

Charlotte Technical Center Florida Pre-Paid college plans and Bright Futures Scholarships from those students who qualify.

All students seeking financial assistance at Charlotte Technical Center must complete the Free Application for Federal Student Aid (FAFSA) and upon receiving notification from the Federal Government should make an appointment with the Financial Aid Office

- The fastest and recommended way to complete the FAFSA Application is online. Help can be obtained by calling Federal student aid Help Desk at 1-800-4-FEDAID
- Apply electronically for a PIN Number (Personal Identification Number) at www.pin.ed.gov. A four-digit PIN Number will be forwarded immediately by email, or if mailed it will be received within 5 business days.
- **Remember**, if you are a Dependent Student request a PIN Number for your parent. A PIN Number is used to electronically sign the FAFSA Application. You may also choose the option to print, sign, and mail a signature page.
- The 2014-15 FAFSA Application requires you to collect all necessary financial documents. The current FAFSA Application asks for your permission to have the Internal Revenue Service (IRS) fill in your 2014 Federal Income Tax return. This information is needed for you, your spouse, or parent(s). We encourage you to use this method whether on the initial application, or when doing any correction. You may watch a short video on you tube on how to use the IRS retrieval tool, it make it much easier for you.
- Be sure to complete your high school's name, city, and state.
- Complete your 2014-2015 FAFSA Application online at www.fafsa.ed.gov.
- **Federal School Code: 016165**
- **Be sure to click on "Submit FAFSA Now". Always print a copy of the confirmation page for your records after submitting your application.**
- **The calculated FAFSA Application should be available within five business days for your school to review, if you electronically filed your application.**
- **Remember that completing your FAFSA Application does not automatically make you eligible to receive financial aid. You must visit your schools' Financial Aid Office**

Documents Students May Need to Bring With Them

1. **Independent Students:** A signed 2013 Federal IRS Tax Transcript (**Form 4506-T**) is required for those who are single, and married at the time of completing the FAFSA Application. To request a form you may call the **IRS Office at: 1-800-829-1040, 1-800-908-9946. If you prefer, you may print IRS Form 4506-T from the school's Web site, complete and mail it to IRS.** All Transcripts and Summary of Wages are free of charge and will be received in approximately 5 business days.
2. **Dependent Students:** A signed 2013 Federal IRS Tax Transcript is required, as well as a parent(s)' tax transcript. To request a form you may call the **IRS Office at: 1-800-829-1040, 1-800-908-9946.** A dependent student that has not filed a 2010 IRS Tax Return, but has earned wages, will need to present an IRS Tax Transcript (**IRS Form 4506-T**) which shows the non-filing status **and** a Summary of Wages which shows the amount of income earned.
3. **Non-Tax Filers:** Request a free copy of your 2013 Non-Filers Tax Transcript **and** Summary of Wages to prove your non-filing status, and earnings. A notarized letter of support may also be required to verify monies or bills paid on your behalf. **The IRS Office #s are 1-800-829-1040, 1-800-908-9946.**
4. **Selective Service Letter:** If you have resided in the US between the ages of 18 to 24 years old, you must have registered with Selective Service. Anyone who has failed to register for Selective

Service before the age of 25 may no longer register, and will not be eligible for financial aid. See Financial Aid Advisor for more information regarding Selective Service requirements.

5. High School Diploma Requirements: If your diploma is from out of state, or the State of Florida, be prepared to provide an official sealed high school transcript which states you have received a "standard high school diploma" A student, who has earned a GED, needs to present both the GED and the test scores.

6. Foreign High School Diplomas: A student who has earned a high school diploma from a foreign country must have their diploma translated and evaluated by an approved agency. You will need to present your original diploma(s) and course transcript(s) with the letter from the evaluating agency.

Financial Aid Questions and Answers

Q : How will I know how much aid I qualify for?

A : Contact the Financial Aid office to complete your Financial Aid File. Upon completion of your file you will be given an award letter stating the type of aid, amount and conditions of your award.

Q : Do I have to pay my fees up front?

A : Yes, unless there is eligibility for financial aid.

Q : What if I need to transfer from or to another school?

A : As long as you are certificate seeking at Charlotte Technical Center and the classes are credited toward your CTC certificate, you may be eligible to receive assistance. Contact the CTC Admissions Office to see what steps you must complete and for which programs you may qualify.

Q : How will my fees be paid and what happens to the money that exceeds my fees?

A : Approximately 3 weeks after school starts your aid will be applied to your tuition. Actual disbursement of financial aid checks is a function of the Business Office as requested by the Financial Aid Office. Funds are disbursed twice in an academic year in the form of a check made out to the student, the student remain qualified. The amount of the student receives is the original amount of the check minus any tuition owed.

Q : If my fees were deferred, what will happen with my financial aid?

A : The Business Office will deduct any tuition fees you owe the school and give you the balance (see previous question).

Q : *What happens if I don't do well in my classes?*

A : Financial aid regulations require that you make satisfactory academic progress. Generally, you must maintain an average, successfully complete your classes, and maintain attendance in accordance with Federal Regulations. If you do not, you may be placed on warning or denied future assistance. See SAP rules.

Q : *How can I get information about my award?*

A : You can come to the office to get the information. Due to the Privacy Act, only general information can be given over the phone.

be asked to submit written documentation of the change. After a review, you may be awarded additional assistance.

Q : *The financial aid application asks for information about my parents but I do not receive any support from them. What do I do?*

A : Federal regulations require your eligibility to be based on your income and that of your parents' unless you are 24 years old; married, or have legal dependents other than a spouse; are a veteran of the U.S. Armed Forces; an orphan or ward of the court (or you were until age 18); or will be working on a degree beyond a bachelor's.

Q : *What if I completely withdraw from classes, will I have to repay my financial aid?*

A It depends on when you drop from classes, if you withdraw before 60% of the term is completed, you may be required to repay a percentage of the aid you received since the funds were awarded to meet educational expenses for the entire payment period.