22/23 FINANCIAL AID APPLICATION PROCESS

All federal financial aid items must be completed online at https://studentaid.gov

Students are required to complete their financial aid applications on-line. The school cannot determine your financial aid eligibility until your financial aid applications have been processed and verified. It is important to complete your applications **as early as possible**. Some FAFSA applications are flagged for a process called verification. If your application is flagged, additional information will be required by our office. You will be notified by email of what documentation is needed and no financial aid will be processed until it is received and verified.

Before you begin completing the FAFSA application, you will want to gather the information required to apply. Listed below are some of the data items you will need to complete this application.
- ✓ Your Social Security Number and your parents' Social Security number if you are providing parent information.
- ✓ Your driver's license number.
- ✓ Your federal income tax returns, W-2s, and other records of money earned for the tax year **2020**
- ✓ Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate (but NOT including the home in which you live); and business and farm assets for you.
- ✓ Records of your untaxed income, such as child support received, interest income, and veterans noneducation benefits.

1. **Complete the 22/23 Free Application for Federal Student Aid (FAFSA) – School Code – 015888**
You must complete a FAFSA application in order to receive any federal assistance be it a Pell grant or a Federal Student loan that must be repaid. If you have never completed a FAFSA application in the past, or if you previously had a PIN number, you will now be required to create a FSA ID prior to being able to complete your application. Instructions for creating a new FSA ID are located below.
- ❖ **When completing the section asking what degree or certificate you will be working toward please choose**: Certificate/diploma (occupational/technical/educational program of less than 2 yr.)
- ❖ **It is highly recommended that you import your Tax Return information from the IRS**

2. **Complete Loan Entrance Counseling**
Click on the "Log In" button, use your FSA ID information to log into the site. Select "Complete Aid Process" found in the top navigation bar. Select "Complete Entrance Counseling" from the drop-down menu. Select "Start" next to "I'm an Undergraduate Student (Subsidized/Unsubsidized Loan)". Select the school(s) you want to notify of counseling completion and then follow the instructions to complete and submit your entrance counseling results.

3. **Complete a Master Promissory Note**
Click on the "Log In" button, use your FSA ID information to log into the site. Select "Complete Aid Process" found in the top navigation bar. Select "Complete a Master Promissory Note (MPN)" from the drop-down menu. The Master Promissory Note (MPN) page will appear. Select "Start" next to "I'm an Undergraduate Student (Subsidized/Unsubsidized)". Then follow the instructions to complete, sign, and submit your MPN

Creating and Using the FSA ID

What's an FSA ID?
The FSA ID is a username and password combination you use to log in to U.S. Department of Education (ED) online systems. The FSA ID is your legal signature and shouldn't be created or used by anyone other than you—not even your parent, your child, a school official, or a loan company representative. You'll use your FSA ID every year you fill out a Free Application for Federal Student Aid (FAFSA®) form and for the lifetime of your federal student loans.

How do I get an FSA ID?
Visit https://studentaid.gov/fsa-id/create-account/launch to create an FSA ID. You'll need your Social Security number, full name, and date of birth. You'll also need to create a memorable username and password, and complete challenge questions and answers so you can retrieve your account information if you forget it.

You'll be required to provide either your email address or your mobile phone number when you make your FSA ID. Providing a mobile phone number and/or email address that you have access to will make it easier to log in to ED online systems and allow additional account recovery options.

Important: A Social Security number, email address, and mobile phone number can only be associated with one FSA ID. If you share an email address with someone else, then only one of you will be able to use that email address to create an FSA ID.

FSA ID Tips

- If you need to provide information about your parents on the FAFSA® form, one of your parents will need an FSA ID to sign the form. Your parent can create an FSA ID and then sign the FAFSA form electronically using that FSA ID. Not sure whether you'll need to put your parents' information on the FAFSA form? Check out https://studentaid.gov/apply-for-aid/fafsa/filling-out/dependency. **Remember:** You should create your own FSA ID, and your parent should create his or her own FSA ID. Also make sure to use the correct FSA ID when signing the FAFSA form electronically.

- When you first create your FSA ID, the use of your FSA ID will be restricted to completing, signing, and submitting an original (first-time) FAFSA form. You'll have to wait one to three days for your information to be confirmed by the Social Security Administration (SSA) before you can use your FSA ID for other actions, such as submitting a FAFSA Renewal or signing a Master Promissory Note. If you provided an email address, then you'll receive an email letting you know that your information was successfully matched with the SSA, and you can begin using your FSA ID.

- If you forget your FSA ID username or password, look for the "Forgot My Username" and "Forgot My Password" links on log-in pages. These links will direct you to web pages where you can request a secure code to be texted to your verified mobile phone number or emailed to your verified email address. The secure code will allow you to retrieve your username or reset your password. You can also retrieve your username or reset your password by successfully answering your challenge questions. **Remember:** If you verified your email address or mobile phone number during account creation, you can enter your email address or mobile phone number instead of your username to log in.

Learn more about how you can use your FSA ID at https://studentaid.gov/help-center/answers/article/how-can-i-use-my-fsa-id-username-and-password. Find the fact sheet at https://studentaid.gov/resources.