

## FAFSA APPLICATION PROCESS

Pell Grants—Individuals need to complete the FAFSA (Free Application for Federal Student Aid) on-line at [www.fafsa.gov](http://www.fafsa.gov).

### **The FAFSA is FREE!**

**Applications made at fafsa.com come at a cost! Do NOT use this website to apply!**

Prior to completing the FAFSA, applicants and a parent (if dependent) must apply for an FSAID located at the “padlock on the top of the FAFSA website [www.fafsa.gov](http://www.fafsa.gov). The FSAID is used to sign the FAFSA on-line application. **Without electronic signatures**, the application cannot be processed. FSAID approval is e-mailed typically within 2 – 4 days.

A parent signature and tax information is required if the student is considered dependent (under age 24, unmarried, no children or dependents, not a Veteran or an orphan).

**The March 1 deadline does not apply to MTEC students.** For the 2018-2019 application, use the 2016 federal taxes and W-2 forms for the required financial information.

### **COMPLETE TAXES PRIOR TO FAFSA APPLICATION**

#### **DO NOT ESTIMATE TAX INFORMATION.**

For MTEC applicants, wait until after electronic filing of federal taxes prior to completing the FAFSA. When given the option of utilizing the IRS Data Retrieval Tool in FAFSA, make the choice to do so. This allows the FAFSA to import accurate information from the IRS database.

Students may be selected for verification (see Verification link) by the United States Department of Education; in such cases, students will be required to complete the IRS data retrieval or request a “**tax return transcript**” (NOT “account transcript”) through the IRS.gov website. It is easier and much faster to utilize the IRS Data Retrieval Tool.

In addition, students and parents are requested to complete and sign the verification forms to finalize the verification process.

For students and/or parents who amended their federal taxes, it may be necessary to request the “**tax return transcript**” as the IRS Data Retrieval Tool will not be in operation. These are the only two options to complete the verification process.

Applicants will state that enrollment is in a “certificate or diploma program of less than two years” (not an associate degree). **The MTEC Code is 012904.**

MTEC does not participate in Stafford/Direct Loans through the FAFSA application (respond “No” to loans on the FAFSA). MTEC has no knowledge of existing private student loans at this time.

MTEC does not participate in Federal Work Study; respond with “No” to this question.

Upon completion of the FAFSA, it is recommended that you print the confirmation page with the EFC (Expected Family Contribution). You will receive a confirmation e-mail with an anticipated Pell award amount. If no amount is indicated, you are ineligible for Pell or your application is incomplete. All amounts are estimated until meeting with the financial aid advisor at MTEC. If you have questions, call the MTEC Financial Aid Office at 304-291-9240 ext 223.

**COMPLETING A FAFSA  
DOES NOT IMPLY  
THAT YOU WILL BE  
A RECIPIENT OF FINANCIAL AID**