

Completing the 2018-2019 & 2019-2020 FAFSAs

All potential Bridge students are required to complete the 2018-2019 and 2019-2020 Free Application for Federal Student Aid (FAFSA) by December 7th, 2018 in order to be considered for participation in the Bridge Program for Summer 2019. Below are the instructions for completing these FAFSAs.

1.) Prior to starting the FAFSA you will need a FSA ID for both you and your parent. This FSA ID will allow you and your parent to electronically sign the FAFSA and submit it. (Electronically signing the FAFSA allows for about a 2 week processing time, while other signature methods take about 4 to 6 weeks to process.) You can obtain your FSA ID at studentaid.gov/fsaid or by following the link at the top of the FAFSA homepage (www.fafsa.ed.gov). You will need your social security number, date of birth, and an email address that you plan to check regularly. Have your parent go through the same process. (Only one parent needs an FSA ID, and if your parent already has an FSA ID to complete the FAFSA for him or herself or a sibling, they do not need to create a new one.)

It is very important that you use an email account that you have access to and check regularly, and that you write down your FSA ID username and password for both yourself and your parent/guardian. You will use these multiply times through each year of college, and retrieving lost passwords can be a very difficult process and can cause delays in financial aid!!!

2.) Obtain your 2016 and 2017 tax documents and tax return (if applicable) and your parents' 2016 tax documents and tax return. You will need these for the financial information on the FAFSA. You may also be able to use the IRS Data Retrieval Tool to complete this information.

3.) Once you have your FSA and tax information, you're ready to begin and should proceed to www.fafsa.ed.gov

4.) Once there click the "Start a New FAFSA" link and begin filling out the FAFSA. You will be filling out the **2018-2019 FAFSA** in order to start college in Summer 2018.

Some important information you will need as you complete the FAFSA:

- You will begin by creating a Save Key. This is a password that will allow you to save your incomplete FAFSA and return later to complete it. Write it down in case you forget it.
- You will be starting classes Summer 2019.
- You will be a new student, never attended before (even if you have taken dual-enrollment courses.)
- You will be working on your first bachelor's degree
- Please list **ETSU only for the 2018-2019 FAFSA.** (You will list all colleges you are interested in for the 2019-2020 FAFSA.)
- If your parents are divorced, your parent is considered the parent you lived with more over the last 12 months when reporting financial information on the FAFSA. If that parent is remarried, you must also report their spouse's information.
- If you or your parent(s) filed taxes for 2016, use the **I.R.S. Data Retrieval Tool** when asked to provide your parent(s) tax information. The data retrieval tool will automatically import you and/or your parent(s) tax information to the FAFSA. For the Data Retrieval Tool to work properly you will need the Date of Birth, SSN, and home address as it appeared on the completed tax return. Using the IRS Data Retrieval Tool will help you complete the FAFSA accurately, making it less likely you will be selected for verification later, and will also make the verification process easier if you are selected.
- If entering parent and student financial information by hand, read each question carefully and do your best to enter accurate information.

5.) Once you have completed the FAFSA, insert your FSA ID and your parent's FSA ID on the signature page, and submit it. You should receive an email that says your FAFSA has been successfully submitted. UB does not need a copy of this email.

6.) After a couple of days, you should receive a second email that says your FAFSA has been *successfully processed*. **Forward this email to ETSUUBstaff@gmail.com to complete your 18-19 FAFSA requirement for Bridge participation.**

7.) Repeat this same process for the 2019-2020 FAFSA, using 2017 tax information. The **2019-2020 FAFSA** opens on October 1st, 2018. **On this FAFSA, include all schools that you are considering attending.**

It is very important that you complete your FAFSA accurately to the best of your ability. Mistakes on the FAFSA can trigger selection for Verification (a lengthy process of verifying all the information you reported on your FAFSA with Financial Aid). If at any time in the application process you get confused, please save and contact UB (439-5619) for assistance.

Information regarding using financial aid funds for Summer 2018:

By completing the 2018–2019 FAFSA, you are accessing funds that will be used to partially pay for tuition and fees for Summer 2019, which is part of the 2018-2019 academic year. Your financial aid will not be affected for your first fall semester in Fall 2019, because Fall 2019 begins the new academic year (2019-2020) in the financial aid funding cycle.

Your Hope Scholarship (Lottery) funds will not be affected by utilizing Financial Aid during Summer 2019. Hope Scholarship funds are not available for summer terms until after a student completes a major academic semester of college (Fall or Spring), therefore no Hope Scholarship money will be applied to Summer 2019.

Completing the 2018-2019 FAFSA will make some student eligible for Pell Grants for summer. Federal grant funds (generally the Federal Pell Grant) are the only funds you will be awarded for Summer 2018, and these funds will not completely cover the cost of summer attendance. Upward Bound will pay the remainder of all tuition and fees owed after Pell grant funds are applied to your account, and will also pay for your housing, books, and meals.

The Pell Grant funds that are used toward your Summer 2019 classes will count toward your lifetime maximum Pell Grant award. Typically a student can receive the Pell Grant for about 160 credit hours of coursework, the “lifetime maximum.” Nearly all majors at ETSU and most other colleges are based on a 120 credit hour requirement to complete a Bachelor’s degree. Therefore, using these funds for Summer 2019 should not affect your ability to receive Pell throughout the 120 required credit hours it will likely take to complete your degree. Your Bridge courses will be required General Education Core courses at most colleges and universities, so it is unlikely that you will be using Pell Grant funds for courses that do not meet requirements for graduation.

If you or your parents/guardians have any questions about completing the 2018-2019 FAFSA or how it will affect your financial aid in the future, please give call UB at 439-5619.