



## OFFICE OF FINANCIAL SERVICES

### 2011-2012 HOW TO APPLY FOR FINANCIAL AID

*All students seeking financial assistance at one of the Broward Area Technical Centers must complete the Free Application for Federal Student Aid (FAFSA).*

- The fastest and recommended way to complete the FAFSA Application is online. Help can be obtained by calling USDOE's Help Desk at 1-800-4-FEDAID. A FAFSA Application can also be submitted by telephone at the above number.
- Apply electronically for a PIN Number at [www.pin.ed.gov](http://www.pin.ed.gov). A four-digit PIN Number will be forwarded immediately by email, or if mailed it will be received within 5 business days.
- **Remember**, if you are a Dependent Student request a PIN Number for your parent. A Pin Number is used to electronically sign the FAFSA Application. You may also choose the option to print, sign, and mail a signature page.
- The 2011- 2012 FAFSA Application requires you to collect all necessary financial documents. The current FAFSA Application asks for your permission to have the Internal Revenue Service (IRS) fill in your 2010 Federal Income Tax return. This information is needed for you, your spouse, or parent(s). We encourage you to use this method whether on the initial application, or when doing any correction.
- Be sure to complete your high school's name, city, and state.
- Complete your 2011-2012 FAFSA Application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

#### **Broward Technical Schools' Federal School Codes**

**ATC – 012263 MTC – 030036 STC – 009902**

- Be sure to click "**Submit FAFSA Now**". Always print a copy of the confirmation page for your records after submitting your application.
- The calculated FAFSA Application should be available within five business days for your school to review, if you electronically filed your application.
- Remember that completing your FAFSA Application does not automatically make you eligible to receive financial aid. You must visit your schools' Financial Aid Office after testing and meeting with your Program Counselor.

## **DOCUMENTATION STUDENTS MAY NEED**

1. **Independent Students:** A signed 2010 Federal IRS Tax Transcript is required for those who are single, and married at the time of completing the FAFSA Application. The **IRS Office #s are: 1-800-829-1040, 1-800-908-9946.** If you prefer, you may print IRS Form 4506-T from the school's website, complete and mail it to IRS. All Transcripts and Summary of Wages are free of charge and will be received in approximately 5 business days.
2. **Dependent Students:** A signed 2010 Federal IRS Tax Transcript is required, as well as a parent(s)' tax transcript. The **IRS Office #s are: 1-800-829-1040, 1-800-908-9946.** A dependent student that has not filed a 2010 IRS Tax Return, but has earned wages, will need to present an IRS Tax Transcript which shows the non-filing status **and** a Summary of Wages which shows the amount of income earned.
3. **Non-Tax Filers:** Request a free copy of your 2010 Non-Filers Tax Transcript **and** Summary of Wages to prove your non-filing status, and earnings. A notarized letter of support may also be required to verify monies or bills paid on your behalf. The **IRS Office #s are 1-800-829-1040, 1-800-908-9946.**
4. **Selective Service Letter:** If you have resided in the US between the ages of 18 to 24 years old, you must have registered with Selective Service. Anyone who has failed to register for Selective Service before the age of 25 may no longer register, and will not be eligible for financial aid. See Financial Aid Advisor for more information regarding Selective Service requirements.
5. **High School Diploma Requirements:** If your diploma is from out of state, or the State of Florida, or you have graduated from a Broward County High School over five years ago, be prepared to show a copy of your high school diploma and an provide an official sealed transcript. If you have graduated from a Broward County High School within the last five years, only your high school diploma is necessary. A student, who has earned a GED, needs to present both the GED and the test scores.
6. **Foreign High School Diplomas:** A student who has earned a high school diploma from a foreign country must have their diploma **translated and evaluated** by a Broward County School Board approved agencies. You will need to present your original diploma(s) and course transcript(s) with the letter from the evaluating agency.
7. **Ability to Benefit (ATB):** You may qualify to take the Ability to Benefit Wonderlic Test for Federal Pell Grant purposes only if you have not earned a high school diploma or GED. The test is offered the first Friday of every month at 9:00 am in the Atlantic Technical Center Testing Lab. A student has the option to earn 225 clock hours in their program of study in lieu of testing to qualify for a Federal Pell Grant.