



## Apollo Career Center - Adult Education FAFSA Information

NOTE: Attached are two sets of instructions because FAFSA has change significantly from 23-24 to 24-25

***Which FAFSA should you file or do you need to file both??***

***Class start date is AFTER January 1, 2024 but BEFORE July 1, 2024??***

- ***File BOTH 2023-2024 (with 2021 taxes) and a 2024-2025 (with 2022 taxes)***

***Class start date is AFTER July 1, 2024??***

- ***File ONLY 2024-2025 (with 2022 tax info)***



## 2023-2024 FAFSA FORM

(to be completed if you class starts before 7/01/24)

### Apollo Career Center - Adult Education Financial Aid Information

By filing the FAFSA, you are not obligated in any way, but this must be completed to determine financial aid eligibility (Financial Aid is available for most of our programs that are 600+ clock hours).

#### Step 1

Gather items that will assist you in completing the FAFSA, for example: Your social security number, tax returns from 2021, current bank statements, untaxed income (such as workers comp & disability), Child Support paid out or received during Jan-Dec 2021 etc.

#### Step 2

Do you & your Parent (see note below) have a Federal Student Aid (FSA) ID username & password? Please visit <https://studentaid.gov/fsa-id/sign-in/landing> to either create or retrieve your FSA ID (retain your FSA ID in a safe place for future steps).

*Note: If you are under age 24, not married, and not supporting any children, you are considered a Dependent student (whether you live with or receive any support from parents). If this is the case, your Parent will also need to create an FSA ID so that they can complete their part of the FAFSA with their income tax information and sign their name electronically also.*

#### Step 3

Go to: <https://studentaid.gov/h/apply-for-aid/fafsa> and choose Log In, then click "I am the student" then choose "log-in to continue" & log-in with your FSA ID.

#### Step 4

When you get to School Selection screen, please choose Apollo Career Center as your school by entering our federal school code which is **017290**.

#### Step 5 - VERY IMPORTANT!! – INCOME TAX INFORMATION!!

The 2023-2024 FAFSA has an IRS Data tool to pull in your tax information directly from the IRS website. When you get to the Financial Information section you will see a questions asking about whether you completed your tax return, and your filing status; and then it comes up to an option to use the IRS Data Retrieval Tool and click "Proceed to IRS", and you want to click on this, which takes you out to the IRS website where you want to fill in your address that exactly matches your 2021 tax return, and you should be able to pull up your tax data and have the option to transfer it directly into the FAFSA (exception: married filing separately status will not be able to use this tool – if this tool does not work, please follow Step 9 to obtain the IRS Tax Return Transcripts).

### Step 6

Once you have entered your tax and asset information into the FAFSA, you will need to “sign & submit” the FAFSA. With the email address you provided within your FAFSA, the Federal Department of Education will send your Student Aid Report (SAR) by e-mail within 3-5 days. To check the status of your FAFSA: <https://studentaid.gov/h/apply-for-aid/fafsa> or 1-800-433-3243.

### Step 7

If there are any SAR issues that need to be resolved we will contact you and may ask you to schedule an appointment, or you may receive a request for verification from the financial aid office. The verification paperwork will need to be completed before your financial aid can be processed.

### Step 8

Once you have been accepted into the program you have applied to and your Student Aid Report has no unresolved issues, a financial aid package will be prepared for you and you will receive contact by email or phone call from the financial aid department to schedule an appointment to go over your financial aid awards.

### Step 9

**THIS IS A SEPARATE STEP OUTSIDE OF THE FAFSA, BUT IS A REQUIRED DOCUMENT IF YOU COULD NOT USE THE IRS LINK FOR YOUR TAX INFORMATION WITHIN THE FAFSA:**

Student & Parent(s) (for Dependent students) MUST each order a Tax Return Transcript (this is FREE to order) as follows so that you are prepared to provide support of tax information at your Financial Aid appointment;

- To obtain a **2021 IRS Tax Return Transcript**, go online to <https://www.irs.gov/> and click on the “Get Your Tax Record” button, then select “Get Transcript Online”. You may need to create an ID.me login if you do not already have one. Once you have went through the process to login, please access your **2021 Tax Return Transcript** and not the Tax Account Transcript. If you cannot login to access the online transcript; you can choose the alternate “Get Transcript by Mail” button and make sure to use your current address on file with the post office when requesting this to be mailed to you.

**IF YOU NEED ASSISTANCE IN FILING YOUR FAFSA – PLEASE CONTACT THE FINANCIAL AID SPECIALIST TO SCHEDULE AN APPOINTMENT:**

JOY BAEUMEL 419-998-2990

OR

[joy.baeumel@apolloc.org](mailto:joy.baeumel@apolloc.org)

**You are not eligible for financial aid unless you have completed your secondary education. We will require you to provide a copy of your high school diploma or GED for proof.**



**\*\*NEW\*\* 2024-2025 FAFSA® SIMPLIFICATION FORM**  
(to be open for filing 1/01/2024)

## Apollo Career Center - Adult Education Financial Aid Information

By filing the FAFSA®, you are not obligated in any way, but this must be completed to determine financial aid eligibility (Financial Aid is available for most of our programs that are 600+ clock hours).

### Step 1

Gather items that will assist you in completing the FAFSA®, for example: Your social security number, tax return from 2022, current bank statements, untaxed income (such as workers comp & disability), Child Support received during Jan-Dec 2022, etc. Go to <https://studentaid.gov/> to complete the FAFSA® form.

### Step 2

Do you and each of your Contributors (*see Step 3 for who is a Contributor*) have a Federal Student Aid (FSA) ID username & password? Please visit [StudentAid.gov](https://studentaid.gov) to either create or retrieve your individual FSA ID for yourself and also each contributor must have an FSA ID as well.

### Step 3

Determine if you are required to have any *CONTRIBUTORS* to your FAFSA®, and gather the following info from them:

>Name >Date of Birth >Social Security Number >Email Address

Your Contributors will receive an email to “contribute” their information to your FAFSA after you enter their information into your FAFSA.

#### WHO ARE YOUR CONTRIBUTORS?

Under Age 24? (Not married? Not supporting any children? Not in military?) – you are **DEPENDENT**

- Your Parent and their current spouse are your contributors, and they must each contribute to your FAFSA in order to receive Federal Student Aid
- If your Parents are divorced or separated, the parent who provided the most financial support in the last calendar year will complete the FAFSA with you. If that parent has remarried, you must include their current spouse as a contributor as well.
- Even if neither parent provided you support, they are required to provide their information into the FAFSA form for you to receive Federal Student Aid

Age 24 or older? (or under age 24 and meet a condition above to be Indep)– you are **INDEPENDENT**

- Your spouse is your contributor (if married as of the date of filing FAFSA®).
  - If you are married as of the date of filing your FAFSA®, but did not file a joint tax return in 2022, your spouse **MUST** still be a contributor and provide consent and approval to access their tax information.

### Step 4

Your consent and approval is needed to retrieve and disclose federal tax information (FTI). With your consent and approval, tax return information is obtained automatically from the IRS to help you complete the FAFSA® form. If you (or one of your contributors, if required) don’t provide consent and approval, you will not be eligible for federal student aid, including grants and loans. **You must provide consent and approval even if you didn’t file a U.S. federal tax return or any tax return at all.**

### Step 5

You will answer questions regarding gender, race, and ethnicity. Please note that these have no effect on federal student aid eligibility and are included for statistical purposes and data collection only.

### Step 6

Assets questions must be completed, if not applicable, must still enter \$0:

- Enter total cash on hand, plus savings and checking account balances as of day filling out FAFSA®
- Net worth of Investments including real estate (do NOT include the value of the home you live in, and do NOT include retirement investments)
- Net worth of family farms and small businesses are now required to be reported (enter the net worth of the business or for-profit agricultural operations. Net worth is the value of the business or farms minus any debts owed against them).

### Step 7

When you get to School Selection screen, please choose Apollo Career Center as your school by entering our federal school code which is **017290**. Note: You can add up to 20 schools that you are interested in attending for the FAFSA award year, by adding a school, you are allowing their financial aid office to access your information.

### Step 8

Once you have entered all your information, you will need to agree to the terms and “sign” your FAFSA. If you have any required *Contributors*; they will need to complete their contributor section through their email invitation. Once all your Contributors complete and approve consent and sign their portions, your FAFSA will be submitted for processing.

### Step 9

If there are any issues that need to be resolved we will contact you and may ask you to schedule an appointment, or you may receive a request for verification from the financial aid office. The verification paperwork will need to be completed before your financial aid can be processed.

### Step 10

Once you have been accepted into the program you have applied to and your FAFSA has no unresolved issues, a financial aid offer will be prepared for you and you will receive contact by email or phone call from the financial aid department to schedule an appointment to go over your financial aid offer.

### **IF YOU NEED ASSISTANCE IN FILING YOUR FAFSA – PLEASE CONTACT THE FINANCIAL AID SPECIALIST TO SCHEDULE AN APPOINTMENT:**

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**You are not eligible for financial aid unless you have completed your secondary education. We will require you to provide a copy of your high school diploma or GED for proof.**