center](#)
- [Master Promissory Note](#)
- [FAFSA Application](#)
- [Direct Loan Application](#)
- [Entrance Counseling](#)

- On this page, you will find your aid eligibility based on your FAFSA application.

Note: Student loans have an “Action Required” warning that must be completed. In this process you will need to decide to **Accept or Decline** your offered loans for the year.

Select an Award Year: 2025-2026 Academic Year [Contact Financial Aid Office](#)

You have the following Awards

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.

Award	Status	Total Awarded Amount	Fall Semester	Spring Semester
<b>Scholarships and Grants</b> <span>\$11,395.00</span> Money you don't have to pay back				
Federal Pell Grant	Accepted	\$7,285.00	\$3,692.00	\$3,693.00
Federal Supplemental Grant	Accepted	\$1,200.00	\$500.00	\$500.00
Texas State Grants TRS	Pending	\$3,000.00	\$1,500.00	\$1,500.00
<b>Work</b> <span>\$6,000.00</span> Money you work for				
Federal Work Study	Accepted	\$3,000.00	\$1,500.00	\$1,500.00
Federal Work Study 2nd Disbursement	Pending	\$3,000.00	\$1,500.00	\$1,500.00
<b>Loans</b> <span>\$3,500.00</span> Money you have to pay back				
Subsidized Loans	Estimated	\$3,500.00	\$1,750.00	\$1,750.00
Unsubsidized Loans	Estimated	\$2,000.00	\$1,000.00	\$1,000.00

**Federal Direct Subsidized Loan** Offered: \$3,500.00    \$1,750.00    \$1,750.00

Check the terms you will be attending.

Fall Semester    \$1,750.00

Spring Semester    \$1,750.00

**Total**    **\$3,500.00**

**Reset**    **Decline**    **Accept**

**Unsubsidized Loans** Estimated: \$2,000.00    \$1,000.00    \$1,000.00  
[Accept or Decline](#)

*You may accept the entire loan amount, change the loan amount, or decline the entire loan amount. Your total cannot exceed the maximum amount.*

- After choosing to accept or decline your loans for the year, you will see your updated status on your **Checklist** change to **Completed**.

Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

**Notifications**

Select an Award Year: 2025-2026 Academic Year [Learn Financial Aid Office](#)

**Entrance Counseling**  
You have been awarded a Direct Loan, but have not completed entrance counseling. Before you can receive any disbursements you must complete your entrance counseling.  
[Complete Direct Loan Entrance Counseling](#)

**Student Finance Account Summary**

Amount Due	\$143.50
Amount	\$0.00
Charge	
Total	\$143.50
Amount Due	

[Go to Account Summary](#)

**Checklist**

- Action Needed: [Select your intended location and...](#)
- Completed: [Submit a Free Application for Federal Student Aid \(FAFSA\)](#)
- Completed: [Complete required documents](#)
- Completed: [Your application is being reviewed by the Financial Aid Office](#)
- Completed: [Review and accept your Financial Aid Award Package](#)**
- Action Needed: [Complete Direct Loan Entrance Counseling](#)
- Action Needed: [Sign a Direct Loan Master Promissory Note](#)
- Action Needed: [Review and sign your Financial Aid Offer Letter](#)

**Resources**

Helpful Links

- [SIS/CS Information](#)
- [FAFSA Center](#)
- [Master Promissory Note](#)
- [FAFSA Application](#)
- [PLUS Loan Application](#)
- [Entrance Counseling](#)

- The next item on the Checklist is to **Review and sign your Financial Aid Offer Letter**.

The “offer letter” will show you a breakdown of your costs and awards. At the top of your screen under the **Financial Counseling** dropdown click on **Offer Letter**. After reviewing, please sign and submit it at the bottom of the page.

Daily Work · **Financial Aid Counseling**

- Financial Aid Home
- Required Documents
- My Awards
- Report/View Outside Awards
- Request a New Loan
- Offer Letter**

**Financial Counseling**

Select an Award Year: 2025-2026 Academic Year [Learn Financial Aid Office](#)

**Offer Letter**

2025-2026 Academic Year \$1,442.00

**Cost of Attendance**

Direct Loan	\$0.00
Tuition	\$5,000.00
Room & Board	\$4,000.00
Books & Supplies	\$1,442.00
Transportation	\$0.00
Personal Expenses	\$0.00

Scheduled Fall	Full-Time	FALL	SPRING
Federal Student Loans You may not need to accept student loans to cover their required tuition and fees if your employer provides a Subsidized benefit policy. This is for informational purposes only. If you need to borrow a student loan for other educational expenses, you can do so by accepting loans in your Self-Service portal and completing your Master Promissory Note and Entrance Counseling.			
<b>Awards</b>			
<b>Award Type</b>	<b>Total</b>	<b>FALL</b>	<b>SPRING</b>
<b>Grants &amp; Scholarships - Money you don't have to pay back</b>			
Federal Pell Grant	\$7,295.00	\$3,436.25	\$3,858.75
Federal Supplemental Grant	\$1,000.00	\$500.00	\$500.00
Federal Work Study	\$1,000.00	\$1,000.00	\$1,000.00
Federal Work Study 2nd Disbursement	\$1,000.00	\$1,000.00	\$1,000.00
Texas State Grant TRB	\$1,000.00	\$1,000.00	\$1,000.00
<b>Student Loans - Money you have to pay back</b>			
Federal Direct Subsidized Loan	\$1,700.00	\$1,700.00	\$1,700.00
Federal Direct Unsubsidized Loan	\$1,000.00	\$1,000.00	\$1,000.00
<b>Total</b>		\$11,442.00	\$11,442.00
<b>Grand Total</b>			\$22,884.00
<b>Net Price - Total Cost of Attendance minus total Grants and Scholarships</b>			
			\$22,190.00

Please reach out to your Financial Aid Counselor or Financial Aid@colleague.edu should you have any questions.

I verify that I accept the award package and I hereby sign my offer letter.

- Please see your updated status on your checklist. Continue making progress with completing any missing items.

Note, if you accept loans, both Loan Entrance Counseling and Master Promissory Note will need to be completed for your loans to be applied towards billing.

If you have any questions regarding items on your Financial Aid page, please contact [finaid@pqc.edu](mailto:finaid@pqc.edu) for assistance.

The screenshot displays the Financial Aid portal interface. At the top, there is a navigation bar with 'Dash-View', 'Financial Aid Counseling', and 'Financial Aid Home (Admin)'. Below this is a 'Welcome to Financial Aid!' message and a note about using College Self-Service Financial Aid to assist in managing financial aid packages. A user profile icon is visible on the left.

The main content area is divided into several sections:

- Notifications:** A dropdown menu for 'Select an Award Year' is set to '2025-2026 Academic Year'. A 'Contact Financial Aid Office' link is present.
- Entrance Counseling:** A notification states: 'You have been awarded a Direct Loan, but have not completed entrance counseling. Before you can receive any disbursements you must complete your entrance counseling.' A link to 'Complete Direct Loan Entrance Counseling' is provided.
- Student Finance Account Summary:** A table showing:
 

Amount Due:	\$143.59
Amount:	\$0.00
Overdue:	
Total:	\$143.59
Amount Due:	

 A link to 'Go to Account Summary' is at the bottom.
- Checklist:** A table of tasks with their completion status:
 

Action Needed	Select your intended degree option
Completed	Submit a Free Application for Federal Student Aid (FAFSA)
Completed	Complete required documents
Completed	Your application is being reviewed by the Financial Aid Office
Completed	Review and accept your Financial Aid Award Package
Action Needed	Complete Direct Loan Entrance Counseling
Action Needed	Sign a Direct Loan Master Promissory Note
Completed	Review and sign your Financial Aid Offer Letter

 Red arrows point to the 'Review and accept your Financial Aid Award Package' and 'Review and sign your Financial Aid Offer Letter' rows.
- Resources:** A section titled 'Helpful Links' containing:
  - NSDGG Information
  - FAFSA Center
  - Master Promissory Note
  - FAFSA Application
  - Direct Loan Application
  - Entrance Counseling