

# HOW TO APPLY FOR FEDERAL AID

**Step 1:** Collect items that will help in completing the FAFSA application, for example: 2019 FEDERAL tax returns (IRS 1040), checking and savings account balances, social security benefit statements, value of investments, child support documentation, etc. Students may need to include their parents' financial information on the application. The Financial Aid Office may ask you to provide supporting documentation after you have filed your FAFSA.

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**Step 2:** Apply for an FSA ID account at [studentaid.gov](http://studentaid.gov) if you do not already have one. If parental information is required on the FAFSA, a parent must also apply for an FSA ID account. The FSA ID is very important! You will need this continually throughout the financial aid process so please memorize or keep your FSA ID username and password in a safe place.

Student FSA ID \_\_\_\_\_ Password \_\_\_\_\_  
Parent FSA ID \_\_\_\_\_ Password \_\_\_\_\_

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**Step 3:** Complete the [2021-2022 FAFSA](#) (Free Application for Federal Student Aid) on-line at [studentaid.gov](http://studentaid.gov). As the name implies, it is FREE! You will need to add the Polaris Career Center school code to your FAFSA so the U.S. Department of Education will send us your information. The school code is: **016745**. We encourage the use of the IRS Data Retrieval Tool to import your tax information. The student will receive an email to the email address provided on the FAFSA from the U.S. Department of Education when the FAFSA has been processed successfully. **Please see the end of this guide for a tip sheet for completing the FAFSA.**

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**Step 4:** Within 7 days, the student will receive an additional email with the student's SAR (Student Aid Report). The SAR is the result of your processed FAFSA. Your SAR report can be reviewed by logging onto [www.fafsa.gov](http://www.fafsa.gov) as a returning user. Please read your SAR when it arrives; it will let you know if there were any issues encountered while processing your FAFSA.

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**Step 5:** The Federal Pell Grant is not designed to cover the entire cost of tuition. If you are interested in student loans to help cover the out-of-pocket costs, you must complete and submit the **Entrance Counseling** AND a Master Promissory Note (MPN) at [www.studentaid.gov](http://www.studentaid.gov). Entrance counseling consists of important information and answers relevant questions regarding student loans. The MPN is a note that you sign agreeing to repay the student loans borrowed and provide two references to contact in the future should your loan servicer not be able to get in touch with you. A student must first accept the financial aid offer in writing and enroll in a program before the Federal Direct Student Loan is active.

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**Step 6:** After receiving the SAR report and completing the Entrance Counseling and MPN (if taking out a Federal Direct Loan), **the student is responsible for** contacting the **Financial Aid Coordinator, Allison Smith, at 440-891-7668, [asmith@polaris.edu](mailto:asmith@polaris.edu)**  
**All financial aid awards *must* be confirmed with the Financial Aid office before registration can be initiated.**

