STEPS FOR APPLYING FOR FINANCIAL AID

1. Determine if you are a dependent student or an independent student.

A student is only an independent student if he or she is:

a. 24 or older at the beginning of the academic year
b. Married
c. Responsible for a dependent(s),for which the student provides more than 50% of support of
d. A Veteran
e. Homeless youth
f. A Ward of the Court or was in legal guardianship
g. An Orphan
h. A graduate student

Dependent students must provide parent information on their FAFSA in order to complete their application.

Prior to applying for financial aid you must have the following information:

- Student/Parent PIN(s).
  If you do not have your PIN or your parent PIN, you can request a duplicate copy or request a new PIN at **www.pin.ed.gov.**
  (It takes 1-3 days to get a new PIN. If you need a new PIN you can't submit your FAFSA until the new one is reactivated.)
- Student/Parent Social Security Numbers and Date of Birth
- Driver's License (student)
  Please be certain to enter your name/parent name(s) correctly as it is printed on your social security card
- Amounts of pensions, child support paid and received

2. Go to www.fafsa.ed.gov.   Click the orange button that says "Start Here."

3. After clicking Start Here, the following screen appears. Complete and click NEXT.

*MAKE SURE YOU ENTER YOUR NAME CORRECTLY. *(If you accidentally type this information incorrectly, your application will be rejected)

4. Next select the correct academic year for which you are applying for.

5. The next screen, asks for you to create a password. Then click NEXT.

If you need to save the application and go back to it, you will be asked this password.

6. The next screen is the Introduction Page. It looks like this:

Click NEXT.

7. The next page asks for your Name, Social Security Number, Date of Birth, etc. Complete and Click NEXT.

Hint: If you prefer to receive information by postal mail, leave your e-mail address blank.

8. The next page looks like this. Complete and click NEXT.

    If you are male student, in order to receive financial aid you must register for selective service or receive an exemption from Selective Service.

| Student Demographics | School Selection | Dependency Status | Parent Demographics | Financial Information | Sign & Submit | Confirmation |

Student Eligibility

S T U D E N T

Are you a U.S. citizen?
Yes, I am a U.S. citizen (or U.S. national)

Are you registered with Selective Service?
○ Yes   ● No

Most male students must register with Selective Service to receive federal student aid. If you are not registered, select **Register me**.
☐ Register me

When you begin college in the 2012-2013 school year, what will be your high school completion status?
High school diploma

When you begin the 2012-2013 school year, what will be your grade level?
Never attended college/1st yr.

When you begin the 2012-2013 school year, what degree or certificate will you be working on?
Associate degree (occupational or technical program)

Are you interested in being considered for work-study?
Yes

Will you have your first bachelor's degree before July 1, 2012?
○ Yes   ● No

Highest school your father completed
High School

Highest school your mother completed
College or beyond

< PREVIOUS   NEXT >

Help and Hints

**Mother's Educational Level
Question 25**

Select the answer that best describes your mother's highest level of education completed.

This question is used for state scholarship purposes only and does not affect your eligibility for federal student aid. For this question, **mother** means your birth or adoptive mother. Do not answer this question about a stepmother, legal guardian, or foster parent.

After you click NEXT, the following screen asks for your high school information. Complete and click **CONFIRM**.

| Student Demographics | School Selection | Dependency Status | Parent Demographics | Financial Information | Sign & Submit | Confirmation |

Student Eligibility continued

S T U D E N T

Enter the name, city, and state of your high school, then click **Confirm**.

What is the name of your high school?

In what city is your high school located?

In what state is your high school located?
Select

CONFIRM

< PREVIOUS   NEXT >

NEED HELP?   SAVE   CLEAR ALL DATA   VIEW FAFSA SUMMARY   EXIT

Help and Hints

**Student's High School Name, City, and State
Question 27**

Enter the name, city, and state of the high school where you received or will receive your high school diploma.

Enter as much information as possible to receive the most relevant search results. For the high school name and city, you may enter the full name or commonly accepted abbreviations or aliases. For example, you can enter "Kennedy HS" for Kennedy High School, or "St.

Select your high school and then click NEXT.

9. The next screen asks for you to select the colleges you want your FAFSA results to be sent to.

Click SEARCH.

Select the school and a click on **ADD.** Then Click NEXT.

Then Select your Housing Plan and Click NEXT.

10. The next screen determines your dependency status.

If you answer "No" to all of these questions, you will see the next screen:

Select I will provide parental information and Click NEXT.

If you select "I am unable to provide parental information, you will be given several screens, not shown here, that will give you additional information on how to proceed.

11. For Dependent Students the next screen will ask for parental information. If you are an Independent student, go to the section labeled "Student Instructions"

Complete and Click NEXT. ***IF YOUR PARENTS ARE MARRIED OR REMARRIED YOU MUST REPORT INFORMATION FOR BOTH MOTHER/STEPMOTHER AND FATHER/STEPFATHER ***

Complete and Click NEXT.

Enter the parent PIN. And then click LINK to IRS. If your parent doesn't know their PIN they can apply for one on the link listed on this page or if a parent does not know their PIN, they can ask for a duplicate**.**   ***FAFSAs that are completed without PINs will not be considered complete. ***

Once you enter the parent PIN the next page looks like this:

Click OK. The next screen looks like:

Click OK. Complete the form and then hit submit.

The next page on this webpage looks like this:

Click the box next to where it says, "TRANSFER MY TAX INFORMATION INTO THE FAFSA". (Blue Arrow)
Click the button that says "TRANSFER NOW" (Red Arrow)

IRS.gov

Español

Parent 2011 Federal Income Tax Information

The information below is your tax information that will help you answer some of the questions on the FAFSA.

	My Tax Information	FAFSA Question Numbers ?
Tax Year	2011	
Name(s)		
Social Security Number	*** - ** -	
Filing Status		
Type of Tax Return Filed	1040	Question **80** on the FAFSA
Adjusted Gross Income	$30,133	Question **83** on the FAFSA
Income Earned From Work ?	$30,133	Mother: Question **86** on the FAFSA or Father: Question **87** on the FAFSA
Income Tax	$1,829	Question **84** on the FAFSA
IRS Exemptions	1	Question **85** on the FAFSA
Education Credits	$0	Question **91a** on the FAFSA
IRA Deductions and Payments	$0	Question **92b** on the FAFSA
Tax-Exempt Interest Income	$0	Question **92d** on the FAFSA
Untaxed IRA Distributions ?	$0	Question **92e** on the FAFSA
Untaxed Pensions ?	$0	Question **92f** on the FAFSA

Print this page for your records before choosing an option below.

Transfer My Tax Information into the FAFSA ?
☑ The tax information provided above will populate the answers to the appropriate FAFSA questions.
After the FAFSA is populated your IRS session will end and you will return to your FAFSA.
Check this box if you are choosing to transfer your information.

Transfer Now

Do Not Transfer My Tax Information and Return to the FAFSA ?
☐ By clicking the "Do Not Transfer" button, you are choosing not to transfer your tax information
electronically. Your IRS session will end and you will return to your FAFSA.
You may still use this tax information to input the data into your FAFSA.

Do Not Transfer ?

Once you transfer the information, you will be brought back to the FAFSA webpage. Click NEXT.

Student Demographics	School Selection	Dependency Status	Parent Demographics	**Financial Information**

Parent Financial Information

P
A
R
E
N
T

☑ ■ **You have successfully transferred your 2011 IRS tax information.**

The mother's IRS tax information has been successfully transferred into this FAFSA. Questions that were populated with tax information will be marked with "Transferred from the IRS."

What type of income tax return did your mother file for 2011?
Transferred from the IRS
IRS 1040 ▼

What was your mother's adjusted gross income for 2011?
$30,133 .00 **Transferred from the IRS**

How much did your mother earn from working (wages, salaries, tips, etc.) in 2011?
$30,133 .00 **Transferred from the IRS**

As of today, is your mother a dislocated worker?
Select ▼

◀ PREVIOUS   NEXT ▶

The Next section looks like this. Complete and Click NEXT.

Parent Financial Information continued

Enter the amount of your mother's income tax for 2011.
$ 1,829 .00 **Transferred from the IRS**

Enter your mother's exemptions for 2011.
1 **Transferred from the IRS**

Did your mother have any of the following items in 2011? Check all that apply and provide amounts.

Additional Financial Information

☑ American Opportunity, Hope or Lifetime Learning tax credits

Education credits (American Opportunity, Hope or Lifetime Learning tax credits) from IRS Form 1040-line 49
$ 0 .00 **Transferred from the IRS**

☐ Child support paid

☐ Taxable earnings from Work-study, Assistantships or Fellowships

☐ Grant and scholarship aid reported to the IRS

☐ Combat pay or special combat pay

☐ Cooperative education program earnings

Untaxed Income

☐ Payments to tax-deferred pension and savings plans

☑ IRA deductions and payments to self-employed SEP, SIMPLE and Keogh

IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040-total of lines 28+32
$ 0 .00 **Transferred from the IRS**

☐ Child support received

☑ Tax exempt interest income

Tax exempt interest income from IRS Form 1040-line 8b
$ 0 .00 **Transferred from the IRS**

☑ Untaxed portions of IRA distributions

Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b). Exclude rollovers. If negative, enter a zero here
$ 0 .00 **Transferred from the IRS**

☑ Untaxed portions of pensions

Untaxed portions of pensions from IRS Form 1040-lines (16a minus 16b). Exclude rollovers. If negative, enter a zero here
$ 0 .00 **Transferred from the IRS**

☐ Housing, food, and other living allowances paid to military, clergy, and others

☐ Veterans noneducation benefits

☐ Other untaxed income not reported such as workers' compensation or disability

As of today, what is your mother's total current balance of cash, savings, and checking accounts?
$ 0 .00

As of today, what is the net worth of your mother's investments, including real estate (not your mother's home)?
$ 0 .00

As of today, what is the net worth of your mother's current businesses and/or investment farms?
$ 0 .00

PREVIOUS   NEXT

After selecting NEXT, the student financial information is next.

12. The Student Financial Information portion of the FAFSA follows:
    a. Select "Already Completed"- Blue Arrow
    b. Then answer the questions in the section where the Red Arrow is pointing; Most students will select" None of the above". If you select one of the other options you may not be able to use the tool.
    c. That will open up the section with the Green Arrow, where you will type in your pin and click on the button that says link to the IRS.

Once you type in the PIN, you will be prompted to this page, you will click OK

You have now been redirected to the IRS website, and fill in the information **exactly** as you filed with the IRS.   Then Click "Submit"

Once you fill out your information you will be sent to this page, you will confirm the data that comes up and then check the box by the Yellow Arrow. Now click **"Transfer Now"** by the Red Arrow.

Once you transfer your data, it will be reflected on the FAFSA.

It will look like this:

Complete the rest of the FAFSA application.

- Always refer to the Help and Hints section to assist you in clarifying what is requested for each question.
- Once all the data is updated make sure you have South Suburban College as a school and submit the application. South Suburban College's school code is **001769**
- Make sure you submit the application when you are done. You will get a confirmation page when the application is complete and submitted. It takes 5-7 business days for South Suburban to get your FAFSA information. Please check your SSC email to confirm that the Financial Aid Office has received your student aid report.
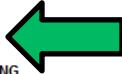
13. If you need help with the application, you have 3 options:

❖ Click on Contact Us for online help.

❖ Call 1-800-433-3243

❖ Use the Help and Hints section on the right hand side of your screen.

14. Select how you will provide your signature(s) and agree to terms.

❖ **Independent** students type in your PIN and click the sign button. (Green Arrow)
❖ **Dependent** students type in your PIN and click the sign button (Green Arrow) **AND** type in your parent's PIN then click the sign button (Purple Arrow)

Click on "SUBMIT MY FAFSA NOW" (Red Arrow). ***MAKE SURE YOU GET A CONFIRMATION PAGE***

Student Demographics	School Selection	Dependency Status	Parent Demographics	Financial Information

Sign & Submit

VIEW OR PRINT YOUR FAFSA INFORMATION

Are you a preparer?
○ Yes ● No

How do you (the student) want to provide your signature?
● Sign Electronically With My PIN (Fastest)   Apply For A PIN
○ Print A Signature Page
○ Submit Without Signatures

Student's Social Security Number
[   ]

Student's last name
[   ]

Student's date of birth
[   ]

What is your (the student's) PIN?
Apply For A PIN
[   ] [SIGN]

READ BEFORE PROCEEDING
By signing this application electronically using your Federal Student Aid PIN or by signing a signature page and mailing it to us, YOU, THE STUDENT, certify that y

1. will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education,
2. are not in default on a federal student loan or have made satisfactory arrangements to repay it,
3. do not owe money back on a federal student grant or have made satisfactory arrangements to repay it,

Terms of Agreement - Student
○ Agree   ● Disagree

How do you (the parent) want to provide your signature?
● Sign Electronically With My PIN (Fastest)   Apply For A PIN I Forgot/Don't Know My PIN
○ Print A Signature Page
○ Submit Without Signatures

Information about the Mother:
Mother's Social Security Number
[   ]

Mother's last name
[   ]

Mother's date of birth
[08/10/1977]

What is your (the parent's) PIN?
Apply For A PIN
I Forgot/Don't Know My PIN
[   ] [SIGN]

READ BEFORE PROCEEDING
By signing this application electronically using your Federal Student Aid PIN or by signing a signature page and mailing it to us, YOU, THE PARENT, agree if aske

1. to provide information that will verify the accuracy of your completed form
2. to provide U.S. or state income tax forms that you filed or are required to f

You also certify that you understand that the Secretary of Education has the authority to verify information reported on your application with the Internal Rever Service and other federal agencies.

Terms of Agreement - Parent
○ Agree   ● Disagree

[PREVIOUS] [SUBMIT MY FAFSA NOW]

[NEED HELP?] [SAVE] [CLEAR ALL DATA] [VIEW FAFSA SUMMARY]   [EXIT]

AFTER APPLYING FOR FINANCIAL AID

1. It takes 5-7 days for South Suburban College to get your results.
   Check your SSC Portal and SSC email for information regarding your FAFSA application and eligibility. If you do not receive any information through your SSC email, contact the Financial Aid Office to make sure your data has been received by the college.

   Please note, FAFSA data has to be downloaded into the SSC computer system, therefore there may be a delay between when your results are sent and when SSC actually receives the data.

2. New students must submit their official high school or GED transcripts to the Admissions Office before financial aid can be awarded.

3. Students must be in a degree seeking or long term certificate program in order to receive financial aid. (Financial aid does not cover the trucking program or C.N.A.)

4. To receive financial aid students must maintain satisfactory academic progress standards.
   - ❖ Maintain a 2.0 cumulative GPA
   - ❖ Complete 2/3rds of ALL courses attempted
   - ❖ Cannot exceed 90 attempted credit hours
     (The Paralegal, Court Reporting, and RN programs are allowed 105 credit hours)

5. Students who are selected for verification must provide a signed verification worksheet (located on the SSC website and in the Financial Aid Office) in addition to other documents.
   Examples of documentation:

IRS Tax transcripts	Birth Certificate	Ward of Court Documentation	DD214
W2(s)	Death Certificate	Citizenship Documentation	Soc. Security/Disability Benefits
Proof of Child Support Paid	Title IV Loan Default Letter	Marriage Certificate	Divorce/Legal Separation Paperwork

6. Once your financial aid is awarded, make sure to check your SSC portal to verify that payment has been applied to your account.

7. Know the Registration Deadlines. Each semester payment due dates for pre-registered classes are posted. Make sure your aid is applied before de-registration purges occur.

8. Be aware of Financial Aid deadlines. Financial aid must be finalized and applied to student accounts by the 10th business day of the semester. **ANY** registration after this date must be paid by the student.

9. AVOID STUDENT BILLS!
   - ❖ **Attend classes**. If you never attend the classes you are registered for, your aid will be reduced.
   - ❖ **Don't withdraw.** Withdrawing from all classes before 60% of the semester causes a prorated reduction in your award amount, in addition to affecting your completion rate.
   - ❖ **Know Your Award Amount –** Changing enrollment status (ex. Full time to Part time) changes your award amount, so be aware of this when buying supplies in the bookstore. Overspending will cause a bill.