



## FINANCIAL AID GUIDE

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Financial aid is available to those students who qualify. It consists of a combination of federal grants, loans and scholarships. Please understand that grants only cover a portion of your tuition cost; they DO NOT cover the entire cost of tuition. The majority of students will need to take out loans to cover remaining tuition costs. In addition, the federal government allows parents to apply for the PLUS (parent) loan to help cover costs not covered by grants; scholarships or student loans. You and your family need to be prepared and willing to apply for loans if necessary.

## What is an FSA ID?

An FSA ID is a username and password that you must use to log in to certain U.S. Department of Education websites. Your **FSA ID identifies you as someone who has the right to access your own personal information on websites such as the Free Application for Federal Student Aid (FAFSA®) site at fafsa.gov.** It is important to understand that the student and the parent may not share an FSA ID: Your FSA ID serves as your unique online signature, so it has to be unique to you. If you are a parent of a dependent student, you will need your own FSA ID if you want to sign your child's FAFSA form electronically.

If you are considered an independent student, you do not need to have your parent/legal guardian complete the FAFSA.

## Who needs an FSA ID?

- **Students: All students need an FSA ID in order to electronically sign your FAFSA form and to fill out a Renewal FAFSA form.**
  - **Parents:** A dependent student will need to have one of his or her parents/legal guardians sign the student's FAFSA form, so the parent also needs an FSA ID as well. Parents also need one to apply for a Direct PLUS Loan on StudentLoans.gov.
- It's important to understand that the student and the parent may not share an FSA ID: Your FSA ID serves as your unique online signature, so it has to be unique to you.
- **Borrowers:** You will need your FSA ID to electronically sign a Master Promissory Note, complete entrance and exit counseling, apply for an income-driven repayment plan, and more.

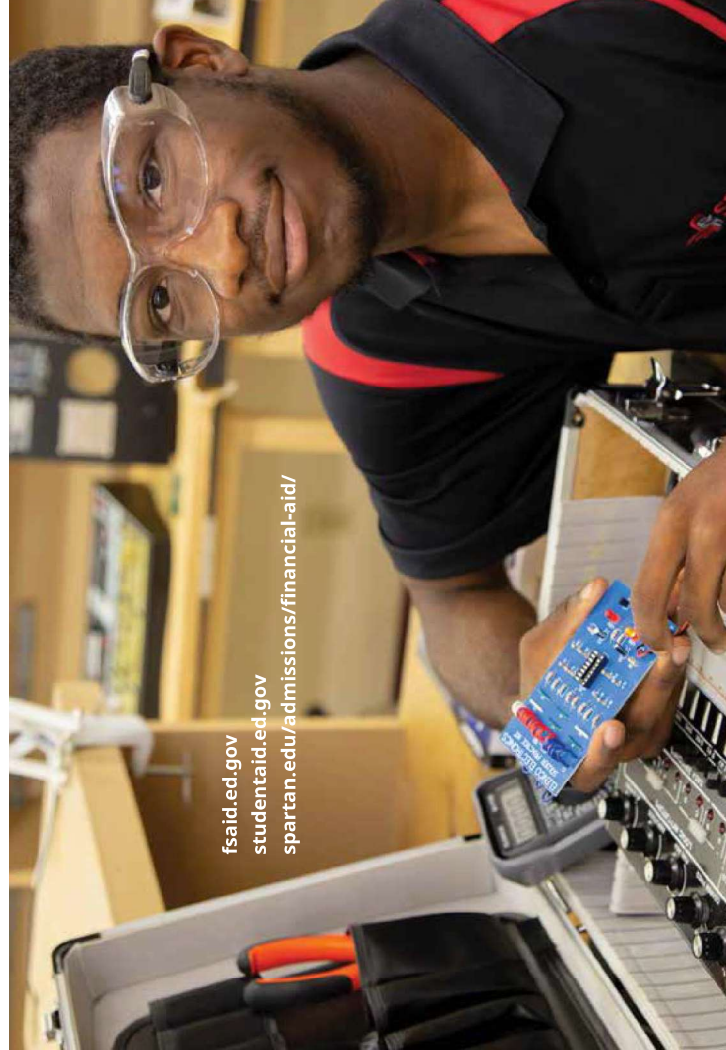
## When should I get an FSA ID?

You, and your parent if you are a dependent student, should get an FSA ID as soon as possible. You can apply for an **FSA ID at any time, but in some cases, you will need to wait up to three to five business days before you are able to use your FSA ID.** Therefore, we recommend registering early. [Spartan is requesting that you have this step completed **within 10 days of submitting your application.** **If you do not have an FSA ID by the time you fill out your FAFSA form,** you will be prompted to apply for one.

## How do I get an FSA ID?

You can create an FSA ID when logging onto the website at <https://fsaid.ed.gov>. The FSA ID process consists of three main steps:

1. **Enter your login information.**
  - a. Provide your email address, a unique username, and a password. *[Be sure to save this information in a safe place!]*
2. **Enter your personal information.**
  - a. Provide your name, date of birth, and Social Security number (SSN).
  - b. Enter your mailing address.
  - c. Select whether or not you would like to register your mobile phone number for account recovery using text messages.
  - d. Provide your mobile phone number.
  - e. Select your language preference.
  - f. For security purposes, complete the four challenge questions and answers.
3. **Submit your FSA ID information.**
  - a. Agree to the terms and conditions.
  - b. **Verify your mobile phone number. (This is optional, but helpful. This verification allows you to retrieve your username or reset your password without answering challenge questions.)**
  - c. Verify your email address. (This is optional, but helpful. By verifying your email address, you can use your email address as your username when logging into certain ED websites. Also, we'll be able to notify you by email of **changes to your account. This verification also allows you to retrieve your username or reset your password** without answering challenge questions.)



[fsaid.ed.gov](https://fsaid.ed.gov)  
[studentaid.ed.gov](https://studentaid.ed.gov)  
[spartan.edu/admissions/financial-aid/](https://spartan.edu/admissions/financial-aid/)

## The Parent's Guide to Filling Out the FAFSA® Form

While the Free Application for Federal Student Aid (FAFSA®) form is the student's application, we know that parents often play a large role in the process. After all, students who are considered "dependent" have to provide parental information on the FAFSA form anyway and must have a parent sign it. While we recommend that the student start his or her own FAFSA form, we know that this is not always what happens. With that in mind, we wanted to provide instructions for parents who are starting the FAFSA form on behalf of their child, so you can avoid running into issues completing the form.

**If you are a parent/legal guardian completing the FAFSA form for your child, follow these steps:**

### 1. Create an account (FSA ID).

An FSA ID is a username and password you use on Federal Student Aid websites such as [fafsa.gov](https://fafsa.gov) and StudentLoans.gov. If your child is considered a dependent student, two unique FSA IDs are needed to complete the FAFSA form online:

Parent's FSA ID  
Student's FSA ID

We recommend that you and your child register for FSA IDs ahead of time, so you don't experience delays later in the process. **Reminder: You should apply for your FSA ID's within 10 days of completing your Spartan application.**

### 2. Start the FAFSA® form at [fafsa.gov](https://fafsa.gov). [Note: Your FAFSA should be completed within 20 days of applying to Spartan College.]

- Log onto the [fafsa.gov](https://fafsa.gov) website.
- If you have never completed a FAFSA in the past, click on the "Start Here" tab.
- Once on the login page, you will see two options. If you are starting the FAFSA form on behalf of your child, choose the option on the right, "I am a parent, preparer, or student from a Freely Associated State." Do NOT choose the option on the left, "I am the Student."
- Enter your child's name, Social Security Number, and date of birth. Then, click next.
- Choose which FAFSA form you would like to complete.
- Create a save key. A save key is a temporary password that allows you and your child to "pass" the FAFSA form back and forth. It also allows you to save your child's FAFSA form and return to it later. Once you create a save key, share it with your child. He or she will need it to complete later steps.

**IMPORTANT:** The FAFSA® form is the student's application, not yours. When the FAFSA form says "you" or "your," it's referring to the student. Pay attention to whether you're being asked for student or parent information. When in doubt, the banner on the left side will indicate whether you're on a student (blue) page or parent (purple) page.

### 3. Fill out the Student Demographics section.

Here's where you'll enter basic demographic information about your child, such as name, date of birth, etc. If you choose the FAFSA renewal option in step two, a lot of his or her personal information will be pre-populated to save you time. Make sure you enter your child's personal information exactly as it appears on his or her Social Security card. (That's right, no nicknames.) We recommend you double check your entry for accuracy before proceeding further, so you don't encounter any errors later on.

### 4. List the schools to which you want your FAFSA® information sent.

In the School Selection section, you will add all the schools you want to receive your child's information. It is important that you add every school your child is considering, even if he or she hasn't applied or been accepted yet. It doesn't hurt to add more schools; colleges can't see the other schools that have been added. In fact, you don't even have to remove schools if your child later decides not to apply or attend. If your child doesn't end up applying or getting accepted to a school, the school can just disregard his or her FAFSA form. You can remove schools at any time to make room for new schools. You can add up to 10 schools at a time. [Spartan's school codes are Tulsa 007678 Denver 00729700 LA 02596400.]

### 5. Answer the dependency status questions.

**In this section, you will be asked a series of specific questions to determine whether or not your child is required to provide your (parent) information on the FAFSA form.** These dependency guidelines are set by Congress and are **different from those used by the Internal Revenue Service (IRS).** **Even if your child does not live with you, supports himself or herself, and files taxes separately from you, he or she may still be considered a dependent student for**

federal student aid purposes. If your child is determined to be a dependent student, he or she will be required to report information about you. If your child is determined to be an independent student, you can skip step six.

### 6. Fill out the Parent Demographics section.

**This is where you will provide your own demographic information. Are you divorced? Remarried? Here's a guide to** determining which parent's information needs to be included on your child's FAFSA form:

#### 7. Supply your financial information.

**In this section, you will first be asked to provide parent financial information. This step is incredibly simple if you use the IRS Data Retrieval Tool (DRT), which returned with the 2018-19 FAFSA form on Oct. 1, 2017, with additional security and privacy protections added. The IRS DRT allows you to import your IRS tax information into the FAFSA form with just a few clicks. Using this tool also may reduce the amount of paperwork you need to provide to your child's school. So if you are eligible, we strongly encourage you to use it!**

**To access the tool, indicate that you have "already completed" taxes on the parent finances page. If you're eligible, you'll see an option to "Link to IRS." Choose that option and follow the prompts.**

**NOTE: Beginning with the 2018-19 FAFSA® form, the information transferred from the IRS will no longer be displayed, but you will get a confirmation message letting you know that the transfer was successful. You will also know which items have been transferred from the IRS because you will see "Transferred from the IRS" in place of the answer fields. You'll still need to answer all other required questions.**

**Next, you'll likely be asked to provide your child's financial information.**

- If your child filed taxes, the easiest way to complete this section is to use the IRS DRT. Your child would need to be present** because he or she needs to provide his or her FSA ID to use the tool. If your child is not present, save and exit the application and instruct your child to log in with his or her FSA ID, retrieve the FAFSA form using the save key, **and then use the IRS DRT to complete the FAFSA form and sign it.**
- If your child did not file taxes, you can enter his or her financial information manually (if you have access to the required information).** If you don't have access to the information, save and exit the application and instruct your child to log in with his or her FSA ID, retrieve the FAFSA form using the save key, complete the FAFSA form, and sign it.

**NOTE:** If you need to save and exit your dependent child's FAFSA form so he or she can complete the remaining information, you'll need to log back in and sign your child's FAFSA form before your child can submit it.

### 8. Sign your child's FAFSA® form.

**You are not finished with the FAFSA form until you and your child sign it. The quickest and easiest way to sign your child's FAFSA form is online with your FSA ID.** If your child is not present, after you sign your child's FAFSA form with your FSA ID, save and exit the application and instruct your child to log into [fafsa.gov](https://fafsa.gov) to sign and submit his or her FAFSA form.

Sign and Submit Tips:

- If you or your child forgot your FSA ID, you can retrieve it.
- Make sure you and your child don't mix up your FSA IDs. This is one of the most common errors we see, and why it's extremely important for each person to create his/her own FSA ID and not share it with anyone.
- Make sure the parent who is using his/her FSA ID to sign the FAFSA form chooses the right parent number from the drop-down menu. If you don't remember whether you were listed as Parent 1 or Parent 2, you can go back to the parent demographics section to check.
- If you get an error saying that your FSA ID information does not match the information provided on the FAFSA form, here is what you should do. Note: This is often the result of mixing up the student and parent FSA ID.
- We recommend signing the FAFSA form with an FSA ID because it's the fastest way to get your child's FAFSA form processed. However, if you and/or your child are unable to sign the FAFSA form electronically with an FSA ID, you can mail in a signature page. From the Sign and Submit page, select "Other options to sign and submit" and then choose "Print A Signature Page." Just keep in mind that your child's FAFSA form will take longer to process if you go this route.
- If you have multiple children who need to complete the FAFSA form, you can use the same FSA ID to sign FAFSA forms for all of your children. You can also transfer your information into your other children's applications by **choosing the option provided on the FAFSA confirmation page.**

**NOTICE:** Once you have submitted your completed FAFSA, it will take approximately 3 business days to be received by **Spartan College of Aeronautics and Technology.** **Once our Financial Aid department receives your financial aid** award information (what you qualify for in grants and loans), you will receive an email from your Financial Aid Advisor which outlines the award information. They will also be calling to review the information with you to ensure you fully understand everything. Once you have had the opportunity to discuss your award information in depth, both the **student and parent will be required to complete these remaining financial aid steps (see next page).**





### Applying for a Parent PLUS Loan (This is to be completed by the **parent ONLY**.)

Direct PLUS Loans are available to the parents of undergraduate students, if they qualify, to **help pay for educational expenses up to the cost of attendance minus all other financial assistance**. To get started with an application, follow these instructions:

- (1) Once the FAFSA is completed, the parent/legal guardian should go to [www.studentloans.gov](http://www.studentloans.gov) and log in with the parent's FSA ID.
- (2) Click the "Apply for a PLUS Loan" option. Follow the instructions to complete the application.
- (3) The parent that completes the PLUS Loan application will also need to complete a Master Promissory Note, which is also completed on [www.studentloans.gov](http://www.studentloans.gov).

**Master Promissory Note** (Both the **student** and the **parent** will complete a Master Promissory Note.)

The Master Promissory Note (MPN) is a legal document in which you promise to repay your federal student loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). If you wish to apply for a Direct Loan, you must also complete a Master Promissory Note.

(MPN). To complete the MPN, follow these steps:

- (1) Go to the Student Loans website at: [www.studentloans.gov](http://www.studentloans.gov).
- (2) Click "Log In" and enter your FSA ID information.
- (3) Select "Complete Master Promissory Note."
- (4) Select the type of MPN you would like to complete (i.e. subsidized/unsubsidized).
- (5) Complete the required steps and submit your MPN for approval.
- (6) If you ever need to view your MPN again, you can view it by clicking on "Completed MPNs" under the "My Loans Documents."

### Remember, the MPN needs to be completed in one session.

The MPN is good for up to 10 years. This means that once you sign the MPN, you will not have to sign it again for any additional loans for the next 10 years. However, although you are not signing a new promissory note for each new loan, the loans are still of equal importance.

### Entrance Counseling

(This is to be completed by the **student ONLY**.)

#### What is entrance counseling?

During entrance counseling, you will learn about the following:

- What a Direct Loan is and how the loan process works
- Managing your education expenses
- **Other financial resources to consider to help pay for your education**
- Your rights and responsibilities as a borrower

#### Who has to complete entrance counseling?

All students taking out Direct Subsidized Loans or Direct Unsubsidized Loans; If you have not previously received a **subsidized or unsubsidized loan under the Direct Loan Program or a subsidized or unsubsidized Stafford Loan under the Federal Family Education Loan (FFEL) Program**, you will be required to complete entrance counseling. Parents taking out a Direct PLUS Loan to help pay for their children's education expenses do not have to complete entrance counseling. *[You can find definitions of Subsidized and Unsubsidized loans on the following page under the FINANCING OPTIONS – FEDERAL DIRECT LOANS section.]*

#### When do I go through entrance counseling?

**You must complete entrance counseling before your school can make the first disbursement of your loan.**

### Financing Options - Federal Direct Loans

The Federal Direct Loan Program has low-interest government-funded loans including **Federal Stafford Loans, Federal Parent Loans for Undergraduate Students (PLUS) and Federal Consolidation Loans.**

#### Federal Subsidized Stafford Loan

- **A need-based loan with a fixed interest rate.**
- Interest is paid by the government while you are in school at least half-time. The amount to be repaid includes the original loan amount plus interest.
- Interest begins to accrue when you leave school or drop below half-time status.
- **Repayment begins six months after you graduate, leave school or drop below half-time status.**

#### Federal Unsubsidized Stafford Loan

- **A non-need-based loan with a fixed interest rate.**
- Available to all eligible students regardless of income.
- Interest begins to accrue at the time of disbursement.
- You are responsible for paying accrued interest while you are still in school, but you can also choose to defer and capitalize your interest payments, which increases the total amount of the loan that must be repaid.
- **Repayment begins 6 months after you graduate, leave school or fall below half-time status.**

#### Parent Loan for Undergraduate Students (PLUS)

- This is a credit-based loan.
- If you qualify as a dependent, your parents can use this interest-bearing loan to borrow up to the total cost of your education, minus any other aid that you are eligible for.
- **The interest rate is fixed. Interest begins to accrue at the time of disbursement.**
- **Repayment typically begins within 60 days after the loan has been fully disbursed.**

### Federal Financial Aid Eligibility

**Your eligibility for federal financial aid is determined through your FAFSA application. The FAFSA asks you questions that will determine your eligibility and dependency status. If you are considered a "dependent" student, you will be asked to provide your parents' information as well.**

#### Federal eligibility requirements include:

- Being a U.S. citizen, a permanent resident, or in the United States for more than temporary purposes. Acceptable **visas include the I-551, I-151, or I-94 if it is stamped "refugee," "indefinite parole," "humanitarian parole," "Cuban-Haitian entrance," or "asylum granted."** If you have another visa type, the Student Finance office will help you determine whether you are eligible.
- Being enrolled in an eligible program.
- Being in attendance at least half time (for certain programs).
- Not owing a refund on a federal grant or being in default on a federal educational loan.
- Having a valid Social Security number.
- Making satisfactory academic progress (Please refer to the school catalog, located on the Spartan website at [www.spartan.edu](http://www.spartan.edu), for the definition of satisfactory academic progress).
- Being registered for the draft with the Selective Service, if you are a male who is at least 18 years old and born after December 31, 1959.
- Not being currently enrolled in high school.
- Not having a previously received bachelor's degree (applies to Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Pell programs).
- **Effective July 1, 2012, you must have a high school diploma; the recognized equivalent of a high school diploma, such as a General Educational Development (GED) certificate; or have completed home schooling at the secondary level as defined by state law.**



**Tulsa – Main Campus**

8820 East Pine Street  
Tulsa, OK 74115  
**918-831-8688**

**Denver Campus**

10851 West 120th Avenue  
**Broomfield, CO 80021**  
**303-410-2403**

**Los Angeles Campus**

8911 Aviation Blvd.  
Inglewood, CA 90301  
**310-579-9434**

**Inland Empire Campus**

4130 Mennes Avenue  
**Riverside, CA 92509**  
**951-228-9918**

**Spartan.edu**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, visit [www.spartan.edu/consumerinformation](http://www.spartan.edu/consumerinformation) Licensed by OBPVS

