PALO ALTO COLLEGE
PROCEDURE

Procedure Number: S 8.1
Procedure Title: How to Apply for Student Financial Aid- Free Application for Federal
                             Student Aid (FAFSA) or Texas Application for State Financial Aid
                             (TASFA)
Relevant Board Policy/SACSCOC Policy: F.24.Student Financial Aid
Originating Unit: Student Financial Aid
Maintenance Unit: Student Financial Aid Palo Alto College

I.   Purpose:

     To outline the steps for students to use when applying for Student Financial Aid. The Free
     Application for Federal Student Aid (FAFSA) is the first step in applying for federal, state,
     and institutional financial aid. The Texas Application for State Financial Aid (TASFA) is
     the financial aid application for students who are not U.S. Citizens, but who are Texas
     Residents.

II. Procedure Statements:

     A. ApplyTexas

         Students must list their name and social security number exactly as it appears on their
         Social Security card when completing the ApplyTexas Application
         https://www.applytexas.org/adappc/gen/c_start.WBX.

     B. FAFSA Process

         1. Students should gather the following documents prior to completing the FAFSA:
             • Students Social Security Number (name and social security number must
               match Social Security Card). Parent Social Security Number (dependent
               students only)
             • Driver's license number (if applicable)
             • Alien Registration Number (if not a U.S. citizen)
             • Federal income tax returns, W-2s, and other records of money earned
             • Bank statements and records of investments (if applicable)
             • Records of untaxed income (if applicable)

         2. Students should create and electronically sign the FAFSA with the FSA ID
             (Federal Student Aid ID) at fsaid.ed.gov.

- The FSA ID allows access to the Federal Student Aid online system.
- It serves as the student's legal signature.
- Dependent students under 24 years of age must apply for an FSA ID for themselves and parents must apply for a separate FSA ID.
- Each person should have a unique email account.
- **Independent students** 24 years of age and older may apply for the FSA ID for themselves only.

3. Complete the Free Application for Federal Student Aid (FAFSA) or Renewal
   - FAFSA online at https://studentaid.ed.gov/sa/fafsa.
   - Palo Alto College school code is 016615.
   - Mobile device download **myStudentAid** application for Apple or Android.
   - The online FAFSA application opens October 1.
   - Financial aid priority deadline for Fall-May 1 and Spring- November 1 Priority dates listed ensure the review and processing of a student's financial aid application before the first day of class. To qualify as a priority applicant, Alamo Colleges must receive the students completed FAFSA, verification documents, and all other requested documents ON or BEFORE the priority date.

4. We recommend students select the IRS (Internal Revenue Service) Data Retrieval Tool (DRT) to transfer U.S. Federal Income Tax Return information into the FAFSA. Utilizing the DRT eliminates the need to submit the IRS Tax Return Transcripts.

5. Students should review the application prior to submission. Changes made after submission will delay the financial aid award process.

6. Submit the completed FAFSA application.

C. Follow-up

   - Students should monitor their financial aid status by utilizing the Alamo Colleges District online portal, ACES. Once logged in, financial aid information can be found by clicking in the Financial Aid Checklist section on the **My Page** tab- https://alamoaces.alamo.edu to verify if the FAFSA was received.
   - Allow 2-3 weeks for the FAFSA to download. Once FAFSA has been received by the college, review your FAFSA for an asterisk.

- If your FAFSA has an asterisk displayed next to your Expected Family Contribution (EFC), your application has been selected for verification and additional documentation is required to complete the financial aid process. Required documents may be submitted online through DocuSign, please see tutorial here , or video here. Students also have the option to submit the documents to the student financial aid office.
- Students should contact the Student Financial Aid Office after 2 weeks if the submitted FAFSA has not been received by the college (after November 15)

D. TASFA Admissions

1. Prospective TASFA students must complete the Apply Texas admissions process at https://www.applytexas.org/adappc/gen/c_start.WBX
2. Complete and submit Notarized Affidavit to Palo Alto College Admissions and Records.
3. Submit High School Transcript or GED to Palo Alto College Admissions and Records
4. TASFA Requirements:

- Apply at http://www.collegeforalltexans.com application may be completed in English or Spanish.
- Complete Verification Worksheet
- Submit copies of students IRS Tax Return Transcript (if tax forms filed) and W-2 for student (and spouse if married)
- Submit copies of parents IRS Tax Return Transcript (dependent students only) and W-2
- Submit Texas Public Education Grant (TEOG) Statement of Eligibility Form
- Selective Service Registration Acknowledgment Card (male students only) https://www.sss.gov/Forms
- Selective Service Verification Form (male students only)
- Print the completed on-line TASFA application and take to the financial aid office or, pick up the TASFA application packet from the financial aid office, complete application and submit to financial aid office

Date Created January 29, 2011

Date Updated/Approved: May 5, 2020

Approved:

(signed: Gilberto Becerra)

Vice President of Student Success

(signed: Dr. Robert Garza)

President