

Applying for Financial Aid



Thank you for choosing Career Point College to assist in achieving your educational goals!

We have created this easy step-by-step guide to assist you in applying for financial aid and completing the Free Application for Federal Student Aid—also known as the FAFSA.

If you have any questions, we have a Financial Planner available to assist you. You may call toll free at



1. Determine Dependency Status



We'll need to determine if you will be considered a dependent or independent student before you begin completing the FAFSA.

If we determine you are a **dependent**, you will need your parent's prior year (2009) federal tax return information, as well as your own, to complete your FAFSA.

If we determine you are **independent**, you will need your own prior year (2009) federal tax return information.

In order to make this determination, please review the questions listed below. If you answer "**no**" to **ALL** of these questions, you are considered a **dependent** student. This means that you will need federal tax return information from **yourself AND your parents**.

If you answer "**yes**" to **ONE OR MORE** of these questions, you are considered to be **independent**. This means you will only need **your (and your spouse's if applicable)** federal tax return information, and you will NOT need your parents information.

I was born before January 1, 1987	Yes / No
I am married	Yes / No
I will be working on a master's or doctorate program (e.g., MA, MBA, MD, JD, PhD, EdD, graduate certificate)	Yes / No
I am serving on active duty in the U.S. Armed Forces	Yes / No
I am a veteran of the U.S. Armed Forces (see page 47 of "Completing the FAFSA" for more information)	Yes / No
I have children and I provide more than half of their support	Yes / No
Since I turned age 13, both of my parents are deceased	Yes / No
I have dependents (other than my children or my spouse) who live with me and I provide more than half of their support	Yes / No
I was in foster care since turning age 13	Yes / No
I was a dependent or ward of the court since turning age 13	Yes / No
I am currently or I was an emancipated minor	Yes / No
I am homeless or I am at risk of being homeless	Yes / No

2. Obtain Your U.S. Department of Education Personal Identification Number (PIN)

In order to electronically sign your FAFSA, you must have a PIN. This will also enable you to check your FAFSA status and access your account information.

If you are a dependent student, your parents will also have to sign your FAFSA. That means they must have a PIN as well.

Go to: www.pin.ed.gov

This website will allow for you to create a PIN, or if you have a PIN that has been previously issued to you, it can be viewed by answering a simple challenge question that you created when your PIN was originally applied for.

Important: When you have your PIN, please write it down and keep it in a safe place. You will use this PIN to sign other financial aid documents in the future.



3. Documents Needed Before Completing the FAFSA



In order to complete your FAFSA, you will be required to gather some necessary documents **FIRST**. Make sure all of these items are on hand so that you will have everything you need right at your fingertips.

Please note: Set aside about an hour to complete the FAFSA. This is a very important step! You can save your application at any time and return to it later. However, we must complete this portion of your enrollment in order to move forward with your education.

- ✓ Your driver's license or state I.D.
- ✓ Social Security Number
- ✓ Your alien registration or permanent residence card (if you are not a U.S. Citizen.)
- ✓ Your previous and/or current year W-2 forms and any other money earned.
- ✓ Your (and your spouse's, if you are married) previous and/or current year Federal Income Tax Return (Form 1040, 1040A, 1040EZ, 1040Telefile or foreign tax return.)
- ✓ Your parent's previous and/or current year Federal Income Tax Return (Form 1040, 1040A, 1040EZ, 1040Telefile or foreign tax return)
If you are a dependent student, based on your answers in Step 2.
- ✓ Your previous and/or current year untaxed income records — Social Security, Temporary Assistance for Needy Families, welfare, or veteran's benefits records.
- ✓ Your current bank statements.
- ✓ Your current business and investment information, such as mortgage documentation, business and farm records, stock, bond and other investment records.

4. Completing the FAFSA



The next step is to fill out the Free Application for Federal Student Aid. The following link is the official government FAFSA website:

Go to: www.fafsa.ed.gov

Proceed to Step 2 **“Filling Out a FAFSA.”**

From the drop down menu select **2010-2011 FAFSA.**

Carefully enter all the required information.

Please note our school code: Career Point College 025911

Important: Whenever entering your name, your spouse’s or your parent’s name, please make sure that you are entering the name as it appears on your Social Security Card. Failure to do so, may cause issues when verifying information with the Social Security Administration.

For additional assistance:

- Contact our Financial Planner / Financial Aid Office (800)
- Follow the U.S. Department of Education’s [“Completing the FAFSA”](#) publication

5. Confirmation of FAFSA Web Submission



After you have entered all of your information into the FAFSA, Step 9 is your “FAFSA on the Web Submission Confirmation” page.

This is how it will look:



Please save a copy of your confirmation page either by printing, saving or sending to your email address. This is very important, so please follow through the entire process.

Important: Career Point’s Financial Aid office will need your “Expected Family Contribution” number (EFC). It is circled in the screen shot above.

If you need further assistance, please contact our financial aid office at (800)