



Chatfield College
Big dreams come true here

Financial Aid Office

7 Easy Steps to Apply for Financial Aid

1. Complete the Free Application for Federal Student Aid (FAFSA)
 - a. The application is online at www.fafsa.gov
 - i. This is a free application – do not pay anyone to complete or submit the application for you.
 - ii. Elect to sign your FAFSA with a PIN
 1. (Your U.S. Department of Education assigned PIN is a 4-digit number that is used in combination with your Social Security Number, name and date of birth to identify you as someone who has the right to access your own personal information on Federal Student Aid Web sites, such as FAFSA on the Web.)
 - b. You (and your parent, if applicable) may apply for a PIN during the application process; or
 - c. Go online early and apply for a PIN at www.pin.ed.gov
 - i. Important Note: A PIN that is selected or viewed instantly online or is sent to you in an email is considered to be conditional until your information is verified with the Social Security Administration (1-3 days from the date you first apply). You may sign your FAFSA with it, but nothing else. Once this federal verification is complete, you will be able to use your PIN for other purposes (such as correcting your SAR or accessing other Federal Student Aid Web sites).
 - d. Download the [FAFSA Worksheet](http://www.fafsa.ed.gov/before_012.htm) at http://www.fafsa.ed.gov/before_012.htm to complete prior to completing the FAFSA online. Keep copies of tax returns and FAFSA answers in case the Office of Financial Aid needs to review them.
2. Review the Student Aid Report
 - a. You will receive information, known as the Student Aid Report (SAR), from the U. S. Department of Education after you submit your FAFSA. Review this report to insure information submitted is accurate. If necessary, corrections can be made online, follow the directions given on the SAR.
3. Submit paperwork as requested by the Financial Aid Office
 - a. We may request paperwork including signed copies of tax returns (used for FAFSA filing) and a verification worksheet. Occasionally other documents may be required for verification purposes.
4. Complete the application process
 - a. Make sure you are classified as a Chatfield College degree-seeking student. This is required for you to be considered for financial aid.
5. Review your financial aid award letter.
 - a. The letter will show your estimated aid and costs of attending Chatfield College. Review the aid, accept or decline the aid, sign, and return the award letter to the financial aid office.
 - b. If your award includes a loan, your acceptance of the loan is required by marking accept on the award letter, signing, and returning it to the financial aid office.
 - i. Additional steps are required to complete the loan process.
 - c. Be sure you understand the conditions of the awards you accept. Contact the Financial Aid Office if you have any questions or concerns – 513-875-3344, ext 127 for St. Martin or 513-921-9856, ext. 204 for Findlay Market
6. Complete Entrance Counseling and the Master Promissory Note
 - a. If you are accepting student loans, complete the required Direct Loan entrance counseling and master promissory note at www.StudentLoans.gov. Detailed instructions are available.
7. Inform the Financial Aid Office if you receive any outside aid or scholarships
 - a. Set aside time early in college research to investigate and apply for other sources of financial assistance such as community, professional or fraternal organizations, and scholarship searches online.
 - b. Immediately inform the Financial Aid Office if you receive an award or financial aid from any other source. A change in your resources may affect your financial aid.

You must apply/reapply for financial aid each year – after January 1 for the upcoming academic year.