

- IMPORTANT INFORMATION REGARDING THE FAFSA -

FAFSA - Free Application for Federal Student Aid

In order to receive that “free” government money, you **MUST** complete a FAFSA form every year your student is attending college no matter what the income.

FAFSA Online

Visit <http://www.fafsa.ed.gov/> to complete the FAFSA online. You will need a PIN number to complete the process (see information below regarding PIN numbers).

FAFSA on the Web Worksheet

The FAFSA on the Web Worksheet allows you to read and complete the questions before entering your information online. The questions are listed in the same order as they appear on the Web site. This worksheet is available at <http://www.fafsa.ed.gov/fotw1112/pdf/fafsaws12c.pdf>. You must also obtain a PIN number*.

***PIN Information (For completing FAFSA online)**

The Personal Identification Number (PIN) serves as your electronic signature and provides access to your personal information in various U.S. Department of Education systems. Anyone—including parents of dependent students—who has a valid Social Security Number and is a U.S. Citizen or eligible non-citizen may apply for a PIN. Because you can use your PIN to sign your financial aid documents, you should keep it in a safe place

After completing a FAFSA on the Web application, you and your parents—if you are a dependent student—will need to sign your application. We cannot process your FAFSA until we receive your signature(s). Using a PIN to sign your application electronically is by far the fastest and most reliable way to sign your application. However, you can print, sign and mail in a signature page, or provide signature(s) on your paper Student Aid Report (SAR).

Each year that you apply for financial aid you can use your PIN to access and electronically sign your FAFSA. You and your parents do not need to apply for a new PIN from one year to the next. The PIN stays the same.

If you, or your parents, do not have a PIN, we encourage you to apply for one now. You can apply at Federal Student Aid's PIN Web site, www.pin.ed.gov, by selecting **Apply for a PIN**. Once you successfully complete a request, we will e-mail or mail you a PIN, depending on whether you and your parents provided us with an e-mail address. It will take approximately 1-3 business days after you request your PIN for you to receive an e-mail notification with instructions on how to retrieve it electronically, or 7-10 days to receive it in the mail via the U.S. Postal Service.