

DIRECTIONS

APPLYING FOR FEDERAL FINANCIAL AID

2016-17 Award Year

The following is the process to apply for Federal Financial Aid. There are three (3) parts: (1) obtain a FSA ID; (2) complete the FAFSA; and (3) complete the Student Interview.

1. Obtain a FSA ID

- This is a new requirement that began May 2015. This replaces the old PIN number, if you filed for Financial Aid before 2015. Also, dependent students (23 years old and under, living with parents) must create a FSA ID for one parent.
- Go to www.fafsa.ed.gov;
- Home page: fafsa "Federal Student Aid";
- Click bar with "FSA ID" (a lock symbol shows the place to click);
- Under picture click "want to create an FSA ID NOW";
- After creating, write down the **username** and **password** you created. **You will need these.** Keep them in a secure location for future use.

2. Now go to www.fafsa.ed.gov.

- Click "Start a New FAFSA";
- You are applying for the **2016-17 Award Year**;
- You need your W-2 and tax records for 2015, but **use the IRS Retrieval Tool Bar** rather than information on the W-2, when possible;
- If you are a dependent, you will also need the 2015 W-2 and tax records for your parents;
- Our partner school is: Randall University, Moore, OK. The school FAFSA # is 010266;
- When you complete the FAFSA, you will receive a confirmation email.

3. **Student interview** - required

- Go to www.hc.edu;
- Click "Randall University";
- On the Home Page above the scrolling photos, click "Future Students" on the grey bar;
- Then click on the dropdown box, "Financial Information";
- In the dropdown box to the right, click "Financial Aid". You are now in the Virtual Financial Aid Office;
- Click the words "register now" to gain access to the Student Interview Center;
- Sign up for your new account - submit;
- You are in the Interview - complete all questions:

- Note, you will need to provide the names, addresses, and phone numbers of two references (these can be family members but cannot reside at the same address);
- For desired aid, click "**grants and loans**". You will be directed to the screen for Master Promissory Note. Complete this now, if allowed; this does not obligate you to borrow money.
 - On the "Terms and Attendance" pages, be careful to list a BA or BS program;
 - Degree Program: suggest you select the BA in Multidisciplinary Studies. This flexible program allows you to create a major within it. (You can change majors any time);
 - Enrollment Term: Full-time for both Fall 2016, Session A and B, and for Spring 2017, Session A and B;
 - When you sign, use your FSA ID.
- At the conclusion of the Interview, download a copy of the Interview Summary for your records and email a copy to Dr. Chappell at: paulchappell1971@yahoo.com

Congratulations! Your FAFSA information is now being processed. PLEASE NOTIFY DR. CHAPPELL WHEN YOU HAVE COMPLETED THE ABOVE THREE ITEMS (*received a FSA ID; completed FAFSA; completed Student Interview*). There are two additional smaller items you will need to process.

For assistance, please contact Dr. Chappell at

661-291-2418 or 818-577-8170.