If you plan to attend NTC during the 2010-2011 school year, you can apply for financial aid beginning January 1, 2010 by completing the 2010-2011 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).

Apply early to avoid missing out on available grant money. Please use this checklist to make sure your application is processed accurately and quickly.

**APPLYING FOR FINANCIAL AID DOES NOT GUARANTEE THAT YOU WILL RECEIVE IT. YOU ARE RESPONSIBLE FOR ANY OUTSTANDING BALANCE ON YOUR ACCOUNT THAT IS NOT COVERED BY YOUR FINANCIAL AID AWARD.**

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**COMPLETE YOUR 2010-2011 FAFSA TODAY!**

You can complete your FAFSA online by using any computer with internet access and a printer. Computers are available at NTC for student use in the Student Services Office or Library.

The Financial Aid Office staff will assist students with accessing the website and answering any questions you may have.

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**Step 1**

*If you do not have a PIN number, apply for one now. If you are a dependent student, one of your parent’s will need to apply for a PIN number, too. Your PIN (Personal Identification Number) is a 4 digit number that represents your electronic signature. You and one of your parent’s, if you are a dependent student, will need to sign your FAFSA online with a PIN number. Both student and parent may apply for a PIN number at [www.pin.ed.gov](http://www.pin.ed.gov). When you receive your PIN number, keep it in a secure place. You will use this same PIN number to sign future FAFSA applications.*

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**Step 2**

*Get Organized! To complete the FAFSA, gather the required documents and other information.*

To complete your FAFSA, use information from your 2009 Federal Tax Return. Collect the following documents for yourself and parents, if you are considered a dependent student. (Refer to Section 2 on the FAFSA.)

- 2009 Federal Income Tax Return
- W-2’s from each job worked in 2009
- student driver’s license number
- untaxed income records
- social security #’s
- current bank statements
- investment information

You may estimate your 2009 earnings using your last check stub or your W-2s from each job worked in 2009. After you file your Federal Tax Return for 2009, you will need to update the information on your 2010-2011 FAFSA application.

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**Step 3**

*Complete the FAFSA. It asks about you (and your parents if you are a dependent student), your school plans, financial information and more.*

Complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov). Choose the 2010-11 FAFSA then click NEXT. Follow the instructions. If you filled out a FAFSA for the previous year, you will be asked if you would like it Pre-Filled. This feature will fill in your answers based on the previous FAFSA you filed and you will be asked to verify information on select questions as you go through the FAFSA. This feature can save time, but you need to change answers for any question that the information has changed on. Complete every question. Do not leave any question blank. As you click into each response box, a Help and Hints Box displays information regarding that specific question to help you know what to fill-in. **Be sure to enter NTC’s School Code on your application.** Remember to click the SAVE button on each screen as you fill-out the FAFSA, and again at the end when it is completed. Then print a copy of your FAFSA application for your records.

**NTC’s School Code is 005387**

If you have received a PIN number from the U.S. Department of Education, you may electronically sign your FAFSA online. If you do not have a PIN number, you will need to apply for one. (See Step 1)

*Continued on next page . . .
Sign your FAFSA Application with your PIN number and then submit your Application by selecting the SUBMIT MY FAFSA button. You should then see a Confirmation page telling you that your application has been received. Print the Confirmation page for your records.

Review your Student Aid Report (SAR)
You will receive an electronic or paper Student Aid Report (SAR). You will receive the SAR electronically if you requested that it be sent to your e-mail address when you completed the FAFSA. Review the SAR carefully and make sure the information is correct. If you see incorrect information, contact NTC’s Financial Aid Office for assistance. Corrections can be made online; however, it is recommended that you contact the Financial Aid Office first. If the information on the SAR is correct, keep the SAR for your records. You will not receive financial aid for the 2010-11 school year until your 2010-2011 FAFSA has been processed and the information has been received by the NTC Financial Aid Office from the U.S. Department of Education.

HOW DO I QUALIFY FOR FINANCIAL AID?
In order to receive financial aid, the student must meet the following requirements:
- Apply and be accepted into a Program that qualifies for financial aid (FA).
- File the FAFSA for the appropriate school year: 2009-10 FAFSA for Fall ’09/Spring ’10 2010-11 FAFSA for Summer ’10/Fall ’10/Spring ’11
- Enroll in classes. Classes must be required for your program to qualify for FA. To qualify for a Stafford Loan, you must be enrolled in at least 6 credit hours.

WHAT HAPPENS IF I AM SELECTED FOR VERIFICATION?
Verification is the process used to check the accuracy of information submitted by students on their financial aid application. The Federal Processor chooses student applications for verification at random through computer edits. If you are selected for verification, you will be sent a letter from NTC requesting additional documentation. Financial aid processing can only continue once you have completed all paperwork, so please submit any requested documents quickly.

ADDITIONAL ASSISTANCE?
Please inform the Financial Aid Office if you are receiving assistance from any of the following sources: Scholarships, Division of Vocational Rehabilitation (DVR), WIA, Veterans Benefits, Workers Compensation or any other assistance for your educational expenses.

WHAT COMES NEXT?
If the student meets the requirements for qualifying for financial aid, then a Financial Aid Award will be offered to the student. When the award is made available, an email will be sent to the students NTC email address and/or a postcard will be mailed to notify the student. The postcard contains instructions for how to view and accept or decline the financial aid award online through the student’s myNTC portal. If a student accepts a loan as part of their award and it will be their first loan while attending NTC, they must complete the online Entrance Counseling and Master Promissory Note before the loan can be processed.

WHEN WILL I RECEIVE MY FINANCIAL AID AWARD?
The financial aid that has been awarded and accepted by the student will disburse approximately 2 weeks after classes start. It will be applied to the student’s NTC Account Statement. If there is any money leftover after the bill is paid, a refund check is mailed to the student. Remember to notify the school of any change in your address and/or phone number. Any amount not covered by the financial aid award is the student’s responsibility.

WILL FINANCIAL AID PAY FOR MY BOOKS?
Students will need to pay for their books and supplies with cash or a credit card if they have not been offered a financial aid award before the start of the semester or if their financial aid award is not enough to cover their tuition and books. Students may charge their books purchased from NTC’s bookstore against their anticipated financial aid award offered to them if, after the student’s tuition & fees are paid, there is enough financial aid left to cover the cost of their books.

WHAT ABOUT MY BILL?
If you have applied for financial aid and your financial aid award has not been made available to you yet, a financial aid deferment will be applied to your bill until your financial aid award is offered to you. (Refer to the previous question, How Do I Qualify for Financial Aid? to make sure that you meet all of the requirements.)

It is your responsibility to read all NTC information that you receive from the Financial Aid Office.

For additional Financial Aid Information, go to www.ntc.edu and click on the Financial Aid link under Top Hits.