

COLLEGE GOAL SUNDAY & SATURDAY TOO!

Completed your FAFSA?
Wait! You're not done yet!

Completing a Free Application for Federal Student Aid (FAFSA) is the first step to qualify for federal student financial assistance and a variety of other sources of aid for college. After you complete the FAFSA make sure you follow the steps outlined below so you don't miss out on getting your award letter in a timely manner.

To Do: ASAP

- Have you submitted at least 1 application for admission to a college, university or vocational institution? You cannot receive an award letter without being admitted.

To Do: February/March/April

- Some financial aid applications will be selected for a process called verification. You and your family may have to present federal tax returns and other financial documents to the financial aid office to verify the information submitted on your FAFSA is accurate. Check with your institution to see how they will communicate with you if this information is requested (email, letter, online).
- If the institution requests any additional documentation from you or your family it is important to submit it ASAP in order to complete your file and be considered for the greatest amount of aid. Many financial aid programs are awarded to eligible students on a first-come, first-served basis and if you do not have a complete file you may not be considered.
- If you estimated your financial information on the FAFSA be sure and go back into your FAFSA and “make a correction” to include the new information. You can enter the information manually or you may be able to use the IRS Data Retrieval Tool (see next page).

To Do: April/May

- If your financial aid file is complete by this time then you can generally expect to receive your Financial Aid Award offer in April or May. This will outline for you the types and the amount of financial aid that will be offered to you. Make sure to review the information carefully as there may be additional steps that are required to “accept” the aid. If you have questions about the award offer, be sure to contact your financial aid office for assistance.

If you or your family's financial situation has changed since you completed the FAFSA or if you have an extenuating circumstance that you could not report on the FAFSA be sure and speak with the financial aid office about the possibility of having your aid package re-evaluated.

IRS Data Retrieval Tool

If you or your family estimated the income information on the FAFSA, you can go back to your already completed FAFSA and make a correction to your financial information. You can enter the information manually or use the IRS Data Retrieval Tool to automatically pull the information from your federal tax return. The IRS Data Retrieval Tool is available 1-2 weeks after you file your taxes electronically or 6-8 weeks if you mailed your tax return.

- To be able to find your information in the IRS Data Retrieval, be sure to enter your name and address **exactly** how it is displayed on the tax return, **even if it is mistyped**.
- IRS Data Retrieval Tool not working? For some families the IRS Data Retrieval Tool is not available; the following circumstances may prevent the use of the IRS Data Retrieval Tool from working:
 - Have a different marital status than what was used on the tax return
 - Had a name change
 - Were granted an extension to file your tax return

You can contact the Federal Student Aid (FSA) Office at 1-800-433-3243 for additional assistance.

HELP! I Didn't Complete My FAFSA!

Don't panic! You can still complete your FAFSA online at www.fafsa.ed.gov. If you need assistance you can utilize the following **FREE** resources:

- Download line-by-line instruction guide online at www.collegegoalsunday.com;
- Contact the financial aid office at the institution you plan to attend;
- Contact the Federal Student Aid Office 1-800-433-3243;
- Visit one of Arizona's College Access Resource Centers
 - Phoenix: College Depot
Phone: (602) 261-8847
Web: www.phoenixpubliclibrary.org/collegedepot
 - Flagstaff: Northern Arizona College Resource Center
Phone: (602) 688-5379
Web: <http://nacrc.net>
 - Tucson: Regional College Access Center
Phone: (520) 670-0055
Web: www.metedu.org/rcac



Arizona's College Goal Sunday (CGS) Initiative is coordinated by the Arizona Commission for Postsecondary Education (ACPE). For more information on the ACPE or CGS visit www.azhighered.gov.