

Applying for Financial Aid Step by Step

Step 1

- Gather information that you will need to complete a FAFSA. This may include social security numbers, addresses, citizenship/work authorization documentation, and tax return information.
 - For 24-25 FAFSA, the 2022 tax information will be needed.

Step 2

- **Your StudentAid.gov Account** - You'll need to create a StudentAid.gov account to access and fill out the 2024–25 FAFSA form. [Log In | Federal Student Aid](#)
- Your contributors will each need their own StudentAid.gov account too. “Contributor” is a new term on the 2024–25 FAFSA form—it refers to anyone (you, your spouse, your biological or adoptive parent, or your parent’s spouse) required to provide information on your FAFSA form.

Step 3

- Complete a FAFSA, [FAFSA® Application | Federal Student Aid](#)
- Complete the application based on the term you plan on attending:
 - For Fall 2024 / Spring 2025 / Summer 2025 complete: 2024-25 FAFSA
- HINT: If you plan to attend CFK, include it in the school information section of the application. CFK’s federal school code is 001485.
- HINT: Utilize the IRS Data Retrieval Tool in the “Financial Information” portion of the FAFSA. This will greatly expedite the financial aid process.

Step 4

- When you fill out the FAFSA form, you will answer questions that will determine who needs to be a contributor on your form. You will need to invite them to your form.
- The contributors (if any) will fill out their part of the FAFSA form.

Step 5

- Completed FAFSAs are processed and transmitted electronically to your school within a few business days.
- Watch your school email account. Further instructions and requirements regarding your financial aid process will be sent by email.
- If your application is selected for “VERIFICATION”, further documentation including a verification form and IRS Tax Return Transcript <https://www.irs.gov/individuals/get-transcript> will be necessary.

Step 6

- Once all requirements are met, you will be able to view your financial aid award in your school account or by letter. Click the “Accept Award Offer” tab under the appropriate award year if you are attending CFK.
- HINT: If you are eligible for a Pell Grant, it is automatically accepted on your behalf, and nothing further is required. If you desire to take student loans, you may accept all or parts of loans on this screen.

- HINT: Please be aware that whatever loan amount you accept will be divided between Fall and Spring semesters. For instance, if you accept \$2000 in loans, you will receive \$1000 for Fall and \$1000 for Spring.

Eligibility

To be eligible for any type of Federal, State or Institutional financial aid you must fulfill the following requirements:

- Be a U.S. citizen or eligible non-citizen.
- Admittance into a degree-seeking program.
- If you are a male of at least 18 years of age, you must be registered with Selective Service.
- Maintain Satisfactory Academic progress (SAP).
- If you have attended other institutions before FKCC, all official transcripts must be submitted to and reviewed by Enrollment Services before aid will be authorized to ensure that you are meeting SAP.
- Take courses that apply to your financial aid eligible degree programs.
- If you are Pell Grant eligible, you must be enrolled in at least 3 credit hours to receive the aid though some students must be enrolled in at least 6 to receive their aid. To receive student loans, you must be enrolled in at least 6 credit hours to receive the aid.

My FAFSA Checklist

- Create Studentaid.gov account.
- Collect necessary social security numbers.
- Collect permanent resident information, if applicable.
- Gather 2022 tax return and W2 documentation for both you and your parents.
- For parents: ensure that your 2022 tax filing status is correct. Be aware that if you are married and have filed "Head of Household" on your taxes, it is likely that this is incorrect and will cause difficulties for your child as he/she attempts to secure financial aid. You may need to amend your taxes utilizing IRS Form 1040X.

Help! You can reach us at financialaid@cfk.edu or 305-809-3523