

# Complete the FAFSA in Just Five Steps



## Create an FSA ID

- The FSA ID is your username and password.
- Use your FSA ID to electronically sign your FAFSA, make FAFSA corrections, complete the student loan acceptance process and more.
- Go to [fsaid.ed.gov](https://fsaid.ed.gov) to create your FSA ID.
- Save your FSA ID to use again next year.
- If you're a dependent student, one of your parents will also need an FSA ID.



## Gather Materials

- Social Security card
- W2 forms and tax returns for the year specified on the FAFSA
- If you're a dependent student, completing the FAFSA is a joint effort between you and your parent(s). Parent(s) need tax documents as well.



## Fill It Out

- Apply online at [FAFSA.gov](https://fafsa.gov). Enter student and parent names as shown on Social Security cards.
- Send your FAFSA results to up to 10 campuses (**North Central State College's school code is: 005313**)
- Use the Data Retrieval Tool to automatically transfer tax data to your FAFSA. It's part of the FAFSA completion process.



## Sign & Submit Your FAFSA

- Enter your FSA ID to serve as your electronic signature.
- If you're a dependent student, your parent must also enter their FSA ID to serve as their electronic signature.
- Don't forget to click **SUBMIT** at the bottom of the screen.



## Follow Up

- If you have not applied for admission to North Central State College and/or the colleges that interest you, please do so as soon as possible.
- Watch your email for a notification from Federal Student Aid regarding your Student Aid Report (SAR) and information from North Central State College or the institutions that received your FAFSA results.
- Provide any other necessary documentation that may be required by North Central State College or your institution.

# CASH FOR COLLEGE 2020/2021

◆ FINANCIAL AID ESSENTIALS ◆

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*Two things are certain, death and taxes. Add to that, college costs going up each year.*

College is not free. Students are charged tuition (the cost to attend class), fees (for laboratories, student activities, parking, athletics, technology, etc.), and room & board (housing and food), and must pay for books and supplies. The total cost to attend college is referred to as *the cost of attendance* or the *student budget*.

While it is understood that paying for college can be a significant burden, it is the student's responsibility to ensure that college costs are paid.

Financial aid is help to pay for college which comes from a source other than the student's family.

## THE FAFSA

- Submitting the FAFSA (the federal government's aid application) is the first and major step in receiving financial aid.
- The FAFSA is submitted on-line at [fafsa.gov](http://fafsa.gov) starting October 1 of the year preceding enrollment. A new FAFSA must be submitted each year.
- A primary purpose of the FAFSA is determining the student's *Expected Family Contribution* or *EFC*. This is the amount that the student/family is expected to be able to pay toward the cost of education for one year.
- The student's need for financial aid is established by subtracting his/her EFC from the college's cost of attendance. → → **Cost minus EFC equals Need** ← ← Need varies by college because colleges differ in cost, although the EFC remains the same at all colleges.
- The FAFSA obtains information about the student's family's financial situation. Much of the data comes from federal 1040 tax returns and W-2 forms, but questions about non-taxed income such as child support, about certain benefits such as worker's compensation, and about assets such as investments are asked as well.
- Income tax form information may be entered onto the FAFSA manually, however, students and parents are strongly encouraged to use the IRS Data Retrieval Tool. The DRT electronically transfers tax form information directly onto the FAFSA, and its use is built into the FAFSA. Using the DRT reduces errors and speeds processing.
- Most students just graduating from high school, and up to about age 24, are considered to be *dependent*, and information about their parents is required to determine aid eligibility. *Independent* students (those for whom parental information is not required) are either older, or married, or veterans, or orphans, or provide the majority of financial support for others, etc. If you have a question about dependency, contact a high school guidance counselor or a college financial aid officer.
- A dependent student and one of his/her parents must each establish FSA (for federal student aid) ID's which are required to log in to the FAFSA. Apply for an FSA ID at [fsaid.ed.gov](http://fsaid.ed.gov).
- Although the EFC comes from processing the FAFSA, it is a student's college financial aid office which puts together the types and amounts of aid the student is to receive. Types include:
  - **Gift Aid** — free help which only rarely has to be repaid. *Grants* and *scholarships* are both types of gift aid. The *Federal Pell Grant* is the major federal grant.
  - **Self-Help Aid** — help which requires collaboration by the student. *Student loans* and *work-study employment* are both types of self-help aid. Student loans are borrowed now, but don't have to be repaid until the student stops attending college at least half-time (six credit hours). The *Federal Direct Loan* program provides the vast majority of student loans. Work-study jobs are typically part-time, on-campus positions.

- Some financial aid is not based on need, but rather on “merit,” a skill, ability, or characteristic such as athletic or artistic talent or military service.
- Colleges themselves provide financial aid. Private colleges often provide a large amount of aid.
- Students whose family income has dropped significantly from what was reported on the FAFSA can ask to have a re-evaluation of financial need. Such a request is made by the student to the college’s financial aid office and requires documentation explaining the change.

## A FEW POINTS ABOUT THE FAFSA

- The word “you” refers to the student.
- Federal aid requires the use of one’s name as reported on his/her social security card.
- The FAFSA’s definition of “parent” is unique. As an example, if parents are divorced or separated, information about the non-custodial parent is not required, even if a joint tax return was filed. However, if the custodial parent is re-married, his/her spouse is considered a parent and reporting his/her income is required. The date that the FAFSA is submitted is significant. For example, if parents are married on that date, both parents’ income is required on the FAFSA, even if they were not married in the year for which the FAFSA requires information.
- The 2020-2021 FAFSA uses 2018 tax return data.
- Do not report pennies in income questions. Round 1¢ to 49¢ down and 50¢ to 99¢ up.
- The FAFSA asks how many in your family are enrolled in college. Your parents should not be counted in this number even if they attend college.
- A common error is reporting the wrong amount of income tax paid. Closely follow FAFSA instructions to ensure the correct amount is reported. Note: it’s not the amount withheld as listed on W-2 forms.
- FAFSA information can be changed by *submitting a correction* at [fafsa.gov](https://fafsa.gov).
- Students can list up to 10 colleges on the FAFSA to receive their processed FAFSA information and can add or delete colleges by submitting a correction.
- The FAFSA web site might have more than one year’s FAFSA available for submission. Make sure you fill out the correct one (2020-2021).
- The *myStudentAid* mobile app gives students access to federal student aid programs, including filling out the FAFSA, on their smart phone. Download it from your app provider.

## SOME FINANCIAL AID TERMS

**Award Letter** - An official offer of financial aid from a college. Some colleges require the student to accept the award by signing and returning to the college a copy of the award letter.

**Default** – Students who have received federal student loans go into repayment six months after they cease attending college at least half-time. If, during the repayment period, the borrower fails to make a scheduled payment for 270 consecutive days (nine months) the student is declared to be in default. Defaulters face serious and numerous penalties including the inability to receive further federal aid.

**Gap** – The difference between the cost of attendance at a college and the sum of the student’s EFC and the amount of financial aid awarded to attend that college.

**Master Promissory Note (MPN)** – The legal contract between a student loan borrower and the U.S. government by which the borrower promises to repay his/her student loans with interest.

**OCOG** – The Ohio College Opportunity Grant is gift aid provided by the state of Ohio. It is available only in limited circumstances at two-year campuses.

**PLUS loan** – Parent Loan for Undergraduate Students. A federally funded loan made to parents to help them pay for their child’s college education. Parent borrowers cannot have adverse credit.

**Private Student Loan** – Also called an Alternative Loan. These are student loans from a bank or other lender and are not regulated by the federal government. Private loans are usually taken out by low-need students at high priced colleges. Application is usually made on-line, and a co-borrower is often required.

**Profile** – A financial aid application which is a supplement to the FAFSA. It asks much more detailed questions than the FAFSA, and is required by only a small number of colleges—usually very selective, high-priced ones. Families typically complete it during the fall.

**Tuition Reset** – A college’s downward adjustment of both its cost of attendance and amount of gift aid it provides its students. This makes the college *seem* more affordable, although the bottom-line cost to students may not be greatly affected.

**Scholarships** - a type of gift aid provided by colleges or other sources. Scholarships often require special applications. High school counselors, local libraries, and *college access network* offices are good sources of scholarship information. Many employers, unions, churches, fraternal, and civic organizations provide scholarships. Students may receive scholarships by serving in the military or National Guard.

**Student Aid Report (SAR)** - a document for FAFSA filers which reports the results of FAFSA processing. The SAR indicates whether or not the student is Pell eligible and reports his/her EFC. The SAR displays the information entered on the FAFSA; the student should review it to ensure that the information was entered correctly. Errors should be corrected on the FAFSA web site; if no errors are noted, the SAR should be filed with the student's own records.

**Tax Return Transcript** – a printout of the contents of a federal 1040 tax return. It is ordered from the IRS either on-line, by mail, or by phone. Don’t confuse a Tax Return Transcript with another IRS form, the Account Transcript. Account Transcripts cannot be used in lieu of a Tax Return Transcript.

**Verification** - A sizable percentage of FAFSA filers are selected for verification, a process of double checking some items reported on the FAFSA. Those selected are required to submit to their college documentation such as *tax return transcripts* and complete a *verification worksheet*. Those who use the IRS Data Retrieval Tool are not required to submit tax return transcripts. Some private colleges choose to verify all of their aid applicants.

## WHAT YOU SHOULD DO NOW IF YOU ARE A SENIOR

- Both the student and one parent (custodial if divorced/separated) should obtain an FSA ID at [fsaid.ed.gov](http://fsaid.ed.gov).
- Submit the FAFSA at [fafsa.gov](http://fafsa.gov). Apply as soon as possible starting October 1. Know your college’s deadlines (e.g., when aid processes must be completed, when fees are due, etc.)
- Learn what, besides the FAFSA, is required by the college you will attend, and provide it without delay.
- Identify locally-available scholarships and apply for them.
- Search for nationally-listed scholarships at [fastweb.com](http://fastweb.com).

## POINTS TO REMEMBER

- Don’t assume you’re not eligible. Not all aid is need-based. Apply—it’s free!
- Know what specific procedures are required by the colleges you’re interested in attending (e.g., Does your college require *Profile*?)
- Colleges often assign accepted students a unique e-mail account that the colleges use to send the students important information.
- Keep on top of the process; if you’re asked by the financial aid office to submit something, do it. Your eligibility won’t be determined until you do.
- If you contact a financial aid office with questions about a form, have the form at hand for reference.
- If you contact a financial aid office, write down the date of the contact, the name of the person you spoke with, and a summary of the conversation.
- Evaluating aid packages from multiple colleges: for each college, subtract total gift assistance from the college’s cost of attendance. Use this figure to compare. You can also compare information from each school’s *net price calculator* on their Web pages.
- Parents are not required to pay for their child’s education, but the parents’ *ability to pay* is considered when their child’s need is determined.
- Contact your school’s aid office, not friends or relatives, for information about financial aid.

## How to Get a Copy of Your Prior Year Tax Information

There are many reasons why you may need a copy of your tax return information from a prior year. Transcripts are free and available for the most current tax year after the IRS has processed the return. You can also get them for the past three tax years.

A **tax return transcript** shows most line items from your tax return just as you filed it. It also includes any forms and schedules you filed with your return. However, it does not reflect changes made to the return after you filed it. If you are applying for financial aid, you can use the [IRS Data Retrieval Tool](#) on the FAFSA website to import your tax return information to your financial aid application. In both of these cases, you won't have to request a transcript directly from the IRS.

Here's how to get a transcript:

- **Order Online.** The fastest way to get a Tax Return Transcript is through the '[Get Transcript](#)' tool available on IRS.gov. Just click the "Get Transcript by Mail" button to have a paper copy sent to your address of record.
- **Order by phone.** You can also order by phone at 800-908-9946 and follow the prompts.
- **Order by mail.** To order your tax return transcript by mail, complete and mail either [Form 4506-T](#) or [Form 4506T-EZ](#). Form 4506-T can also be used to request a **verification of non-filing**.
- **In person.** Make an appointment with your local IRS office (<https://www.irs.gov/help/contact-your-local-irs-office>)

Plan ahead. Delivery times for online and phone orders typically take five to 10 days from the time the IRS receives the request. You should allow 30 days to receive a transcript ordered by mail.

Each and every taxpayer has a set of fundamental rights they should be aware of when dealing with the IRS. These are your [Taxpayer Bill of Rights](#). Explore your rights and our obligations to protect them on IRS.gov.

# FSA ID Worksheet

FSA IDs are used to log in to certain U.S. Department of Education (ED) websites, complete the FAFSA, accept student loans and more. One parent of a dependent student will also need to create an FSA ID.

**FAFSA website:** fafsa.gov  
**FSA ID website:** fsaid.ed.gov  
**FSA helpline:** 1-800-433-3243

**Keep this form in a safe place for future reference.**

**Enter an email address:** \_\_\_\_\_

The email address must be unique to each individual. You will not be able to use the same email address for student and parent. DO NOT use a high school or college email accounts.

**Create a username:** \_\_\_\_\_

Must be 6 – 30 characters. Avoid using personal identifiers like your name or birthdate.

**Create a password:** \_\_\_\_\_

Must be 8 – 30 characters and include three of the following: uppercase letters, lowercase letters, numbers, or special characters. Avoid personal identifiers.

**Complete your profile:**

1. Enter your social security number
2. Enter your birthdate
3. Enter your name exactly as it is listed on your social security card
4. Social Security matches are confirmed within 1 to 3 days. Errors can cause delays.

## Challenge Questions and Answers

**Security Question 1:** \_\_\_\_\_

**Answer:** \_\_\_\_\_

**Security Question 2:** \_\_\_\_\_

**Answer:** \_\_\_\_\_

**Security Question 3:** \_\_\_\_\_

**Answer:** \_\_\_\_\_

**Security Question 4:** \_\_\_\_\_

**Answer:** \_\_\_\_\_

## Verify your email address and mobile phone number



Federal Student Aid will send an email with a code that must be entered to verify your email address. Federal Student Aid will also send a text message with a code used to verify your mobile phone number. Once verified your FSA ID is ready to use!






## How to scan documents on your iPhone, iPad, or iPod touch using the Notes app

With Notes, you can scan documents and add a signature or manually sign a document on your iPhone, iPad, or iPod touch.

### **Scan a document**








1. Open a note or create a new note.
2. Tap , then tap Scan Documents.
3. Place your document in view of the camera on your device.
4. If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap  or one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done..

### **Sign a document**

1. Tap the document in the note.
2. Tap , then tap Markup.
3. To add your signature, tap , then tap Signature . To manually sign your document, select a tool to use, then sign with your finger or an Apple Pencil with a compatible iPad.
4. Tap Done.

## How to scan documents on your Android phone using your Google Drive

Scan documents to save them as searchable PDFs on your Google Drive.

1. Open the Google Drive app .
2. In the bottom right, tap Add .
3. Tap Scan .
4. Take a photo of the document you'd like to scan.
  - Adjust scan area: Tap Crop .
  - Take photo again: Tap Re-scan current page .
  - Scan another page: Tap Add .
5. To save the finished document, tap Done .

## How to send email attachments

1. Create a new email message and enter the usual details (recipient address, subject, etc.).
2. Look for an icon in your toolbar which looks like a paper clip and click it.
3. A "Browse" window will open. Locate and select the attachment file.
4. The file will now be attached to the email. Send the email.

