Applying for Financial Aid Step by Step

Step 1
- Create a Federal Student Aid (FSA) ID and password, if you do not have one already. If you are under 24, one of your parents will need to create one as well. Here is a link: https://fsaid.ed.gov/npas/index.htm .
- HINT: record your FSA ID and password so that you can easily look them up later. Losing these can turn into a real hassle!

Step 2
- 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.

Step 3
- Complete a **FAFSA**, the Free Application for Federal Student Aid. fafsa.ed.gov
- Complete the application based on the term you plan on attending:
  - **For Fall 2021 / Spring 2022 / Summer 2022 complete: 2021-22 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.
- HINT: Make sure that both you and your parent have signed the FAFSA before you submit it. If a FAFSA lacks signatures, it will be rejected.

Step 4
- 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 through 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 5
- 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.

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

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.
- Have a valid social security number.
- 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 FSA IDs.

☐ Collect necessary social security numbers.

☐ Collect permanent resident information, if applicable.

☐ Gather 2019 tax return and W2 documentation for both you and your parents.

☐ For parents: ensure that your 2019 tax filing status is correct. <u>Be aware that if you are married and have filed "Head of Household" on your taxes, it is likely that this is incorrect</u> 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.

My FSA ID: _____

My FSA password:_____

My parent's FSA ID: _____

My parent's FSA password:_____