IMPORTANT INFORMATION

READ BEFORE APPLYING FOR FINANCIAL AID

❖ You must complete the Free Application for Federal Student Aid (FAFSA) to begin the process to apply for grants or work study at f\ l Hrdg ##ghi XYbHJX'[cj #\ #Udd`m1 Zcf! U]X#ZUZgUŁ It is FREE at fl Hrdg ##ghi XYbHJX'[ cj #\ #Udd`m1 Zcf! U]X#ZUZgUŁ Other websites are not government based and may charge a fee.

❖ The FAFSA must be completed every year and as early as possible. Some types of funding are limited and given out on a first-come, first-serve basis.

❖ If you plan to begin attendance in the Fall &S&&/Spring &S&! #Gi a a Yf &S&! semesters, please complete the &S&&! &S&! FAFSA (&S&S IRS federal tax return required)

❖ Use the correct Social Security Number, Social Security Name and Date of Birth for the parent(s) and the student. If you establish a FSA ID and/or complete the FAFSA with incorrect information, you will have to start over with the process.

❖ The Student (and the Parent (s)) MUST have an individual FSA ID in order to sign the FAFSA.
   o If the parent has another child that completed the FAFSA or completed a FAFSA while in college, you still have a PIN Number which can be linked into the creation of the new FSA ID.
   o The student and parent may not have the same FSA ID.
   o Once the FSA ID has been created, the site will confirm when it is successfully completed.

❖ KEEP THE FSA ID FOREVER!!!!
   o The FSA ID will be used each year to sign the FAFSA.

❖ The FAFSA ask for a student's email. This is the email ALL notifications from FAFSA will be sent. If the student is not checking the email address, notifications may be missed. A student and parent(s) might want to have a joint email so that both may review any notifications. This email may also go in a spam/junk folder unless you set your email to allow these to come into you inbox.

❖ Please be sure to read ALL questions on the FAFSA.
   o The FAFSA asks for a Password. You will need this password along with the Student's FSA ID to make corrections or changes to the FAFSA.
   o If you click on a box/blank on the FAFSA, a helpful hints tool will appear on the right side of the page.

- A student who has attended college as a dual enrollment will choose "Never Attended/1ˢᵗ Year" on the FAFSA.
- A student may choose to be "interested" in work study. This does not mean that a student will automatically be offered work study or that a student must accept work study. Federal Work Study is a need based program that allows the student to work on campus for at least minimum wage around his/her class schedule.
- A student will NOT be working on a Graduate, Master's or Professional degree.
- Types of Degree:
  - Associate degree (occupational or technical program)
  - Certificate or diploma (occupational, technical or education program of less than two years)
- If the parent is remarried, the student must list the parent and the step parent's information on the FAFSA.

❖ Once the FAFSA has been submitted, a confirmation page will be on the screen. This will be sent to the student's email as listed on the FAFSA. Please keep this page for your records. This page also shows an ESTIMATE of what the student may be eligible for in the upcoming year (total number will be divided in half: Fall and Spring Semester). Please remember this is an estimate, it is NOT the student's award offer from the government. The school will contact the applicant to request in order to provide what else will be needed to process financial aid.

❖ Follow up for additional paperwork that may be required. Examples: verification, corrections, etc. Do not be alarmed by the request for more documents. The US Government will randomly select people for the school to verify information that may have already been listed on the FAFSA.

  - Students selected for verification are REQUIRED to provide a 2015 Tax Return Transcript from the IRS. This is different from the Tax Return you have at home. Order the Return Transcript at www.irs.gov as soon as possible. There is NO charge for the transcript and if required it can take up to 2 weeks to receive. Order it now and have available if its required to complete the process.

❖ If you need to make a correction to the FAFSA (other than a student's Social Security Number), the student may go to FAFSA.GOV, click Log In, make a correction and choose the correct year.

❖ If eligible, the student and parent(s) should choose to use the IRS Data Retrieval Tool provided on FAFSA on the web. This helps eliminate errors and could eliminate verification.