

ATA College School Codes

KY - 040383

FL – E02088

OH – E40483

OK - 040603



Financial Aid Quick Checklist

Complete Your FAFSA

- Create a Federal Student Aid ID (FSAID) at <https://fsaid.ed.gov/npas/index.htm>
- Complete **FAFSA** (Free Application For Federal Student Aid) form at <https://studentaid.gov/h/apply-for-aid/fafsa> with:
 - Your** prior year Federal taxes and income information
*When you get to the tax info section, use the **IRS Data Retrieval Tool (follow instructions on 2nd page)**, if possible*
 - Your FSA ID** is needed to log onto your FAFSA and sign and submit your FAFSA

Multiple FAFSA forms may be required, depending on your starting term and length of enrollment. It must be renewed every year you are still in college. After completing a FAFSA form, you may be chosen for verification. If chosen, you will be required to complete a verification worksheet with your FA Advisor and 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.**

Complete Online

- Complete **Loan Entrance Counseling** online at <https://studentaid.gov/> with your FSA User ID (instructions on page 3&4)
- Electronically Sign the **Financial Aid Packet** with your FA Advisor
- Complete **Master Promissory Note** online at <https://studentaid.gov/> to accept student loans with FSA User ID (instructions on page 3&4)
- Sign a payment plan (**If Needed**)
- HS Diploma/GED Transcript

Directions to Link to IRS

1. Log onto <https://studentaid.gov/h/apply-for-aid/fafsa>
2. Click on the FAFSA you are trying to complete.
3. Parent Financial Section
 - a. Parent will have to have a FSA ID (if don't remember click "I forgot/don't know my FSA ID) or if they need to create one please have them visit <https://fsaid.ed.gov/npas/index.htm>
 - b. Once parent has FSA ID recovered or created a FSA ID (IF THEY DID NOT HAVE ONE ALREADY) Continue onto part "C" below.
 - c. After Parent has answered all questions about tax return a blue box should pop up that says "link to IRS or proceed to IRS site"
 - d. Select this box – it will take you to the IRS website.
 - e. Once on the IRS website you will have to select your filing status – you can find this on your 1040 tax return.
 - f. You have to enter your address in the address box **EXACTLY** as it appears on your 1040 tax return
 - g. Once it's entered click submit
 - h. It should pop up with your tax information
 - i. All information should be entered for the tax section once it transferred.
 - j. ****It will only allow you 3 attempts to link to IRS – If that doesn't work please go to IRS.gov and order a tax transcript...this will take 5-10 business days.**
4. Student Financial Section
 - a. Follow same steps as above.

****If you are unsuccessful at linking your tax information from the IRS to your FAFSA. You can order one by mail at <http://www.irs.gov/Individuals/Get-Transcript>**

Entrance Counseling (Required)

<https://studentaid.gov/>

To complete Entrance Counseling you will need:

- **Approximately 20-30 minutes to complete.**
 - Entrance Counseling must be completed in a single session.
- **Your FSA ID**
 - If you are a new user or have forgotten your FSA ID, go to <https://fsaid.ed.gov>.
 - Students must log in using their own FSA ID to complete Entrance Counseling.
- **School Name**
 - **ATA College**

Useful Information to Have:

Any details on your income, financial aid, and living expenses. Some of this information can be found in:

- Your award letter
- A listing of the tuition and fees for your school.
- ****Answer all questions that are in a green box that says 'Check Your Knowledge'**
- ****On the second page at the top it will say 'Your School Expense Budget'. Here you will put in all of your Expenses (Tuition + Books) and Funding (Pell Grant + Loans). Both can be found on your Estimated Award Letter. Be sure you are entering something for **both** Expenses & Funding. If you don't enter something for both it will not let you continue.**
- ****On the third page it will ask you for your 'Expected Annual Income'. You can click the link nearby to go to careeronestop.com to search the occupation you will be studying to get a range of average annual incomes. Enter an income next to 'Projected Annual Income'. If you don't, it will not let you continue.**

*****Failure to complete the Loan Entrance Counseling means you will not be eligible to take out student loans****

Master Promissory Note (Required)

<https://studentaid.gov/>

To complete Entrance Counseling you will need:

- **Approximately 10-15 minutes to complete.**
 - The MPN must be completed in a single session.
- **Your FSA ID**
 - If you are a new user or have forgotten your FSA ID, go to <https://fsaid.ed.gov>.
 - Students must log in using their own FSA ID to complete Entrance Counseling.
- **Personal Information**
 - Permanent Address
 - Mailing Address (if different from permanent address)
 - U.S. Address (if permanent and mailing addresses are foreign)
 - Telephone Number
 - E-mail Address
 - Alien Registration Number (if you are an eligible non-citizen)
- **School Name**
 - ATA College
- **Reference Information** for two people
 - Name of each reference
 - Address of each reference
 - E-mail address for each reference
 - Telephone number for each reference
 - Relationship of each reference to the borrower

If you have previously completed a MPN, some of this information may be populated for you. You should review all populated information carefully for accuracy.

*****Failure to complete the Master Promissory Note means you will not be eligible to take out student loans*****