Piedmont Technical College
2011-2012 FAFSA on the WEB Worksheet
Federal School Code: 003992

To apply
- **visit www.pin.ed.gov to obtain a PIN that will allow electronic signature on the application (if you are a dependent student, your parent must also have a PIN)**
- **visit www.fafsa.ed.gov to complete the actual application**

Before you begin your 2011-2012 FAFSA on the Web application, use this worksheet to help you collect your and your parents' (if required) financial information. Additional information and help is available at **www.ed.gov/studentaid**, the FAFSA Hotline at 1-800-433-3243, or any Piedmont Campus. After completing this worksheet and receiving your PIN, you are ready to complete the FAFSA at www.fafsa.ed.gov.

The Financial Aid Office STRONGLY encourages you to complete this worksheet BEFORE sitting down at a computer to file your application!! Keep this worksheet and all documentation used to complete the FAFSA together in case you are selected for verification.

Documents Needed
For the 2011-2012 school year, you will need financial information from 2009. You will also need:

- Your Social Security Number and your parents' Social Security Numbers if you are providing parent information;
- Your driver's license number if you have one;
- Your Alien registration Number if you are not a U.S. citizen;
- 2010 federal tax information or tax returns (including IRS W-2 information) for yourself and spouse if you are married, and for your parents if you are providing parent information.
- Records of untaxed income, such as Social Security benefits, welfare benefits (e.g., TANF), and veterans benefits, for yourself, and your parents if you are providing parent information; and
- Information on savings, investments, and business and farm assets for yourself, and your parents if you are providing parent information.

Do you need to gather and report your parent's information?

You are required to provide parent information if you answer *no to all the questions in Section 2 page 3 of the Worksheet.*

The following information identifies who is considered a parent on the FAFSA application.
- If your parents are both living and married to each other, answer the questions about them. (You will be providing information about two people.)
- If your parent is widowed or single, answer the questions about that parent. (You will be providing information about one person.) If your widowed parent has remarried as of today, answer the questions about that parent and the person whom your parent married. (You will be providing information about two people.)
- If your parents have divorced or separated and have not remarried, answer the questions about the parent you lived with more during the past 12 months. If you did not live with one parent more than the other, give answers about the parent who provided more financial support during the last 12 months or during the most recent year that you actually were supported by a parent. (You will be providing information about one person.)
- If the above parent has remarried as of today, answer the questions on the rest of this form about that parent and the person whom your parent married. (You will be providing information about two people.)

Next Steps: Now that you are done with this worksheet:

- Decide how to sign your FAFSA. The Financial Aid Staff strongly suggests you electronically sign with your Federal PIN. Your parents can sign electronically too. Forgot your PIN or your parents need a PIN? If you are a dependent student, you will need to apply for 2 PINS. Go to www.pin.ed.gov. Don't forget your password when you apply for your PIN. You will need it to electronically retrieve your number.
- Sit down at a computer, go to www.fafsa.ed.gov and file your 2011-2012 Free Application for Federal Student Aid.
- If you did not electronically sign your FAFSA, you **MUST** print, sign and mail the signature page found at the end of the on-line application to the federal processor. Failure to do so will cause delays in your award of aid.
- Answer all questions completely and accurately, noting the following:
- Answer Question #23 in Section 1 – **Do not leave this question blank**
- Enter 003992 as PTC's Federal School Code in Section 5.
- Apply for admission to PTC at www.ptc.edu/admissions if you have not already done so.
- You may receive financial aid from only one school for the same period of enrollment
- If you or your family has unusual circumstances that might affect your need for student financial aid (such as loss of employment), file your FAFSA and then consult with the Financial Aid Office.

Processing Time:

On-line application submitted with electronic signature (remember, dependent students must get a parent to sign with a PIN also) – processing time with the Federal Processor is approximately 5 working days.

On-line application submitted and the signature page is mailed – processing time with the Federal Processor is approximately 10 working days after the signature page is mailed.

Piedmont will receive your processed FAFSA and at approximately the same time the student will receive a Student Aid Report (SAR).   If an email address is provided during the application process, the student will receive an email with the link to retrieve the SAR.

If you have not received any information from the federal processor within these time frames, call 1-800-433-3243 to check on your application.

Please review the SAR. If the student is selected for a process called "Verification", it will be noted on this document under an area called "Comment Codes". Also you will find an area called "Expected Family Contribution" or EFC. If there is an * in this area, this also indicates you have been selected for verification.   PLEASE follow up with the Financial Aid Office on the Greenwood Campus or inquire about your account at any County Center Location if you are selected for verification or have any questions about your application.

Once your FAFSA has been received, Piedmont will process your aid as quickly as possible, but it may take 2 – 3 weeks if your application has been selected for a process called Verification.

Monitor your award status through your PTC Pathway account at www.ptc.edu.

Save your passwords, this worksheet and all information gathered and received in the financial aid application process. If you do not have a copy of your Federal tax return, call the IRS at 1-800-829-1040 and ask for a transcript of your 2010 tax return. It will take about two weeks to receive the information.