

# Financial Aid Application Process

## **Determining Eligibility**

### Admissions Status

You must be enrolled in a Title IV eligible program and have a high school diploma or its equivalent.

### Citizenship

You must be a U.S. citizen, national, or an eligible non-citizen. Generally you may an eligible non-citizen if you are:

- A U.S. permanent resident and have an Alien Registration Receipt Card (I-551)

- A conditional permanent resident (I-551C)

- An eligible non-citizen with an arrival departure record (I-94) from the U.S. Immigration and Naturalization Service showing any one of the following designations – Refuge, Asylum Granted, Indefinite Parole, Humanitarian Parole, Cuban-Haitian Entrant.

### Default

You must not owe an overpayment of a Federal Perkins loan, of Federal grant program. You must not be in default on a Federal student loan. You must not have borrowed in excess of the annual or aggregate loan limits.

### Enrollment

You must be enrolled during the time you receive aid.

### Financial Need

You must have financial need for some grant and loan programs as determined by the information you reported on the Free Application for Federal Student Aid.

### Educational Purpose

You are to use funds received solely for education or educationally related purposes.

## Applying

### File Application

To determine eligibility for financial aid programs, you must file a Free Application for Federal Student Aid (FAFSA) every year for the academic year for which you expect aid.

### Tips When Completing the FAFSA

- FAFSA Website: <https://fafsa.ed.gov/>
- You (and parent, if dependent) will need a FSA ID and Password to complete/access the FAFSA.
- Enter your name and social security number exactly as it appears on your social security number card. The FAFSA process will verify your name, social security number, date of birth and citizenship status with the Social Security Administration's database.
- If you are using parent information, ensure at least one of your parent's social security numbers are entered.
- Enter the correct Federal School Code
  - Arlington, Charlotte or Raleigh G42065
  - Columbus 041245
  - Dallas E02191
  - Houston E02192
  - Indianapolis 041210
- Your FAFSA will be rejected if the signature (and parent signature, if dependent) is not completed.
- Use 2015 Federal Income Tax Return information when completing your 2016/17 and/or 2017/18 Award Year FAFSA.

### FAFSA Information

The FAFSA gathers information regarding the student's and parent's income, assets and other related information to determine the Expected Family Income (EFC). It is recommended the applicant use the IRS Data Retrieval Tool to import financial information into the FAFSA. The applicant can also have their tax return available to supply this information. However, you do not need to file your income tax return before submitting the form and you can estimate the information.

### FAFSA Status

To check on the status of the FAFSA with the CPS, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or telephone the U.S. Department of Education Student Aid Information Center at (800) 433-3243. TTY users may call (800) 730-8913. Always retain a file for copies of everything you complete, submit and receive related to financial aid.

### Receiving Your Student Aid Report

After CPS has received and processed your FAFSA with signatures, you will be sent a Student Aid Report (SAR) via your email address. You can also access your SAR online. If there is any incorrect information, make changes to your FAFSA online.

## Additional Documentation

Upon receipt of the FAFSA information, we will determine if additional documents are needed to either document your eligibility or verify your income, household or dependency status.

Your responsibilities are to:

- Turn in all documents in a timely manner
- Be sure all documents are signed and complete
- Keep copies of all information submitted

Upon receipt of the FAFSA and all requested documents, MyComputerCareer.edu will determine your eligibility for financial aid and provide an Award Letter.

### Student Eligibility Criteria

Upon receipt of your FAFSA by the CPS, some of the information on your FAFSA will be checked with federal agencies to determine if your application meets the basic student eligibility criteria. You may need to submit additional documents for verification of student eligibility status if the results require addition follow up by MyComputerCareer.edu. The following student eligibility criteria that are checked:

- Social security numbers and citizenship status with the Social Security Administration
- Selective Service registration with Selective Service System
- Eligible non-citizen status with US Department of Homeland Security
- Veteran status with US Department of Veteran's Affairs
- Federal student loan status of default, bankruptcy, disability discharge, overpayment or aggregate loan limits with the National Student Loan Data System (NSLDS)

### Verification

Approximately 28% of the financial aid applications at MyComputerCareer.edu will be selected for verification by the Department of Education. Verification is the process of checking the accuracy of the household, income and asset information reported on the FAFSA. If your file is chosen for verification, you will be required to submit copies of student's (and parent's, if dependent or spouse's, if married) tax returns and complete the Verification Worksheet detailing household and other information. Additional documentation may be requested based on incorrect or conflicting information. Other students may be selected for review based on incorrect or conflicting information identified through correspondence, appeal requests or other review methods. It is important to supply all documentation in a timely manner so MyComputerCareer.edu can complete the verification process before start date.

## Dealing with Unusual Circumstances

### Appeals Process

Through the appeal process (verbal or written which includes email), a financial aid administrator can assist you (and your parents or spouse) if you have special circumstances that may affect your financial aid eligibility. The financial aid administrator can review your circumstances and through professional judgement determine if an adjustment to your cost of attendance or the information on your FAFSA will impact your financial aid eligibility. You must allow at least 30 days to process the appeal.

The Estimated Family Contribution (EFC) is the amount of money the family is expected to contribute to the student's education as determined by the Federal Methodology need analysis formula approved by congress and gathered through the FAFSA. The EFC includes the student contribution and parent contribution, and depends on the student's dependency status, family size, number of family members in school, taxable and non-taxable income, and assets. If there are unusual financial circumstances as noted below that may affect your ability to pay for your education, you may request an appeal. Special circumstances include:

- Recent change in household due to separation, divorce or death.
- Student (parent if dependent or spouse) became unemployed
- Unusual or excessive medical or dental charges not covered by insurance.
- Reduction of loss of untaxed income such as social security, child support.
- Loss of unemployment compensation

### Dependency Override

A student is considered dependent unless that are at least 24 years old as of January 1 of the upcoming academic year, married, a graduate or professional student, have a legal dependent other than a spouse, are a veteran of the US Armed Forces, of are an orphan or ward of the court (or were a ward of the court until age 18) or currently serving active duty in the US Armed Forces or purposes other than training. Dependent students are required to provide their parent's financial information when applying for federal aid on the FAFSA. If there is an unintentional, involuntary, and uncontrollable break in the relationship between parents and student, you may ask for a Dependency Override. You do not qualify for independent status because of the following:

- Your parents are refusing to support your education or provide financial information
- Your parents decided not to claim you as an exemption on their tax returns
- You are living on your own and/or providing self-sufficiency.

Remember....

- There must be a valid reason for any adjustment to be made
- You will need to provide adequate documented proof for your appeal
- The decision of the financial aid administrator is final and cannot be appealed to the U.S. Department of Education.

## Connecting with your Financial Aid Department

Below are the hours of the Financial Aid Department

Monday-Thursday 10:00am-9:00pm

Friday 10:00am-4:00pm

Saturday 10:30am-2:00pm

\*Hours are subject to change

Phone: (919) 249-7717

FAX: (919) 882-8863

Mailing Address:

MyComputerCareer.edu

Financial Aid

346 Raleigh Street

Holly Springs, NC 27540

\*Needed forms and documents will be provided on campus, email or DocuSign (or mail).

\*Information regarding student or parents of students who enter into an agreement regarding Title IV funding is likely to be submitted to NSLDS, and be accessible by authorized agencies, lenders and institutions.

\*Failure to complete a FAFSA and provide other documentation in a timely manner may cause the school to have insufficient time to process said documentation which may cause a student to lose financial aid eligibility and/or cause the student to choose a later start date.