

ATA College
10180 Linn Station Road Suite A-200
Louisville, KY 40223
502-371-8330
Financial Aid Dept. x1420

ATA College School Code
040383

To help finalize your Financial Aid information, there are some important items you may need to bring to your next appointment, or that you may need to complete before you return. This will help explain what these items are and why they are necessary.

Create your Federal Student Aid PIN (personal identification number)

Go to www.pin.ed.gov and follow the steps to create your PIN or Request a Duplicate if you already have one. This will verify your identity and allow you to sign and access your Federal Financial Aid records.

Complete the FAFSA (Free Application for Federal Student Aid), with parent information if required (see attached). The FAFSA is the application that will determine if you are eligible for the Pell Grant and for student loans. If you qualify for the Pell Grant, it is money you do not have to pay back. The Federal Student Loans *you do have to pay back*, starting six months after you get out of school. It is ALWAYS the student's responsibility to stay in contact with their Student Loan Lender, to inform the lender of any change of address or phone number, or to update their enrollment status.

You may complete the **FAFSA** by choosing one of the following options.

- 1) Bring in the paper FAFSA, completed and signed.
- 2) Complete it online at www.fafsa.gov with your PIN, and bring in a confirmation page with your EFC (expected family contribution). Our school code is 040383.
(See the attached list for items needed to complete the FAFSA)

Federal Direct Student Loans

You must complete the following two items in order to complete your loan application process. Both forms may be completed online at www.studentloans.gov.

- 1) **Entrance Counseling**. This explains the terms and conditions of accepting and repaying student loans.
- 2) **Master Promissory Note** (see attached instructions). The MPN is the form that basically says you agree to take out the Student Loans to help you pay for college, and you agree to pay them back.

You will need:

Your Federal Student Aid PIN
Physical address (and mailing address if different from where you live)
Telephone number
Email address
2 references with complete address and telephone number
School code (ATA College 040383)

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You will need the following documents to complete the Free Application for Federal Student Aid (FAFSA).

www.fafsa.gov

Records of income earned in the year prior to when you will start school. If you are 24 years old or younger, and not married, you may still require parent Federal taxes and income information as well. Please read the questions on the FAFSA very carefully to make this determination.

- Your social security number. Be sure it is correct!
- Your driver's license
- Your (and your spouse's, if you are married) _____ W2 forms and other records of income earned
- Your (and your spouse's) _____ Federal income tax return
 - IRS 1040, 1040A, or 1040EZ
 - Foreign Tax Return (must be translated into English)
 - Tax Return from Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia, or Palau
- Your (and your spouse's) untaxed income records such as:
 - Child support received
 - Worker's compensation
 - Support provided by family or friends if unemployed
 - Bank statements for value of any investments, including rental properties, etc
 - Net worth of any business or investment farm
- Your Alien Registration or Permanent Resident card (if you are not a U.S. Citizen)

If you are required to complete the FAFSA with Parent information (considered a dependent student), you will also need

- Your Parents' _____ Federal Income Tax Return
- Parents' social security numbers & dates of birth
- Parents' marital status and date
- Parents' untaxed income records such as
 - Child support received
 - Worker's compensation
 - Support provided by family or friends if unemployed
 - Bank statements for value of any investments, including rental properties, etc
 - Net worth of any business or investment farm
- Your Alien Registration or Permanent Resident card (if you are not a U.S. Citizen)

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Items needed to complete Financial Aid for **Independent Students**

- Apply for a **Federal Student Aid PIN** (personal identification number). This will be used as your electronic signature and verify who you are for other Federal student aid purposes.
- **FAFSA** for the current award year (depending on start dates, you may need to complete for 2 years). The FAFSA can be completed at www.fafsa.gov. This will require your student aid PIN, and prior year Federal taxes and other income information. Please print the confirmation page and bring to your Financial Aid Advisor for your file.
- Complete **Loan Entrance Counseling**. You may complete it online at www.studentloans.gov, and you will need your student aid PIN. This will take roughly 30 minutes to complete.
- **Sign** the ATA Authorization/ Government Aid form with your FA Advisor.
- Complete an electronic **Master Promissory Note**. This may also be completed at www.studentloans.gov, will require your PIN, and may take roughly 30 minutes to complete. You will also need 2 references with full address and telephone number. Please print a copy to retain in your Financial Aid file.
- Sign a payment plan if needed to help cover the cost of the program you choose.

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Items needed to complete Financial Aid for **Dependent Students**

If you are 24 years old or younger, and not married, you will require parent Federal taxes and income information.

- Apply for a **Federal Student Aid PIN** (personal identification number) at www.pin.ed.gov. This will be used as your electronic signature and verify who you are for other Federal student aid purposes.
 - Have at least one Parent apply for a PIN.
- **FAFSA** for the current award year (depending on start dates, you may need to complete for 2 years). The FAFSA can be completed at www.fafsa.gov. This will require your student aid PIN, parent's PIN, and prior year Federal taxes and other income information from you **and your parents**. Please print the confirmation at the end and bring to your FA Advisor, to be added to your Financial Aid file.
 - **Parent will need to complete a Direct Plus Loan application form.** You may get this from your FA Advisor, and it must be completed and returned to the Advisor in order to be submitted for approval/denial.
 - If the Plus Loan application is approved, the parent will need to complete a Master Promissory Note in order to accept the loan, if they wish to do so. They may complete the paper copy, or complete it online at www.studentloans.gov. Please print a copy to retain in your Financial Aid file.
- Complete **Loan Entrance Counseling**. You may complete it online at www.studentloans.gov, and you will need your student aid PIN. This will take roughly 30 minutes to complete.
- **Sign** the ATA Authorization/ Government Aid form with your FA Advisor.
- Complete an electronic **Master Promissory Note**. This may also be completed at www.studentloans.gov, will require your PIN, and may take roughly 30 minutes to complete. You will also need 2 references with full address and telephone number. Please print a copy to retain in your Financial Aid file.
- Sign a payment plan if needed to help cover the cost of the program you choose

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Financial Aid Quick Checklist (Independent)

Create a Federal Student Aid **PIN** (personal identification number) www.pin.ed.gov.

Complete **FAFSA*** form with prior year Federal taxes and income information (Multiple FAFSA forms may be required, depending on term and length of enrollment. It must be renewed every year if still in college.) www.fafsa.gov (will require your PIN). *Please print the confirmation at the end and bring to Financial Aid.***

Complete **Loan Entrance Counseling** online at www.studentloans.gov (will require your PIN).

Complete **Master Promissory Note** online at www.studentloans.gov to accept student loans (will require your PIN).

Sign the **ATA Authorization & Government Aid form** with your FA Advisor.

Sign a payment plan, if needed to cover any remaining balance.

After completing a FAFSA form, you may be chosen for Verification. If you are chosen for Verification, you will be required to complete a Verification form (done in office and is very simple), and to provide a copy of the Federal taxes and income information used to complete the FAFSA. This process **MUST be completed before any student funding can be received.*

***For items that are requested for printing, you may also email these pages to your FA Advisor if you prefer.*

Follow Up Appointment

ATA College
10180 Linn Station Road Suite A-200
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502-371-8331 Financial Aid Dept. x1420

ATA College School Code
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Financial Aid Quick Checklist (Dependent Students)

Create a Federal Student Aid **PIN** (personal identification number) www.pin.ed.gov.
Have a **Parent** create a **PIN**

Complete **FAFSA*** form with **Parent** prior year Federal taxes and income information and **Your** prior year Federal taxes & income information. (Multiple FAFSA forms may be required, depending on start term and length of enrollment. It must be renewed every year if still in college.) www.fafsa.gov (will require your PIN and Parent PIN).
*Please print the confirmation at the end and bring to Financial Aid**.*

Complete **Loan Entrance Counseling** online at www.studentloans.gov (will require your PIN). *Please print confirmation for your ATA file.*

Complete **Master Promissory Note** online at www.studentloans.gov to accept student loans (will require your PIN). *Please print a copy for your file at ATA.*

Parent will need to complete a **Direct Plus Loan application form**. You may get this form from you FA Advisor. It must be completed and returned to the FA office in order to be submitted for approval/denial.

If accepting the Parent Plus loan, **Parent** will need to complete a **Plus Loan Master Promissory Note** online at www.studentloans.gov. *Please print a copy for your file at ATA.*

Sign the **ATA Authorization & Government Aid form** with your FA Advisor.

Sign a payment plan, if needed to cover any remaining balance.

*After completing a FAFSA form, you may be chosen for Verification. If you are chosen for Verification, you and your parent(s) will be required to complete a Verification form (done in office and is very simple), and to provide a copy of the Federal taxes and income information used to complete the FAFSA for you and your parent(s). *This process MUST be completed before any student funding can be received.*

**For items that are requested for printing, you may also email these pages to your FA Advisor if you prefer.

Follow Up Appointment

For assistance with this document, please feel free to contact ATA using the link below:

<http://www.ata.edu/contact/>