
● HOW TO APPLY FOR FINANCIAL AID ●

“FAFSA ON THE WEB”: www.fafsa.ed.gov

Note: filing the FAFSA is free so if you are asked to pay a fee, you are at the wrong web site

NOTICE: Financial Aid is NOT disbursed to students prior to beginning class. See financial aid handbook for details

FILE THE FAFSA: www.fafsa.ed.gov

To log in to FAFSA on the web, you will need to enter either your (the student's) FSA ID or personal information. The FSA ID replaced the PIN in May 2015. Once you are logged in, follow the step by step instructions to complete the FAFSA for **2017-2018**.

CREATE A NEW FSA ID

If you do not have a FSA ID, you will need to create one before you can complete the FAFSA. A FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature. You can create a FSA ID on the www.fafsa.ed.gov website or you can go to www.fsaaid.ed.gov.

PRIOR YEAR INCOME INFORMATION:

The U.S. Department of Education strongly encourages students to utilize the IRS Data Retrieval System when filing the FAFSA. This means, when you are completing your FAFSA on-line, you will be given the option to have your 2015 tax data imported straight from the IRS to your FAFSA. If you choose NOT to use this option, you will need to refer to a copy of your 2015 Federal Income Tax Return.

The U.S. Department of Education randomly selects FAFSA applications to verify the information reported (income, family size, etc.). Approximately 60% of our student population is selected. If you are selected, you will be required to submit a copy of your 2015 Tax Transcript if the IRS Data Retrieval Tool was not used. Copies of Federal Tax Returns are not acceptable forms of verification. Note: Non-tax filers will need to provide copies of W2s or Social Security Wage Statements as verification.

HOW TO ORDER A TAX TRANSCRIPT

- 1) www.irs.gov
- 2) 1-800-908-9946
- 3) Fax paper Form 4506T-EZ (obtained from the IRS website)

MEET WITH FINANCIAL AID CONSULTANT: MANDATORY: *Once you are enrolled in a program of training and have filed your FAFSA, you will be contacted to schedule a time to come in to meet with the Financial Aid Consultant to review tuition costs and eligibility for Pell Grant and Federal Direct Loan funds. ALL STUDENTS ARE REQUIRED TO MEET WITH THE FINANCIAL AID OFFICE PRIOR TO BEGINNING HIS/HER PROGRAM OF TRAINING.*

FINANCIAL AID OFFICE: (740) 867-6641
