



**FINANCIAL AID OFFICE**  
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## **Completing the 2019-2020 FAFSA on the Web**

### **Step 1. Gather the Information for the FAFSA by Reviewing the Web Worksheet**

- Social Security Cards (remember to input the name exactly as it appears on the card).
- Tax returns and other related documents.

### **Step 2. FIRST TIME STUDENT - Create an FSA ID to Access and Sign Your FAFSA**

- Go to [www.fafsa.gov](http://www.fafsa.gov)
- Click on **START A NEW FAFSA** if this is the first time completing a FAFSA.
- Click on **ENTER the Student's Information** and provide name, social security number, and date of birth, then click on **NEXT**.
- Review entries and click on **NEXT** again.
- Click on **Create an FSA ID** to create a username and password (replaces Federal Student Aid PIN).
- **ENTER** your e-mail address and **CONFIRM** your e-mail address.
- **CREATE** a username and password, **CONFIRM** your password and **CONTINUE**.
- Enter your name, date of birth, Social Security number, contact information, challenge questions and answers.
- If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.
- Review your information, then read and accept the terms and conditions.
- Confirm your FSA ID with the secure code sent to the e-mail address used when creating your FSA ID.  
NOTE: If you choose to use your phone to recover your account, you will need to verify with a secure code sent via text message.
- After verification, use your FSA ID to log into the FAFSA website.

**NOTE:** Keep this information for making corrections and/or filing the FAFSA in future years.

### **Step 2. RETURNING STUDENT – Enter your FSA ID to Access and Sign Your FAFSA**

- Go to [www.fafsa.gov](http://www.fafsa.gov)
- Click on **LOGIN** if you completed or started a FAFSA previously.
- **ENTER your FSA ID** and click **NEXT**.
- Click on **START 2019-2020 FAFSA**.
- **CREATE** a Save Key and click **NEXT** to go on.
- If you are having difficulty logging in with your **FSA ID**, you will need to contact the Federal Student Information Center at 1.800.433.3243

### **Step 3. Enter your FAFSA Information on the Web**

- After you have successfully logged into [www.fafsa.gov](http://www.fafsa.gov), **CREATE** a Save Key and click **NEXT**.
- Answer the questions on each screen by referring to any necessary documents.
- If you need additional help, refer to the Help and Hints bar on the right hand side of the screen.
- WSCC's school code is 007950.

### **Step 4. Submit Your FAFSA**

- If you are unable to complete the FAFSA at one sitting, click on **SAVE** and your FAFSA is saved for 45 days. Make sure you keep the FSA ID and save key you created when you began the FAFSA.
- You will receive an e-mail notifying you that your FAFSA has been processed within 48 hours.

**Please contact us if you need help completing your FAFSA.**

**Please read the other side for more important information.**

*West Shore Community College is an equal opportunity/affirmative action institution.*

# FINANCIAL AID FREQUENTLY ASKED QUESTIONS

1. When is the FAFSA due?
  - The due date for the 2019-2020 FAFSA is June 30, **2020**. But, the sooner you apply the better.
  - You may complete the 2019-2020 FAFSA any time after October 1, 2018, using your filed 2017 federal tax return.
  - Check with the school you plan to attend to find out their preferred date.
  
2. How long will it take after I submit my FAFSA to hear something?
  - You should receive an email confirmation from FAFSA within 48 hours.
  - The response time from schools will vary.
  
3. How do I know how much financial aid I am eligible for?
  - On your FAFSA is an **estimate** of your Pell grant and student loan eligibility. Once you click submit and get your confirmation, it will appear on the screen.
  - Once the processing of your FAFSA has been completed, the school will be able to determine your final eligibility.
  
4. Why do I have to turn in my taxes to the school's Financial Aid Office?
  - Some students are selected for a process called verification.
  - If you are selected for verification, then the Financial Aid Office must verify the information on your FAFSA per federal regulations.
  - Completing the IRS Data Retrieval will help simplify the verification process.
  - You may be asked for additional documents other than just tax documents to verify the information you entered on your FAFSA.
  
5. What if tuition is due and my financial aid isn't ready?
  - You will need to make other payment arrangements.
  - Check the policy of the school you plan to attend.
  
6. If I have money left after my tuition and fees are paid, how do I get it?
  - Any money left after the school keeps what you owe them will be refunded to you.
  
7. What can I use my financial aid for?
  - Per federal regulations, it is to be used for education related expenses including tuition, fees, books and supplies, transportation, room and board, child care, and limited personal expenses.
  
8. Having difficulty with your FAFSA?
  - Federal Student Information Center 1-800-433-3243
    - i. **Status of your FAFSA Application or Correction**      **Say: Application Status**
    - ii. **To obtain a copy of your Student Aid Report (SAR)**      **Say: Report**
    - iii. **For information on existing student loans**      **Say: Loans**
    - iv. **Help with FSA ID**      **Say: ID Help**
    - v. **More Information on Federal Student Aid**      **Say: More Information**