

# How to Apply for Financial Aid

## **Don't Worry About the Financial Aid Process, We Make it Easy!**

The on-line process makes the financial aid application process easier and faster than ever, and our experienced Financial Aid staff will guide and assist you through the entire process. Your advisor will identify the financial aid programs that will help you meet your needs and answer all of your questions. Just call or visit the Financial Aid Office; we're here to help!

**Getting Started – Apply for an FSA ID** - The beginning point for all federal financial aid starts with applying for a federal FSA ID. The FSA ID is your “electronic signature” for completing all of your financial aid documents on-line. To apply for an FSA ID create a username and password of your choice. You will be asked to confirm your e-mail address using a secure code that will be sent to you. Once you confirm your e-mail address you will be able to log into the FAFSA website using your email address. Once you have decided to pursue a career through an education at McAllen Careers Institute your Email address will be needed in order to complete the next step - completing and signing the Free Application for Federal Student Aid (FAFSA) form.

**The On-Line FAFSA Application:** The FAFSA form can be completed quickly and easily on the Department of Education's website located at <https://studentaid.gov/h/apply-for-aid/fafsa>. If you'd like to "do it yourself", we're certain you'll find the process easy to understand. However, if you are nervous about the application, or just have questions, we are here to help. Our Financial Aid Office staff will sit down with you to help you complete the application, or answer your questions over the phone or by e-mail.

The information that you provide in the FAFSA application will help the school determine if you are eligible for a Federal Pell Grant and Federal Student/Parent Loans. When completing the FAFSA form, be sure to list McAllen Careers Institute as your school choice 042707 as this will ensure we receive your information in a timely manner.

**FAFSA Application Deadline:** It's best to have your FAFSA completed at least 10 days prior to the start of classes since we cannot process any financial aid until your data is received from the federal processor.

**Verification:** Approximately one out of every four FAFSA applications will be chosen by the Department of Education for a review process known as verification. If your application is selected, you (and your parent if you are a dependent student) will be asked to provide copies of prior year official IRS tax transcript documentation along with other income and asset information. We will let you know if you were selected for verification and give you a list of necessary documentation.

**Verification Deadline:** Unfortunately, we cannot process any financial aid until all of the required documentation is submitted and reviewed. At times, this process will require us to make changes to your FAFSA data, which can add time to the processing. Therefore, it is important that you submit any documentation as soon as possible, but no later than fourteen days after we request it. If you need more time, just stop by and speak with us about it.

**Your Financial Aid Offer** Upon completion of the application and verification (if required) processes, the Financial Aid Office will prepare a financial aid "Financial Aid Offer" for you based on your eligibility and financial need as determined by your FAFSA form. Your Financial Aid Offer will list all of the aid for which you are eligible. Your advisor will also discuss timing of your financial aid payments, billing procedures and payment plan options. Please sign this Financial Aid Offer and return it to the Financial Aid Office as soon as possible in order for your financial aid to be processed.

**We are here to help!** Remember: If you have questions, need help, or just would like more information concerning financial aid, please stop in and visit the Financial Aid Office.