Completing the 2013-14 FAFSA

1st-time Filers or Renewal Filers

January 14, 2013
Tonight's Presenter

Steve Winey

• Assistant Director of Financial Aid
• 20 years in higher education
• Married to Liz and father of three
  • College sophomore; HS senior & freshman
Diverse Audience

Students
• Current high school seniors who plan to begin college in Fall 2013
• Other high school students
• Current college students

Parents of . . .
• Current high school students who plan to begin college in Fall 2013
• Current college students

To keep things simpler, I will mostly speak as if addressing the parents throughout the presentation.
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!
Throughout tonight’s webinar I will say FAFSA many times . . .

So, no matter how I pronounce it, I’m always referring to FAFSA!
Agenda

1. Why Complete the FAFSA / FAFSA EFC
2. Getting Started
3. ‘Snapshot in Time’
4. Other Helpful Resources
5. Navigating the FAFSA on the Web (FOTW)
6. Login at www.fafsa.gov
7. Completing the FAFSA
8. Your FAFSA follow-up
9. 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 most state aid.
- *Know your state’s filing deadline*
- *State deadline information is available at [www.fafsa.gov]*
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; and
= No access to federal loans
1. The FAFSA EFC

**Expected Family Contribution (EFC)**

*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 is calculated.
1. The FAFSA EFC

**Expected Family Contribution (EFC)**

*The EFC is a standardized index reflecting the financial situation of the student and 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. The FAFSA EFC

**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 a FAFSA update or correction containing changes to EFC impacting elements.

**Note:** If the EFC changes, 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
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!
1. Why complete the FAFSA?

**Deadlines for completing the FAFSA for 2013-14:**

- **Federal Deadline:** You have from Jan. 1, 2013 – June 30, 2014.
- **State Deadlines:** States have varying deadlines; to see your state deadline go to [www.fafsa.gov](http://www.fafsa.gov) and click the ‘Deadlines’ link.
- **School Deadlines:** Colleges also have varying policies and deadlines regarding filing the FAFSA.

*Cedarville:* We *encourage* students to submit their *initial FAFSA* by **February 15th** (NOT a formal deadline).

Having a valid FAFSA submitted by Feb. 15th will allow your student to receive their initial financial aid package around March 1st.
- do ‘Estimated FAFSA’ to meet this ‘Priority Filing Date’
- come back later to update once you complete your 2012 taxes
Agenda

1. Why Complete the FAFSA / FAFSA EFC
2. Getting Started
3. ‘Snapshot in Time’
4. Other Helpful Resources
5. Navigating the FAFSA on the Web (FOTW)
6. Login at www.fafsa.gov
7. Completing the FAFSA
8. Your FAFSA follow-up
9. Q & A
a. Completing your FAFSA online:

www.fafsa.gov  (NOT www.fafsa.com)

- Online is the best option for completing your FAFSA
  - Dynamic messaging
  - Skip logic
  - Built in edit checks
  - Much quicker processing time

You can also use a PDF or Paper FAFSA form to apply; however, this is NOT recommended.

- Much slower processing time
- No skip logic or edit checks
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**
  Throughout the FAFSA the words "you" and "your" always refer to the student.

- **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 should 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:
  - 2012-13 (current academic year in progress)
  - 2013-14 (upcoming academic year)
2. Getting Started

c. Determining a student’s dependency status

- **Dependent** (provides both student & parent information)
- **Independent** (provides only student information)
  - including student’s spouse information if married

*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.**
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](http://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)

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 also 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
d. PIN (Personal Identification Number)

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

- **LEGAL Name**

**PIN Request and Information**

What if my information does not match with the Social Security Administration?

You will not be able to use your PIN on Federal Student Aid Web sites if our records show that the Social Security Number, name and date of birth you provided on your PIN application do not match the information on file with the Social Security Administration (SSA).

- Apply for a PIN again if you believe you entered incorrect information when you applied the first time.
- Contact the SSA if you believe their information is incorrect.

To find your local SSA office, call 1-800-772-1213 or go to the SSA Web site at [http://www.ssa.gov/](http://www.ssa.gov/).

If you have further questions, please refer to the Customer Service page.
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)

Applying for a PIN

1st-time FAFSA Applicants

Apply for your PIN as part of the ‘Sign and Submit’ section of the FAFSA.

• keep track of your PIN and related information for future use
• your PIN can also be used for other financial aid related areas throughout your college experience

Renewal FAFSA Applicants

(or subsequent FAFSA submissions for same year)

• Use your current PIN; or
• If you forgot your PIN,
  • use ‘Forgot my PIN’ link in the ‘Sign and Submit’ section; or
  • use www.pin.ed.gov to ‘Request a Duplicate PIN’
2. Getting Started

d. PIN (Personal Identification Number)

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**; or

Enter month and year as **MMYYYY**

- Examples: January 7, 1989 – enter 01071989
  June 1988 – enter 061988

- Built-in logic provides separators, simply enter the correct numbers
Agenda

1. Why Complete the FAFSA / FAFSA EFC
2. Getting Started
3. ‘Snapshot in Time’
4. Other Helpful Resources
5. Navigating the FAFSA on the Web (FOTW)
6. Login at www.fafsa.gov
7. Completing the FAFSA
8. Your FAFSA follow-up
9. Q & A
3. ‘Snapshot in Time’

The initial / first FAFSA submitted each year is a ‘Snapshot in Time’

Questions asked from three different reference points:

- **The Past**
  The previous tax year.

- **Today**
  The day you submit your initial FAFSA for each specific academic year.

- **The Future**
  The upcoming academic year (July 1 – June 30).

Note: These ‘time-framed’ questions are asked throughout the FAFSA.
3. ‘Snapshot in Time’

<table>
<thead>
<tr>
<th>The Past</th>
<th>Today</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Year 2012</td>
<td>The day you submit your initial FAFSA data</td>
<td>2013-14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(July 1, 2013 – June 30, 2014)</td>
</tr>
</tbody>
</table>

**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)

Tax filing status
Tax form type
Adjusted Gross Income
US Taxes paid
Exemptions claimed
2012: Additional Financial Information
2012: Untaxed Income
2011 or 2012: Received federal assistance from specific programs
3. ‘Snapshot in Time’

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

**Questions with the phrase “As of today”**
- Asset questions
- Marital status

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, these “as of today” questions should **NOT** be updated!

- You can correct data-entry errors (you may have to provide documentation)
- Students who get married later in the year can change from ‘single’ to ‘married’
3. ‘Snapshot in Time’

**The Past**
Tax Year 2012

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

2012: Additional Financial Information
2012: Untaxed Income
2011 or 2012: Received federal assistance from specific programs

These are the questions you “updated’ if you complete the FAFSA in two steps:

**Step 1: Estimated FAFSA**
All of these data elements are based upon the premise that the 2012 IRS Tax Form has *not yet* been completed! (FAFSA tax status is ‘...will file...’)

- Student Taxes (if they are required to file)
- Parent Taxes

**Step 2: Updated / Final FAFSA**
Once 2012 Tax Form has been completed and submitted to the IRS, then return to FAFSA:

A. Change *tax return status* from ‘will file’ to ‘already completed’
B. Change *only* tax return related data elements (AGI, US Taxes Paid, etc.) using data from your final IRS tax return.
3. Possible filing sequence . . .

File ‘initial FAFSA’ from Jan. 1 – Feb. 15

This could be your ‘Estimated FAFSA’ (tax status of ‘Will file’) or your ‘Final FAFSA’ (tax status is ‘Already Completed’).

File ‘updated/corrected FAFSA’ after you submit your 2012 IRS Tax Return.

A. Make sure that you change the ‘Tax Filing Status’ of Student and/or Parents from ‘Will File’ to ‘Already Completed’
B. Update your Tax Year 2012 data (AGI, Income, Taxes Paid, etc.

Use the built-in IRS Data Retrieval Tool

1. If you ‘e-file’ your tax documents, this tool is available approx. 1-2 weeks after filing.
2. If you ‘snail mail’ your tax documents, this tool is available approx. 7-8 weeks after filing.
Agenda

1. Why Complete the FAFSA / FAFSA EFC
2. Getting Started
3. ‘Snapshot in Time’
4. Other Helpful Resources
5. Navigating the FAFSA on the Web (FOTW)
6. Login at www.fafsa.gov
7. Completing the FAFSA
8. Your FAFSA follow-up
9. Q & A
4. Other Helpful Resources

a. Detailed Instructions: Completing the FAFSA 2013-14
www.studentaid.ed.gov

www.cedarville.edu/fafsa

A link to this resource, provided by the US Dept. of Education, is most easily found at Cedarville’s FAFSA resource webpage.
4. Other Helpful Resources

a. Detailed Instructions: Completing the FAFSA 2013-14

This pdf document can provide additional information beyond the ‘Helps and Hints,’ especially for areas where students / parents often have many questions:

- Who is considered a parent (divorce and other situations)
- Asset questions (what to include and exclude)
- Number in Household
- Number in College
- etc.

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

a. Detailed Instructions: Completing the FAFSA 2013-14

<table>
<thead>
<tr>
<th>Main Sections</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index 1-5</td>
<td>6-8</td>
</tr>
<tr>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>General Information</td>
<td>9-22</td>
</tr>
<tr>
<td>FAQ’s (10-16)</td>
<td></td>
</tr>
<tr>
<td>Application Process</td>
<td>19-22</td>
</tr>
<tr>
<td>Application Questions</td>
<td>23-68</td>
</tr>
<tr>
<td>Overview (23)</td>
<td></td>
</tr>
<tr>
<td>Student Application Questions (23-45)</td>
<td></td>
</tr>
<tr>
<td>Parent Application Questions (46-60)</td>
<td></td>
</tr>
<tr>
<td>Independent Student Questions (61-63)</td>
<td></td>
</tr>
<tr>
<td>College Codes &amp; Housing Plans (64-65)</td>
<td></td>
</tr>
<tr>
<td>Date, Signatures and PIN #’s (Student/Parent) (65-66)</td>
<td></td>
</tr>
</tbody>
</table>

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

a. Detailed Instructions: Completing the FAFSA 2013-14

<table>
<thead>
<tr>
<th>Key areas where help is needed most:</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student sections:</strong></td>
<td></td>
</tr>
<tr>
<td>• Student Asset Information/Help</td>
<td>34-38</td>
</tr>
<tr>
<td>• Student’s 2012 Additional Financial Information</td>
<td>38</td>
</tr>
<tr>
<td>• Student’s 2012 Untaxed Income</td>
<td>39-41</td>
</tr>
<tr>
<td>• Student ‘Dependency Questions’</td>
<td>41-46</td>
</tr>
<tr>
<td><strong>Parent sections:</strong></td>
<td></td>
</tr>
<tr>
<td>• Who is Considered a Parent</td>
<td>46-47</td>
</tr>
<tr>
<td>• Number in Household/Number in College</td>
<td>49-50</td>
</tr>
<tr>
<td>• Parental Asset Information/Help</td>
<td>54-58</td>
</tr>
<tr>
<td>• Parent’s 2012 Additional Financial Information</td>
<td>58-59</td>
</tr>
<tr>
<td>• Parent’s 2012 Untaxed Income</td>
<td>59-61</td>
</tr>
<tr>
<td><strong>INDEPENDENT Students</strong> (Additional questions)</td>
<td>61-63</td>
</tr>
</tbody>
</table>

[www.cedarville.edu/fafsa](http://www.cedarville.edu/fafsa)
4. Other Helpful Resources

b. FAFSA on the Web worksheet (4 page PDF document)
www.studentaid.ed.gov

www.cedarville.edu/fafsa

A link to this resource, provided by the US Dept. of Education, is most easily found at Cedarville’s FAFSA resource webpage.
4. Other Helpful Resources

c. Documents needed to complete the FAFSA

Social Security card
2012 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 2012 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)

www.FAFSA.gov search: documents
d. Browser Requirements

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.

www.FAFSA.gov search: **browser**

www.FAFSA.gov search: **Mac**
Agenda

1. Why Complete the FAFSA / FAFSA EFC
2. Getting Started
3. ‘Snapshot in Time’
4. Other Helpful Resources
5. Navigating the FAFSA on the Web (FOTW)
6. Login at www.fafsa.gov
7. Completing the FAFSA
8. Your FAFSA follow-up
9. Q & A
5. Navigating the FAFSA on the Web (FOTW)

www.fafsa.gov  (NOT www.fafsa.com)

- Deadlines
- School Code Search
- FAFSA Filing Options

All of this information is available without having to ‘Start’ the FAFSA process.
5. Navigating the FAFSA on the Web (FOTW)

Once you have started your FAFSA, be aware of the tools which are part of the online FAFSA environment.

a. Progress Bar
b. Color-schemes
c. Helps and Hints
d. ‘Alert’ and ‘Warning’ messages
e. Help
f. Key word search
g. Save

The following slides have ‘sample’ screen shots showing how these look on the FAFSA. These slides will also be made available on the cedarville.edu/FAFSA resource page.
5. Navigating the FAFSA on the Web (FOTW)

a. Progress Bar

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

b. Color Schemes

Student (blue)
Parent (light purple)
c. Helps and Hints (available for every question)

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

c. 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 2013-14 FAFSA’ resource.
5. Navigating the FAFSA on the Web (FOTW)

d. Pay attention to ‘Alerts’ and ‘Warning’ messages
5. Navigating the FAFSA on the Web (FOTW)

d. Pay attention to ‘Alerts’ and ‘Warning’ messages
d. Pay attention to ‘Alerts’ and ‘Warning’ messages
d. Pay attention to ‘Alerts’ and ‘Warning’ messages
5. Navigating the FAFSA on the Web (FOTW)

e. Help – Key Word Search

[Image of the FAFSA website interface with a highlighted 'Help' button and search bar]
5. Navigating the FAFSA on the Web (FOTW)

f. Help – Save – etc.
Agenda

1. Why Complete the FAFSA / FAFSA EFC
2. Getting Started
3. ‘Snapshot in Time’
4. Other Helpful Resources
5. Navigating the FAFSA on the Web (FOTW)
6. Login at www.fafsa.gov
7. Completing the FAFSA
8. Your FAFSA follow-up
9. Q & A
6. Login at www.fafsa.gov

a. www.fafsa.gov – 1st time applicants

Reminder:  NOT www.fafsa.com
6. Login at www.fafsa.gov

b. Simplified login – *1st time applicants*

All information must match what is on the student’s Social Security Card!

- Legal First Name
- Legal Last Name
- Social Security Number
- Date of Birth

Once you’ve entered your information and clicked the “Next” button, you will see a page where you confirm your personal information.

**Review carefully** to ensure you do not have any data-entry errors.
c. Selecting the Year – *1st time applicants*

After confirming personal information, *1st*-time applicants then choose the year for which they are completing the FAFSA. *Make sure you select the proper year!*
6. Login at www.fafsa.gov

d. Creating your Password – *1st time applicants*

Final step in login process –
- create a Password
- Single password shared by both student applicant and parents
6. Login at www.fafsa.gov

e. Introduction Page – 1st time applicants

Use the Next and Previous buttons to move from page to page in the form. If you use your browser’s back and forward buttons to move from page to page, you may lose your data.

Additional information about FAFSA on the Web:

- How can I get help completing my FAFSA?
- How many steps does it take to complete?
- How long will it take to complete?
- Can I save my FAFSA if I can’t finish it?
- Documents needed to complete the FAFSA
- Signing the FAFSA
- FAFSA on the Web Security and Privacy
You are now ready to begin **Section 1** of your FAFSA – Student Demographics.
6. Login at www.fafsa.gov

a. www.fafsa.gov – Renewal applicants

Renewal applicants:
Click the “Start a New FAFSA” button to begin.

Reminder: **NOT** www.fafsa.com
b. Simplified login – *Renewal applicants*

All information must match what is on the student’s Social Security Card!

- Legal First Name
- Legal Last Name
- Social Security Number
- Date of Birth

Once RENEWAL applicants enter their information and click the “Next” button, they are immediately at a decision page.

6. Login at www.fafsa.gov
6. Login at www.fafsa.gov

c. Decision Page – Renewal applicants

Unless you have a specific reason to ‘start over’ with a ‘blank’ FAFSA, you can click on ‘FAFSA Renewal’ to begin your 2013-14 FAFSA.
6. Login at www.fafsa.gov

d. Creating your Password – *Renewal applicants*

Final step in login process – *Renewal Applicants*
- Enter your student PIN
- Create a Password
- Single password shared by both student applicant and parents
6. Login at www.fafsa.gov

e. Introduction Page – Renewal applicants

Introduction Page - 2013-2014 FAFSA

Use the Next and Previous buttons to move from page to page in the form. If you use your browser’s back and forward buttons to move from page to page, you may lose your data.

Additional information about FAFSA on the Web:

How can I get help completing my FAFSA?
How many steps does it take to complete?
How long will it take to complete?
Can I save my FAFSA if I can’t finish it?
Documents needed to complete the FAFSA
Signing the FAFSA
FAFSA on the Web Security and Privacy

NEXT

EXIT
6. Login at www.fafsa.gov

f. Student Demographics – *Renewal applicants*

You are now ready to begin **Section 1** of your FAFSA Renewal – Student Demographics.

Review every question and answer/update to the correct response for next year – 2013-14.
Agenda

1. Why Complete the FAFSA / FAFSA EFC
2. Getting Started
3. ‘Snapshot in Time’
4. Other Helpful Resources
5. Navigating the FAFSA on the Web (FOTW)
6. Login at www.fafsa.gov
7. Completing the FAFSA
   • Sample screen shots / discussion of common errors
8. Your FAFSA follow-up
9. Q & A
7. Completing the FAFSA

Remember:

• **1st-time applicants:** Work through each section of the FAFSA and accurately answer each question.

• **Renewal applicants:** Carefully review each page making sure you answer all questions.
  • Some answers are pre-filled – review and change if answer needs to be updated/corrected.
  • Some answers are ‘blank’ and require an answer.
7. Completing the FAFSA

Remember:

- Relax and take your time
- You don’t have to finish in one sitting
  - Use the ‘Save’ feature and come back later.
  - Just make sure you remember to come back later to finish and submit your FAFSA for processing.
- Before clicking the ‘Neze’ butron on each FAFSA page, duoble check for rerosr.
7. Completing the FAFSA

Remember:

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

Avoid unnecessary delays caused by data errors!
7. Completing the FAFSA

*Sample* FAFSA screen-shots

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

- We will look at specific questions to provide guidance in areas where we see common errors
- All of the data elements contained in these slides are for example only
It is important that you answer this question – otherwise your FAFSA will be invalid as no EFC will be calculated.

**Why?** To receive federal financial aid, all ‘Male’ students who are 18 or older must be registered with ‘Selective Service’ – by answering this question, the FAFSA will **later** ask a question about ‘Selective Service’ for male applicants.
Federal Student Aid uses the student’s email address for ongoing communication regarding the FAFSA.

- enter a valid email address that is regularly used/checked for new email
- some students enter their parent’s email here so that FAFSA related communication from the US Dept. of Education is sent to the parents
Here is the ‘Selective Service’ follow-up question.

If you answer ‘No’, you will then be asked if you would like the FAFSA process to register you – we recommend that you click ‘Yes.’

Why? When your FAFSA is processed, your data will be sent to the Selective Service Organization and you will be automatically registered.

Applicants under 18 years of age when you complete your FAFSA: you can still have them ‘register you’ – they will keep your data until your 18th birthday and then send it to ‘Selective Service’ to activate your registration.
7. Completing the FAFSA

High School Completion

When you begin college in the 2013-2014 school year, what will be your high school completion status?
Select

Standard question, but the following students should make special note of the proper response:

1. Students who graduate from either a public or private school.
   
   Proper response: High school diploma.

2. Students who completed their high school with a ‘home schooling’ graduation document (i.e. they did NOT receive a diploma from any public or private school; rather their completion document is from their parent or a home-school entity).

   Proper response: Homeschooled.
7. Completing the FAFSA

Education Plan . . .

When you begin the 2013-2014 school year, what will be your grade level?

Standard question, but the following students should make special note of the **proper response**:

1. **Students who graduate from high school in 2013 and took college course work as ‘dual enrolled’ HS students.**
   
   **Proper response:** Never attended college and 1\textsuperscript{st} year undergraduate

2. Students enrolling in the **Pre-Pharmacy Program**.
   
   **Proper response:** Never attended college and 1\textsuperscript{st} year undergraduate, or other ‘year’ (2\textsuperscript{nd}, 3\textsuperscript{rd}, etc) undergraduate.

3. Other students – read helps & hints, but answer accurately.
   
   **1\textsuperscript{st} year grad/professional or Continuing grad/professional** – only for students in the actual Graduate Level of Pharmacy or other master level programs.
7. Completing the FAFSA

Education Plan . . .

Standard question, but the following students should make special note of the *proper response*:

1. Students enrolling in the *Pre-Pharmacy Program*.
   
   **Proper response:** 1\textsuperscript{st} bachelor’s degree; or, if you already have a bachelor’s degree and you are now in Pre-Pharmacy, then 2\textsuperscript{nd} bachelor’s degree.

2. *Graduate or professional degree*.

   *Again, only for students in the actual Graduate Level of Pharmacy or other master level programs.*
Education Plan . . .

Will you have your first bachelor's degree before July 1, 2013?

- Yes
- No

This is not asking if you walked in the graduation ceremony! Only answer ‘Yes’ if:
- your degree has been officially conferred before July 1, 2013; or
- you have completed summer courses which ended before July 1 and which complete your degree requirements, even though you will not officially graduate until August.
You are now in Section 2:

This is where you identify the college(s) where you want your FAFSA results sent. Remember – you control where your FAFSA data goes!

You can identify up to 10 colleges using the online FAFSA.
7. Completing the FAFSA

School Selection

State: Ohio
City: Cedarville
School Name: (optional)

Federal School Code

OR

SEARCH

Search Tips

SEARCH
7. Completing the FAFSA

School Selection

Select a school from the Search Results table and click Add >> to add a school to the Selected Schools table.

Search Results: 1

Sort By: Best Match | School Name
CEDARVILLE UNIVERSITY
CEDARVILLE, OH
Federal School Code: 003025

Selected Schools
Select up to 10 schools
No schools selected

VIEW SELECTED SCHOOL INFORMATION

PREVIOUS NEXT
7. Completing the FAFSA

School Selection

Select a school from the Search Results table and click Add >> to add a school to the Selected Schools table.

Search Results: 1

Sort By: Best Match | School Name

CEDARVILLE UNIVERSITY
CEDARVILLE, OH
Federal School Code: 003025

Selected Schools

Select up to 10 schools

CEDARVILLE UNIVERSITY
CEDARVILLE, OH
Federal School Code: 003025

Remove

VIEW SELECTED SCHOOL INFORMATION
7. Completing the FAFSA

Dependency Status

This is Section 3.

Answer all questions asked (either Yes or No).

Use the ‘Help & Hints’ or ‘Detailed Instructions’ to make sure any ‘Yes’ answer is accurate.
7. Completing the FAFSA

Dependency Status – *Renewal applicants*

Dependency Determination

- Application was successfully saved.

- Were you born before January 1, 1990?
  - Yes
  - No

- As of today, are you married?
  - Yes
  - No

- At the beginning of the 2013-2014 school year, will you be working on a master’s or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?
  - Yes
  - No

- Do you have children who will receive more than half of their support from you between July 1, 2013 and June 30, 2014?
  - Yes
  - No

- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2014?
  - Yes
  - No

- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
  - Yes
  - No

- Are you a veteran of the U.S. Armed Forces?
  - Yes
  - No

Review and update if appropriate.
Questions for 2013-14 FAFSA:

At the beginning of the 2013-2014 school year, will you be working on a master’s or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?

*Pre-Pharmacy* – your proper response is **NO** as you are not officially in a Doctoral Program until year 4 (P1 status).

*Later, for the academic year when you officially enroll in Professional Year 1 classes, your response should be **YES**.*
7. Completing the FAFSA

Dependency questions which often confuse:

Questions for 2013-14 FAFSA:

Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?

or

Are you a veteran of the U.S. Armed Forces?

Use the ‘Help & Hints’ or ‘Detailed Instructions’ to make sure any ‘Yes’ answer is accurate according to FAFSA’s guidelines regarding definition of “Active Duty” or “Veteran Status”
7. Completing the FAFSA

Dependency questions which often confuse:

Questions for 2013-14 FAFSA:

At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?

Use the ‘Help & Hints’ or ‘Detailed Instructions’ to make sure any ‘Yes’ answer is accurate according to FAFSA’s guidelines; also note the required documents which may be required to substantiate a ‘Yes’ response.
7. Completing the FAFSA

Dependency questions which often confuse:

Questions for 2013-14 FAFSA:

As determined by a court in your state of legal residence, are you or were you in legal guardianship?

Use the ‘Help & Hints’ or ‘Detailed Instructions’ to make sure any ‘Yes’ answer is accurate according to FAFSA’s guidelines; also note the required documents which may be required to substantiate a ‘Yes’ response.

NOTE:

Legal CUSTODY ≠ Legal GUARDIANSHIP

Your natural, biological parents ≠ Legal GUARDIANSHIP - not appointed by a legal court decision
This is the most common answer for **Dependent Students**.

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.
This is Section 4.
Note the change in ‘Color Scheme.’
The answer to this first question determines whether data is required for one or two parents.
7. Completing the FAFSA

Parent Demographics

Who is my parent?
Important that you include the correct parent information, especially in cases of divorce/remarriage.

Specific instructions are found on pages 46-47 of the Detailed Instructions for Completing the FAFSA 2013-14.
7. Completing the FAFSA

Financials & Tax Information (Parents)

Sample screen shots are from the ‘Parent Financial’ section.

Note: The student financial section follows immediately after; the only difference is the questions are geared to the student.
Again – pay attention to ‘Alert’ messages
This one is for those who are filing an ‘Estimated FAFSA’ . . .
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 2013-14, the DRT will not be available until Feb. 3rd or after.
7. Completing the FAFSA

IRS Data Retrieval Tool (IRS DRT) ‘filtering questions’

**Example –**

Student IRS DRT filtering questions.

These questions only display once ‘Already Completed’ is indicated.

We **encourage** students and parents to **USE** the IRS DRT if at all possible when you finalize your FAFSA based on completed 2012 tax data.

*The IRS DRT will be available for use after February 3, 2013.*
The IRS DRT cannot be used if the following applies to the parents or even the student:

- Filing status was ‘Married Filing Separately’
- Filing status was ‘Head of Household’
- Filed an Amended Tax Return
- Filed a Puerto Rican or Foreign Tax Return
- Marital Status changed after December 31, 2012

Recently filed 2012 Tax Returns are able to immediately use the IRS DRT:

- For electronically filed tax returns – available 1-2 weeks later
- For tax returns that are mailed – available 6-8 weeks later

Possible FAFSA processing scenario:

1. Estimated FAFSA – to meet the priority filing date of February 15th
2. Update using the IRS DRT to transfer your tax data from IRS to FAFSA.
   • Once data transfer occurs, do not change it!
When using the IRS DRT:

- be careful with data entry
- read your options
- try to transfer your IRS data into your FAFSA
IRS Data Retrieval Tool

Once you ‘click’ either

• Transfer Now
• Do Not Transfer

At that time you will be transferred back to your FAFSA so that you can continue the application.
7. Completing the FAFSA

Additional Financial Information (Student and Parents)

Parent Example:

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, or Zero.

<table>
<thead>
<tr>
<th>Additional Financial Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>• American Opportunity, Hope or Lifetime Learning tax credits</td>
</tr>
<tr>
<td>• Child support paid</td>
</tr>
<tr>
<td>• Taxable earnings from Work-study, Assistantships or Fellowships</td>
</tr>
<tr>
<td>• Grant and scholarship aid reported to the IRS</td>
</tr>
<tr>
<td>• Combat pay or special combat pay</td>
</tr>
<tr>
<td>• Cooperative education program earnings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Untaxed Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Payments to tax-deferred pension and savings plans</td>
</tr>
<tr>
<td>• IRA deductions and payments to self-employed SEP, SIMPLE and Keogh</td>
</tr>
<tr>
<td>• Child support received</td>
</tr>
<tr>
<td>• Tax exempt interest income</td>
</tr>
<tr>
<td>• Untaxed portions of IRA distributions</td>
</tr>
<tr>
<td>• Untaxed portions of pensions</td>
</tr>
<tr>
<td>• Housing, food, and other living allowances paid to military, clergy, and others</td>
</tr>
<tr>
<td>• Veterans noneducation benefits</td>
</tr>
<tr>
<td>• Other unearned income not reported such as workers' compensation or disability</td>
</tr>
</tbody>
</table>
7. Completing the FAFSA

Additional Financial Information (Student and Parents)

**Parent Example:**

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, or Zero.
- Use ‘Helps & Hints’ as needed.
### Parent Financial Information continued

<table>
<thead>
<tr>
<th>Additional Financial Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Opportunity, Hope or Lifetime Learning tax credits</strong></td>
</tr>
<tr>
<td>Education credits (American Opportunity, Hope or Lifetime Learning tax credits) from IRS Form 1040-line 49</td>
</tr>
<tr>
<td>$1,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Grant and scholarship aid reported to the IRS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student grant and scholarship aid reported to the IRS in your parents' adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships</td>
</tr>
<tr>
<td>$0</td>
</tr>
</tbody>
</table>

- **Child support paid**
- **Taxable earnings from Work-study, Assistantships or Fellowships**
- **Combat pay or special combat pay**
- **Cooperative education program earnings**

#### A couple examples . . .

Certain tax credits that should be reported.

### Renewal Applicants: CAUTION!

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

This reporting error can occur in either the student or parent 'Additional Financial Information' section.

**Questions about 1098-T – please call a tax specialist for further guidance.**
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 the amount that is NOT included in their taxable income (AGI); that is, the *untaxed* portion of their housing allowance (even if it is the entire amount).
7. Completing the FAFSA

Parental Assets

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

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

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

Assets cause much confusion – refer to ‘Detailed Instructions PDF’

Student Assets: Pages 34-38
Parent Assets: Pages 54-58
Student Financials immediately follow Parent Financials

As with the Parent Financial section, 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.) is double entered – 1st in the ‘Parent Section’ and then again in the ‘Student Section.’ This error significantly impacts the EFC calculation and will need to be fixed if / when it is discovered.
A preparer is ‘anyone who charges a fee for helping you fill out your FAFSA.’

For many, the answer is ‘NO’

If a preparer did complete your FAFSA for you, they need to click ‘Yes’ and then provide their information.
7. Completing the FAFSA

Sign & Submit – Student

1st-time filers will also have an option to ‘Apply for a PIN’ – link will be in this area.

Once you have your PIN, enter it in the ‘PIN Box’ and click the ‘SIGN’ button.

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’
7. Completing the FAFSA

Sign & Submit – Parent

Identify which parent will sign the FAFSA with a Parent PIN.
Remember: Parent PIN can be used for multiple children.

Once you have your PIN, enter it in the ‘PIN Box’ and click the ‘SIGN’ button.

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’

Click button to submit FAFSA for processing!
7. Completing the FAFSA

Confirmation Page

Need to do another FAFSA for a different child – click ‘here’ link . . .
7. Completing 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)**
Agenda

1. Why Complete the FAFSA / FAFSA EFC
2. Getting Started
3. ‘Snapshot in Time’
4. Other Helpful Resources
5. Navigating the FAFSA on the Web (FOTW)
6. Login at www.fafsa.gov
7. Completing the FAFSA
8. Your FAFSA follow-up
9. Q & A
6. Your FAFSA follow-up

Update/correct an already processed FAFSA.

• Login again at 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

Click ‘Make FAFSA Corrections’ when you are ready for this step, if needed.
6. Your FAFSA follow-up

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

Make FAFSA Corrections / Updates:

- Remember, **only make acceptable changes** that are due to:
  - **Updating ‘Estimated Tax Year Data’ with ‘Finalized Tax Year Data’**
    - Remember to change your Tax Filing Status from ‘Will File’ to ‘Already Completed’
    - Use the IRS Data Retrieval Tool if possible
  - **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.
6. Your FAFSA follow-up

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

View your Student PIN Status or other PIN related activity.
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!

• Cedarville encourages you to use the IRS Data Retrieval Tool
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 2012 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)
Agenda

1. Why Complete the FAFSA / FAFSA EFC
2. Getting Started
3. ‘Snapshot in Time’
4. Other Helpful Resources
5. Navigating the FAFSA on the Web (FOTW)
6. Login at www.fafsa.gov
7. Completing the FAFSA
8. Your FAFSA follow-up
9. 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 2013-14 **by February 15** 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.

**Remember** – the *February 15* priority date is simply an encouraged time-frame which will allow us to provide an aid package by around March 1\textsuperscript{st}.

- Cedarville will continue to process FAFSAs received after February 15.
- Students are not penalized by Cedarville by waiting until after February 15 to complete their FAFSA.
Upcoming Webinars

**Learning at the College Level**
- Feb. 11 (7 pm)
- Feb. 14 (9 pm)

**Creating Your Financial Plan**
- March 4 (7 pm)
- March 7 (9 pm)

**College Life Outside the Classroom**
- March 18 (7 pm)
- March 21 (9 pm)

**Sticker Shock – Making the Final Decision**
- April 8 (7 pm)
- April 11 (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
Completing the 2013-14 FAFSA

1st-time Filers or Renewal Filers

January 14, 2013