Completing the 2012-13 FAFSA
1st-time Applications or Renewal Applications
January 2012

Tonight’s Presenter

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• Assistant Director of Financial Aid
• 19 years in higher education
• Married to Liz and father of three
  • College freshman; HS junior; 8th grader
Audience

Students
- Current high school students who plan to begin college in Fall 2012
- Current college students

Parents of . . .
- Current high school students who plan to begin college in Fall 2012
- Current college students

To keep things simpler, I will speak as if addressing the parents in tonight’s audience.

Goal

To provide you with a good understanding of the FAFSA framework and process so that you can successfully complete the FAFSA . . . hopefully without stress!
FAFSA

Throughout tonight’s webinar I will say FAFSA many times ... So, no matter how I pronounce it (FAFSA, FASFA) – I’m always referring to FAFSA!

Agenda

1. Why Complete the FAFSA
2. Getting Started
3. Other Helpful Resources
4. Navigating the FAFSA on the Web (FOTW)
5. Filling out the FAFSA
6. Your FAFSA follow-up
7. Q & A
1. Why complete the FAFSA?

**FAFSA** = Free Application for Federal Student Aid

The FAFSA is an important application which insures that a student has access to all financial aid options!

**Federal Aid:** The FAFSA is required to be considered for any federal student aid.
- Grants
- Student Loans
- Parent PLUS Loans (for parents of dependent students)

**State Aid:** The FAFSA is also used to determine eligibility for state aid
- *be aware of your state’s filing deadline*

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1. Why complete the FAFSA?

**FAFSA** = Free Application for Federal Student Aid

The FAFSA is an important application which insures that a student has access to all financial aid options!

**Cedarville need-based aid:** The FAFSA is required to be considered for institutional need-based aid.

**No FAFSA = No need-based aid or federal loans**
1. Why complete the FAFSA?

The FAFSA application outcome:

When successfully completed, your FAFSA is processed with an **Expected Family Contribution** (EFC) calculation.

If your FAFSA is processed without an EFC calculation, there are one or more data issues which must be corrected.

- A FAFSA with no calculated EFC
  - considered ‘Invalid’
  - unusable for packaging aid
- Review your SAR (Student Aid Report) and make the needed correction(s) so that an EFC can be calculated

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1. Why complete the FAFSA?

**Expected Family Contribution (EFC)**

The **EFC number is a standardized index reflecting the financial situation of the student’s family.**

- The FAFSA is a *snapshot in time* which measures the ability of the student and their family to pay for a college education.

**The EFC is used by colleges to:**

- Evaluate a student’s level of financial need
- Evaluate a student’s eligibility for various financial aid awards from federal, state, or institutional programs. These could be scholarships, grants or loans.

**Note:** Every need-based aid program has its own eligibility criteria, and they can differ significantly.
1. Why complete the FAFSA?

**Expected Family Contribution (EFC)**

*The EFC is a static number*
- Your EFC is the same number, whether the student attends a private college, public college, or community college.
- The EFC *could change* anytime you submit another FAFSA which contains changes to EFC impacting elements.
  
  **Note:** If the EFC changes, then previously awarded need-based aid could also change.

*The EFC is not an Invoice/Billing Statement*
- It is not a statement of what you will pay for college

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1. Why complete the FAFSA?

**CAUTION**

Don’t assume you won’t qualify for aid.

Complete the FAFSA so you and your student can make an informed decision with all aid options in view!
Agenda

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6. Your FAFSA follow-up
7. Q & A

2. Getting Started

a. You have three ways to complete the FAFSA:

1) The FAFSA on the Web (*FOTW hereafter*)
   • FOTW is the best option for completing your FAFSA
      ✓ Dynamic messaging
      ✓ Skip logic
      ✓ Built in edit checks
      ✓ Much quicker processing time

2) The PDF FAFSA
3) The Paper FAFSA
2. Getting Started

b. As you prepare to complete the FAFSA, keep the following in mind:

The FAFSA is the student’s application for federal student aid
- The words “you” and “your” always refer to the student.

The FAFSA is:
- **Student specific** (if more than one student in your family is in college, each student needs to complete their own FAFSA).
- **Academic year specific** (the FAFSA must be completed each year).
  Make sure you select the correct academic year when completing the FAFSA. Currently, the FAFSA on the Web has two active years available:
  - 2011-12 (current academic year in progress)
  - 2012-13 (upcoming academic year)

2. Getting Started

b. As you prepare to complete the FAFSA, keep the following in mind:

You control which colleges receive your FAFSA data.
In ‘School Selection’ you identify the college(s) to which your FAFSA data is sent – simply add their Federal School Code to your FAFSA.
- **Cedarville’s federal school code is 003025**
- You can add up to 10 colleges on the FOTW
- There is a search engine for finding college codes in the FOTW
2. Getting Started

c. Determining a student’s dependency status

A student’s dependency status for the FAFSA is based solely upon the ‘Dependency Questions’ asked as part of the FAFSA.

**FAFSA Status vs. IRS Tax Filing Status**
The FAFSA may classify a student as ‘Dependent’ even though they file their IRS Tax Return as a single person claiming only themselves as an exemption.

- For financial aid, FAFSA dependency *trumps* IRS Filing Status.

*See the FAFSA on the Web Worksheet (PDF, page 2) for complete list of the FAFSA Dependency Status questions.*
2. Getting Started

d. PIN (Personal Identification Number)

- Your PIN is linked to your Social Security Number, legal name, and date of birth.
- Your PIN serves as a legal identifier for login purposes at various federal websites
- Your PIN serves as your legal signature – keep it secure!
- Your PIN expires if not used for 18 consecutive months.

Visit www.pin.ed.gov

Provides helpful FAQ section and other information related to PIN usage and processing.

2. Getting Started

d. PIN (Personal Identification Number)

Since the PIN serves as a legal signature/identifier:

- Students should not use their Parent’s PIN
- Parents should not use their Student’s PIN

NOTE: It is appropriate for parents to assist their student in completing the FAFSA.
However, when it comes to signing the FAFSA or another financial aid document, it is not acceptable for one person to sign using another person’s PIN!

Use the ‘Password’ and ‘Save’ feature to pass the FAFSA back and forth prior to final submission.
- One shared password used by both student/parent
2. Getting Started

d. PIN (Personal Identification Number)

Every student, whether Dependent or Independent, needs their own unique PIN to electronically sign the FAFSA.

- **Dependent Student** –
  - student needs their own PIN; and
  - one parent whose information is provided on the FAFSA needs their own unique PIN.
  - Parents with more than one child attending college can use their PIN to sign each child’s FAFSA.

- **Independent Student** – only the student needs a PIN

2. Getting Started

d. PIN (Personal Identification Number)

Applying for a PIN

1st-time FAFSA Applicants

Apply for your PIN as part of the ‘Sign and Submit’ section of the FOTW.
- keep track of your PIN and related information for future use
- your PIN is also usable in other financial aid related areas throughout your college experience

Renewal FAFSA Applicants

Use your current PIN.
- Forgot your PIN – go to [www.pin.ed.gov](http://www.pin.ed.gov)
- Select ‘Request a Duplicate PIN’ from the options along the left side
2. Getting Started

d. PIN (Personal Identification Number)

PIN information – should be based upon your name as it appears on your Social Security card.  
- **LEGAL Name**

To ‘Check’ or ‘Update’ your PIN information –

Go to [www.pin.ed.gov](http://www.pin.ed.gov)
  - Select ‘Update My Personal Information’
2. Getting Started

e. Data entry (monetary and date information):

**Monetary Data:** Round to the nearest dollar and do not use commas or decimal points.

- Built-in logic provides commas when needed; simply enter the correct numbers
- Financial questions – *do not leave blank*
  Enter Zero for any financial question which do not apply to your situation or for which the correct reply is Zero

**Dates:** Enter month, day, and year as MMDDYYYY.

- Built-in logic provides separators, simply enter the correct numbers
  (Example: January 7, 1989 – enter 01071989)

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2. Getting Started

f. ‘Snapshot in Time’

The FAFSA is a ‘Snapshot in Time’ and asks questions from three different reference points:

- **The Past**
  The previous tax year
- **Today**
  The day you submit your initial FAFSA for each specific academic year
- **Academic year**
  The upcoming academic year: July 1 thru June 30

*Note: These ‘time-framed’ questions are asked in both the student and parent sections.*
## 2. Getting Started

### The Past
**Tax Year 2011**
- Tax filing status
- Tax form type
- Adjusted Gross Income
- US Taxes paid
- Exemptions claimed
- 2011: Additional Financial Information
- 2011: Untaxed Income
- 2010 or 2011: Received federal assistance from specific programs

### Today
**The day you submit your initial FAFSA data**

### Academic Year
**2012-13**
(July 1, 2012 – June 30, 2013)

### Questions with the phrase “As of today”
- Asset questions
  - Same three asset questions are asked of both the student and the parents
- Marital status
- Dislocated worker

### Student questions:
- High school completion status
- High school diploma
- Homeschooled
- Academic plans for college

### Parent questions:
- Number in **household**
  - this is not exemptions claimed on last year’s taxes; read instructions carefully
  - this could be the same number, but it could also be different
- Number in **college** (not parents)

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### 2. Getting Started

### Today
**The day you submit your initial FAFSA data**

### Questions with the phrase “As of today”
- Asset questions
- Marital status
- Dislocated worker

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Answer all **“As of today”** questions based upon what is accurate the day you submit your initial FAFSA.

If you later submit updates to your FAFSA, you should **not update** any of your answers to these “As of Today” questions!
- You can correct data-entry errors
2. Getting Started

The Past
Tax Year 2011

- Tax filing status
- Tax form type
- Adjusted Gross Income
- US Taxes paid
- Exemptions claimed

- 2011: Additional Financial Information
- 2011: Untaxed Income
- 2010 or 2011: Received federal assistance from specific programs

These are the questions that get ‘updated’ when you complete the FAFSA in two steps:

Step 1: Estimated FAFSA
All of these data elements are based upon the premise that the 2011 IRS Tax Form has not yet been completed! (Tax status is ‘…will file…’)
- Student Taxes (if they are required to file)
- Parent Taxes

Step 2: Updated FAFSA
Once the 2011 Tax Form has been completed and submitted to the IRS, then only these data elements should be ‘updated’ using data from final tax-form.
You also need to update your tax return status from ‘will file’ to ‘already completed’ (or ‘not going to file’ if accurate and appropriate)

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4. Navigating the FAFSA on the Web (FOTW)
5. Filling out the FAFSA
6. Your FAFSA follow-up
7. Q & A
3. Other Helpful Resources

a. Detailed Instructions: Completing the FAFSA 2012-13
   www.studentaid.ed.gov

   Google search: detailed instructions fafsa 2012-13
   www.cedarville.edu/fafsa

   1. Tools and Resources
   2. Completing the FAFSA (click ‘Go’)
   3. Select the Academic Year instructions you want (2012-13)
   4. Keep PDF file open so you can use while you complete your FOTW

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3. Other Helpful Resources

a. Detailed Instructions: Completing the FAFSA 2012-13

Key areas where help is needed most: Page #

Student sections:
- Student Asset Information/Help: 39-42
- Student’s 2011 Add’l Financial Information: 42-43
- Student’s 2011 Untaxed Income: 43-45
- Student ‘Dependency Questions: 45-50

Parent sections:
- Who is Considered a Parent: 50-51
- Number in Household(Number in College: 53
- Dislocated Worker: 56
- Parental Asset Information/Help: 58-61
- Parent’s 2011 Add’l Financial Information: 61-62
- Parent’s 2011 Untaxed Income: 62-64

INDEPENDENT Students (Additional questions): 64-66

b. FOTW worksheet (four page PDF document)

www.studentaid.ed.gov

1. Tools and Resources
2. FAFSA on the Web Worksheet (click ‘Go’)
3. Select the correct Academic Year for the worksheet you want (2012-13)
4. Print the worksheet for your use.

Google search: fafsa worksheet 2012-13

www.cedarville.edu/fafsa
3. Other Helpful Resources

c. Documents needed to complete the FAFSA

- Social Security card
- 2011 income tax return
  - See the instructions on the FAFSA if you have not yet completed your tax return ('Estimated FAFSA')
- W-2 forms and other 2011 records of money earned

Documents for Assets:
- Current stock, bond, and other investment records
- Current business and farm records
- Current bank statements

- Driver’s license (if any)
- Records of child support paid
- Records of taxable earnings from federal work-study or other need-based work programs
- Permanent Resident Receipt Card (if applicable)

http://www.FAFSA.gov search: documents

3. Other Helpful Resources

d. Browser Requirements

http://www.FAFSA.gov search: browser

Consider reviewing this information to insure that you are using an approved browser for the FOTW.

Mac users: Recommendation is to turn off virtual memory; do search and review comments for the Mac.

http://www.FAFSA.gov search: Mac
Agenda

1. Why Complete the FAFSA
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5. Filling out the FAFSA
6. Your FAFSA follow-up
7. Q & A
4. Navigating the FAFSA on the Web (FOTW)

www.fafsa.gov

- Deadlines
- School Code Search
- FAFSA Filing Options

All of this information is available without having to ‘Start the FAFSA process.

Additional information is accessible without clicking the ‘Start Here’ button.

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4. Navigating the FAFSA on the Web (FOTW)

a. Progress Bar

Shows your current progress through the seven main sections of the FOTW.
4. Navigating the FAFSA on the Web (FOTW)

b. Color Schemes

- Student (blue)
- Parent (light purple)

4. Navigating the FAFSA on the Web (FOTW)

c. Helps and Hints

Specific guidance is provided for each question throughout the FOTW.
4. Navigating the FAFSA on the Web (FOTW)

d. Helps and Hints . . . Detailed Instructions

This question number is indexed to the Paper FAFSA. Use this number to find information in the ‘Detailed Instructions for Completing the 2012-13 FAFSA’ resource.

4. Navigating the FAFSA on the Web (FOTW)

e. Contact Us – Browse Help – Key Word Search

- Contact Us (FOTW staff)
- Browse Help
- Key word search
4. Navigating the FAFSA on the Web (FOTW)

f. Help – Save – etc.

• Need Help?
• Save
• Clear All Data
• View FAFSA Summary
• Exit

Agenda

1. Why Complete the FAFSA
2. Getting Started
3. Other Helpful Resources
4. Navigating the FAFSA on the Web (FOTW)
5. Filling out the FAFSA
   • Login: 1st-time appl. / Renewal appl.
6. Your FAFSA follow-up
7. Q & A
5. Filling out the FAFSA

a. **www.fafsa.gov** – Click ‘Start Here’

To complete the FAFSA, simply click ‘Start Here’ to begin the simple login.

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Both 1st-time and Renewal applicants complete this same login page.

- Skip-logic then identifies applicant based on whether or not the student identifiers are recognized in the system . . .
5. Filling out the FAFSA

b. 1st-time applicants

After initial login, 1st-time appl. have an additional screen to double-check the accuracy of their personal identifiers.

- Review carefully!

Dynamic messaging guides the applicant through the remainder of the FOTW.

After confirming personal information, 1st-time appl. then choose the year for which they are completing the FAFSA.

Make sure you select the proper year!
5. Filling out the FAFSA

b. *1st-time applicants*

Final step in login process –
- create a Password
- Single password shared by both student applicant and parents

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c. *Renewal applicants*

After initial login, Renewal appl. are recognized by the system and are provided with a decision:
- FAFSA Renewal; or
- Start New FAFSA

Dynamic messaging guides the applicant through all phases of the FOTW experience
5. Filling out the FAFSA

c. **Renewal applicants**

After initial login, Renewal appl. are recognized by the system and are provided with a decision:
- FAFSA Renewal;
- Start New FAFSA

Dynamic messaging guides the applicant through all phases of the FOTW experience.

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Final step of the login process –
- enter your Student PIN
- Single password shared by both student applicant and parents
5. Filling out the FAFSA

d. Information Page

You can click through this helpful information or click ‘Next’ to enter the main data sections of the FAFSA.

After completing the initial Login, both 1st-time and Renewal applicants are shown an ‘Information Page’

Agenda

1. Why Complete the FAFSA
2. Getting Started
3. Other Helpful Resources
4. Navigating the FAFSA on the Web (FOTW)
5. Filling out the FAFSA
   • Completing the remainder of the FOTW
6. Your FAFSA follow-up
7. Q & A
5. Filling out the FAFSA

Once successfully logged in, remember the following when completing your FAFSA:

- **1st-time applicants:** Work through each section of the FOTW, accurately answering the questions.

- **Renewal applicants:** Each section displays many pre-filled answers based on your 2011-12 FAFSA. Carefully review each page making sure you answer all questions.
  - Some pre-filled questions are okay
  - Some pre-filled questions need updated
  - Some questions have not been pre-filled and require an answer

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5. Filling out the FAFSA

Once successfully logged in, remember the following when completing your FAFSA:

- Relax and take your time
- You don’t have to finish in one sitting
  - Use the ‘Save’ feature and just make sure you remember to come back and finish.
- Before clicking the ‘Submit’ button on each FAFSA page, double check for errors.
5. Filling out the FAFSA

Once successfully logged in, remember the following when completing your FAFSA:

- Relax and take your time
- You don’t have to finish in one sitting
  - Use the ‘Save’ feature and just make sure you remember to come back and finish.
- Before clicking the ‘Next’ button on each FAFSA page, double check for errors.

Avoid unnecessary delays caused by data errors!

5. Filling out the FAFSA

Common data errors on the FAFSA:

- Name entry error / Not using legal name
- Social Security Number entry error
- Birthdate entry error
- Double entry of parental income, tax and/or asset information
  - Incorrectly enter parent financial data twice (in BOTH the parent and student financial sections)
- Value of US Taxes Paid is equal to or larger than the amount reported for AGI (Adjusted Gross Income)
- Data errors when entering Asset Values
- Not answering ‘Additional Financial’ or ‘Untaxed Income’ questions
- Student and/or Parent does not sign the FAFSA (PIN)
5. Filling out the FAFSA

Student’s Email Address

Federal Student Aid uses the student’s e-mail address for ongoing communication regarding the FAFSA.

• Some students enter their parent’s email as their own so that FAFSA related information / communication is sent to the parent’s email.
  ✓ Students often have more than one email address and often forget to check for FAFSA related emails
  ✓ If you choose to use a student email address, check regularly for follow-up communication

5. Filling out the FAFSA

Sample FOTW screen-shots

The following slides contain ‘sample screen-shots’ from the FOTW.

• All of the data elements contained in these slides are for example only
• None of these screen-shots represent official FAFSA data or outcomes for any student
5. Filling out the FAFSA

Student Demographics

School Selection

Note:
Moved from Section 1 to Section 2:
Whenever you move to a new section the student's FAFSA data is automatically saved.
5. Filling out the FAFSA

Dependency Status – *1st-time applicants*

- Answers pre-filled based on student data provided earlier in the application.

- As you continue to answer these questions, more appear until you have answered all of them; click ‘Next’ to see your Status Result.

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5. Filling out the FAFSA

Dependency Status – *Renewal applicants*

- Answers pre-filled based on student data provided on 2011-12 FAFSA.

- Review and update if appropriate.
5. Filling out the FAFSA

Dependency Status ‘Results’

Based on your answers to the dependency status questions, you are considered a dependent student. This means you must provide parental information. Select "I will provide parental information" and click Next to continue to Parent Demographics.

If you have a special circumstance and are unable to provide parental information, under very limited circumstances, you may be able to submit your FAFSA without parental information. Select "I am unable to provide parental information" and click Next to get additional information:

- I will provide parental information
- I am unable to provide parental information

This is the most common answer for Dependent Students.

Note:
There are some situations which cause a student to answer 'I am unable to provide parental information.' These students are then given additional information regarding the aid impact, as well as other required steps.
5. Filling out the FAFSA

Parent Demographics

[Image of a form with checkboxes and fields for entering information.]

Note:
Color scheme change. The answer to this first question determines what is displayed next.

Parent Financials & Tax Information

[Image of another form with fields for entering financial information.]

5. Filling out the FAFSA
5. Filling out the FAFSA

IRS Data Retrieval Tool (both student & parent areas)

As a starting point, the IRS Data Retrieval Tool (DRT) is only available when
the parent (or student) has already filed their IRS Tax Return, indicated by the
'Already Completed' response.
- 'Estimated' FAFSAs never display the DRT
- For 2012-13, the DRT is not available for use until February 1st

5. Filling out the FAFSA

IRS Data Retrieval Tool

Answer these questions accurately, using the 'Helps and Hints' as
needed.
Using the DRT is the preferred way of finalizing your 2011 Tax Year
data for FAFSA!
5. Filling out the FAFSA

IRS Data Retrieval Tool

Check all that apply or check None of the above.

- My tax filing status is Married Filing Separately
- My tax filing status is Head of Household
- I filed an amended tax return
- I filed a Puerto Rican or foreign tax return
- I recently filed my taxes
- None of the above

The DRT option is only available if you can truly answer ‘None of the Above’

Recently Filed:

- For electronically filed tax returns—available in 1-2 weeks
- For tax returns that are mailed—available in 6-8 weeks

Based on your response, we recommend that you transfer your information from the IRS into this FAFSA.

Enter your PIN and click Link To IRS.

What is your PIN?

[Forgot! Don’t know my PIN]

LINK TO IRS

Enter the appropriate PIN (stu or parent).
Click ‘Link to IRS’ button—this transfers you to an IRS website.
Login at the IRS webpage—enter your info exactly as it is on your IRS Tax Return (Address example: Road vs. Rd; etc.)

5. Filling out the FAFSA

Some ‘Tax Filing Status types’ cannot use DRT:

- Married Filing Separately
- Head of Household
- Filed an Amended Tax Return

Recently filed 2011 Tax Returns are not immediately available for using the DRT:

- For electronically filed tax returns—available in 1-2 weeks
- For tax returns that are mailed—available in 6-8 weeks

Possible FAFSA processing scenario:

1. Estimated FAFSA— to meet the priority filing date of February 20th
2. Update using the DRT to transfer your tax data from IRS to FAFSA.
   • Once data transfer occurs, do not change it!
Anyone using the DRT will see this message after they click ‘Link to IRS’.
5. Filling out the FAFSA

IRS Data Retrieval Tool

Sample ‘Federal Income Tax’ display
Your choice:
Check the option you want and ‘click’ the appropriate button.

5. Filling out the FAFSA

Once you ‘click’ either
• Transfer Now
• Do Not Transfer
At that time you will somehow be transferred back to FAFSA to continue the application.
5. Filling out your FAFSA

Parent Financial Information continued

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

- American Opportunity, Hope or Lifetime Learning tax credits
- 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

Additional Financial Information

- Payments to tax-deferred pension and savings plans
- IRA deductions and payments to self-employed SEP, SIMPLE and Keogh
- Child support received
- Tax exempt interest income
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- Housing, food, and other living allowances paid to military, clergy, and others

Untaxed Income

Additional Financial Information and Untaxed Income

Review each statement – if it might apply to you, click on the ‘box’ which expands that question and description:

- Read the expanded statement
- Enter the correct financial information, if applicable

A couple examples . . .

Certain tax credits that need to be reported.

Renewal Applicants: CAUTION!

- You only report scholarship/grant as AGI if the total is greater than tuition and allowable fees (1098-T report)
- Rare to have anything to report, but you do need to calculate

This reporting error occurs in both the student and parent ‘Additional Financial Information’ sections.
5. Filling out your FAFSA

Parent Financial Information continued

Untaxed Income
- Payments to tax-deferred pension and savings plans
- IRA deductions and payments to self-employed SEP, SIMPLE and Keogh
- Child support received
- Tax exempt interest income
- Untaxed portions of IRA distributions
- Untaxed portions of pensions

Examples of missed questions:

Untaxed portions of pensions
Use ‘Helps and Hints’ to determine if this is something you need to report on your FAFSA.

Housing Allowance
- If a pastor, missionary, etc. receives a housing allowance as part of their pay, they need to report that here.
- They receive a tax-break for the housing allowance from the IRS, but not from the US Dept. of Ed.

5. Filling out the FAFSA

Parental Assets

As of today, what is your parents’ total current balance of cash, savings, and checking accounts? $0.00

As of today, what is the net worth of your parents’ investments, including real estate (not your parents’ home)? $0.00

As of today, what is the net worth of your parents’ current businesses and/or investment family? $0.00
5. Filling out the FAFSA

Student Financials are AFTER Parent Financials

Student Tax Information

For 2011, have you completed your IRS income tax return or another tax return?
Select

The answer to this question determines the next series of questions.

Student Financial Questions:
Questions asked in the ‘Student Financial Section’ are similar to those asked of parents. The focus simply switches to the student.

Avoid common error: Frequently parent financial information (AGI, taxes, assets, etc.) incorrectly are entered into the student section. This significantly impacts the EFC calculation and the student’s eligibility for need-based aid!

5. Filling out the FAFSA

Sign & Submit – Preparer / Student / Parent

Sign & Submit:

- Application was successfully saved

VIEW OR PRINT YOUR FAFSA INFORMATION
- Are you a preparer?
- Yes
- No

How to sign the student version via parent’s signature:
- Sign Electronically with My Info (Student) / WebAccess
- Print a Signature Page
- Submit Without Signatures

RE bât RATION: PROVIDING

- If signing this application electronically using your Federal Student Aid PIN or to signing a signature page and mailing it in, YOU, THE STUDENT, certify that you
- will have financial aid and/or student financial aid only to pay the cost of attending an institution of higher education
- will be attending full-time or have more satisfactory arrangements to repay
- 3, you will not make a formal student loan or agree to be a student
- and, you will overcome a Federal Pell Grant from more than one school for the same

Terms of Agreement - Student
- Agree
- Disagree
5. Filling out the FAFSA

Sign & Submit – Preparer / Student / Parent

VIEW OR PRINT YOUR FAFSA INFORMATION

Are you a preparer?
- Yes
- No

Preparer’s Social Security Number: [Redacted]
Preparer’s Employer Identification Number: [Redacted]

A preparer is ‘anyone who charges a fee for helping you fill out your FAFSA.’
For most, the answer is ‘NO’

If you paid someone to prepare your FAFSA, the Preparer should mark ‘Yes’ and then fill in the appropriate information.
5. Filling out the FAFSA

Sign & Submit – Preparer / Student / Parent

**Student ‘signature’ area:**
- Click ‘Apply for a PIN’ – *1st-time applicants*
- If you already have a PIN – Click ‘Sign Electronically with My PIN’

*The page expands and there is an entry-box where you can type your PIN.*

Make sure you enter your PIN!
5. Filling out the FAFSA

Sign & Submit – Preparer / Student / Parent

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

Print Signature Page
Allowable, but extremely slow.

Submitting Without Signatures:
Allowable, but results in an 'Invalid FAFSA' with no EFC calculation.

Neither of these are good options as they delay the timely processing of your FAFSA data.

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 you:

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

This is a legal document – you must review and choose to ‘Agree’ to the ‘Terms of Agreement’ before you can submit your FAFSA for processing.

Note: ‘Terms of Agreement’ for both the student and parent have a default value of ‘Disagree’
5. Filling out the FAFSA

Sign & Submit – Preparer / Student / Parent

How do you (the parent) want to provide your signature?
- Sign Electronically With My PIN (Fastest)
- Print A Signature Page
- Submit Without Signatures

Are you signing as the student or Father/Stepfather, or Mother/Stepmother?
- Father/Stepfather
- Mother/Stepmother

What is your (the parent’s) PIN?
- Apply For A PIN
- Forgot/Don’t Know My PIN

Parent’s signature area:
- Click ‘Apply for a PIN’ – 1st-time applicants
- If you already have a PIN – Click ‘Sign Electronically with My PIN’

The page expands and there is an entry-box where you can type your PIN.
- Identify which parent you are!

Make sure you enter your PIN!

Parents – Remember, your Parent PIN is usable for multiple children.

Print Signature Page
Allowable, but extremely slow.

Submitting Without Signatures:
Allowable, but results in an ‘Invalid FAFSA’ with no EFC calculation.

Neither of these are good options as they delay the timely processing of your FAFSA data.

Best Option:
Obtain a PIN to sign electronically; the FAFSA will be processed quickly, and if there are no reject errors it will also have an EFC calculation.
This is a legal document – you must review and choose to 'Agree' to the Terms of Agreement before you can submit your FAFSA for processing.

Note: ‘Terms of Agreement’ for both the student and parent have a default value of ‘Disagree’
5. Filling out the FAFSA

Confirmation Page

2012-13 Confirmation Page

Congratulations, Leah! Your FAFSA was successfully submitted to Federal Student Aid. You should print this page for your records.

Optional Feature - Transfer your parents' information into another FAFSA. Do your parents need to complete another FAFSA for your brother or sister? Click here and all the information you provided in this application will be transferred to a new FAFSA. Your parents will have to provide a signature again, but that's all.

Eligibility Information

Estimated Family Contribution (EFC) = $4751
The EFC is an index that schools use to determine your eligibility and it is not the amount of money that you have to pay. Your school's financial aid office will use your EFC to determine the specific types and amounts of student aid you are eligible to receive.

You may be eligible to receive the following:

- Pell Grant Estimate: $800.00
- Federal Stafford Loan Estimate: $6,000.00
- You may also be eligible to receive other federal, state, or institutional grants, scholarships, and/or work-study.

College Costs

The table shows the graduation rates and transfer rates for the schools you selected. Go to the College Navigator website at www.mccs.ed.gov/collegenavigator for complete information.

Q&A
Agenda

1. Why Complete the FAFSA
2. Getting Started
3. Other Helpful Resources
4. Navigating the FAFSA on the Web (FOTW)
5. Filling out the FAFSA
6. Your FAFSA follow-up
7. Q & A

6. Your FAFSA follow-up

Update/correct an already processed FAFSA.
  • Login again at [www.fafsa.gov](http://www.fafsa.gov)

Review your Student Aid Report (SAR)
  • This is not a financial aid package
  • This is the outcome report showing the results of your FAFSA
  • This is the data that colleges also receive
  • This data is used to package the student’s financial aid
6. Your FAFSA follow-up

Login to make Updates/Corrections, Review SAR, etc.

**To view your SAR (Student Aid Report):**
- Click the 'View Processed Information' button
- Provide Student PIN at the prompt
- SAR opens in a separate window
6. Your FAFSA follow-up

Login to make Updates/Corrections, Review SAR, etc.

Make FAFSA Corrections or Updates:
- Remember, you should only changes that are necessary due to:
  ✓ **Updating ‘Estimated Tax Year Data’ with ‘Finalized Tax Year Data’**
    - preferably using the IRS Data Retrieval Tool
    - remember to change your Tax Filing Status from ‘Will File’ to ‘Already Completed’
  ✓ Adding/Removing school codes
  ✓ Correcting earlier data-entry errors
- Remember, you should NOT update any asset information (these are not updatable fields)

**NOTE:** For some fields, corrections to data-entry errors (including assets) may result in requests for supporting documentation.
- Another reason to avoid data errors

6. Your FAFSA follow-up

Other possible issues for follow-up:
- **Verification**
  ✓ Visit [www.cedarville.edu/verification](http://www.cedarville.edu/verification) for additional information.
- **Use of IRS Data Retrieval Tool and Verification**
  ✓ Once you transfer your data using the DRT, avoid making any changes to these data elements!
    - this is true of both Student and/or Parent data!
  ✓ Transferring your 2011 tax data using the DRT reduces your chance of being selected for verification – but ONLY if your data remains unchanged!
- Cedarville encourages you to use the IRS Data Retrieval Tool
6. Your FAFSA follow-up

Other possible issues for follow-up:

- **Special Conditions**
  - Reduced Income or Loss of employment
  - Excessive out-of-pocket payments for medical expenses
  - Divorce situation which impacts available income
  - Private school tuition paid (K-12)
    - Do not include student for whom the FAFSA is being completed

**Note:**
- Special Condition Requests are not processed until receipt of a valid FAFSA based on final 2011 tax data
- Special Condition Requests require supporting documentation
- Special Condition Requests are school specific
- Special Condition Requests are made directly to the college financial aid office (not to the FAFSA processor)

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**Agenda**

1. Why Complete the FAFSA
2. Getting Started
3. Other Helpful Resources
4. Navigating the FAFSA on the Web (FOTW)
5. Filling out the FAFSA
6. Your FAFSA follow-up
7. Q & A
Closing thoughts:
Cedarville only packages financial aid for applicants who have been officially accepted as students.
  • We can receive FAFSAs prior to acceptance; however, financial aid cannot be packaged until the student is officially accepted for admission.

Filing timeline / deadlines:
Cedarville encourages you to file your initial FAFSA for 2012-13 by **February 20** for priority consideration.
  • This enables the financial aid office to provide a complete financial aid package by **March 1st**.
  • This aid package will be updated if we receive a later FAFSA update based on final tax information.
Upcoming Webinars

**Learning at the College Level**
- Jan. 23 (7 pm)
- Jan. 26 (9 pm)

**Creating Your Financial Plan**
- Feb. 13 (7 pm)
- Feb. 16 (9 pm)

**College Life Outside the Classroom**
- Mar. 12 (7 pm)
- Mar. 15 (9 pm)

For a complete listing of all remaining webinars, please visit: [www.cedarville.edu/webinars](http://www.cedarville.edu/webinars)
Contact information

Web: www.cedarville.edu/finaid
Phone: 1-800-444-2433
Email: finaid@cedarville.edu

For students who are entering the Pre-Pharmacy program:

For undergraduate financial eligibility, you should answer:
Question 1: Answer as 1st, 2nd or 3rd year undergraduate, as appropriate for you
Question 2: Answer 1st bachelor's degree unless you already have your 1st bachelors, in which case you would enter 2nd bachelors.

Only answer that you are a Graduate Level student if approved to participate in Professional Level 1 or higher in the upcoming year.
For students who are entering the Pre-Pharmacy program:

For undergraduate financial eligibility, you should answer:
Answer this question as 'NO' if you are in the pre-Pharmacy program.
Answer 'Yes' if you are approved by the Pharmacy program to participate in Profession Level 1 or higher in the upcoming year.

Completing the 2012-13 FAFSA
1st-time Applications or Renewal Applications
January 2012