

**2019-20 School Year/ 2020-21 Free Application
for Federal Student Aid (FAFSA)**

DIY FAFSA Kit for Counselors

**Tools, Resources, and Info for Hosting a FAFSA Completion
Open House**

UtahFutures.org

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Section One

UtahFutures FAFSA Completion Open Houses, FAFSA Scholarships, the FAFSA Data Site, and the FAFSA Cup

Fall-Winter 2019 FAFSA Completion Open Houses

UtahFutures FAFSA Completion Open Houses are free and open to the public. Dates, times, and locations are subject to change without notification. For the most up to date info, visit UtahFutures.org.

| School Name | Date | Beg. Time | End Time |
|------------------------------------|-----------|-----------|----------|
| Northridge High School | 10/1/2019 | 4:00 PM | 6:00 PM |
| Provo High School | 10/1/2019 | 5:00 PM | 8:00 PM |
| Farmington High School | 10/1/2019 | 5:00 PM | 7:00 PM |
| Green Canyon High School | 10/2/2019 | 5:00 PM | 7:00 PM |
| Utah Military Academy (Lehi) | 10/2/2019 | 6:00 PM | 8:00 PM |
| Delta High School | 10/2/2019 | 11:00 AM | 8:00 PM |
| East Hollywood High School | 10/2/2019 | 1:00 PM | 3:30 PM |
| Maple Mountain High School | 10/3/2019 | 5:00 PM | 8:00 PM |
| American Academy of Innovation | 10/3/2019 | 7:00 PM | 8:30 PM |
| Skyline High School | 10/3/2019 | 5:30 PM | 7:30 PM |
| Grantsville High School | 10/7/2019 | 5:00 PM | 8:00 PM |
| Morgan High School | 10/7/2019 | 7:00 PM | 9:00 PM |
| Uintah High School | 10/7/2019 | 3:00 PM | 7:00 PM |
| NUAMES | 10/7/2019 | 5:00 PM | 8:00 PM |
| Sky View High School | 10/7/2019 | 3:30 PM | 6:00 PM |
| Enterprise High School | 10/7/2019 | 5:00 PM | 8:00 PM |
| St. George Academy | 10/7/2019 | 6:00 PM | 8:00 PM |
| Olympus High School | 10/7/2019 | 5:00 PM | 8:00 PM |
| Union High School | 10/8/2019 | 6:00 PM | 8:00 PM |
| Park City High School | 10/8/2019 | 6:00 PM | 8:00 PM |
| Millard High School | 10/8/2019 | 6:00 PM | 8:00 PM |
| Walden School of Liberal Arts | 10/8/2019 | 6:00 PM | 8:00 PM |
| Monticello High School | 10/8/2019 | 5:00 PM | 8:00 PM |
| Itineris Early College High School | 10/8/2019 | 5:00 PM | 8:00 PM |
| American Fork High School | 10/9/2019 | 5:00 PM | 8:00 PM |
| Mountain Crest High School | 10/9/2019 | 4:30 PM | 8:00 PM |
| Hunter High School | 10/9/2019 | 5:00 PM | 7:00 PM |
| Taylorsville High School | 10/9/2019 | 4:00 PM | 7:00 PM |
| Kearns High School | 10/9/2019 | 5:00 PM | 7:30 PM |
| Payson High School | 10/9/2019 | 4:00 PM | 7:00 PM |
| Altamont High School | 10/9/2019 | 5:45 PM | 8:00 PM |
| Woods Cross High School | 10/9/2019 | 5:00 PM | 6:30 PM |
| Ben Lomond High School | 10/9/2019 | 4:00 PM | 6:00 PM |
| Granger High School | 10/9/2019 | 5:00 PM | 8:00 PM |
| Snow Canyon High School | 10/9/2019 | 5:30 PM | 7:00 PM |
| West Jordan High School | 10/9/2019 | 6:00 PM | 8:00 PM |

| School Name | Date | Beg. Time | End Time |
|--------------------------------|-------------|------------------|-----------------|
| Orem High School | 10/9/2019 | 5:00 PM | 8:00 PM |
| Salem Hills High School | 10/10/2019 | 3:00 PM | 8:00 PM |
| Bonneville High School | 10/10/2019 | 4:30 PM | 6:30 PM |
| Weber Innovation High School | 10/10/2019 | 6:00 PM | 8:00 PM |
| Logan High School | 10/10/2019 | 6:00 PM | 8:00 PM |
| Roy High School | 10/10/2019 | 5:30 PM | 8:00 PM |
| Alta High School | 10/10/2019 | 5:00 PM | 8:30 PM |
| Highland High School | 10/10/2019 | 4:00PM | 7:00PM |
| Judge Memorial High School | 10/10/2019 | 5:00 PM | 7:00 PM |
| Herriman High School | 10/10/2019 | 5:00 PM | 8:00 PM |
| Water Canyon High School | 10/10/2019 | 2:30 PM | 5:00 PM |
| Carbon High School | 10/14/2019 | 5:00 PM | 9:00 PM |
| Kanab High School | 10/14/2019 | 6:00 PM | 7:00 PM |
| Wayne High School | 10/14/2019 | 5:00 PM | 7:00 PM |
| Wasatch High School | 10/15/2019 | 4:00 PM | 7:00 PM |
| Capstone Classical Academy | 10/15/2019 | 6:00 PM | 8:00 PM |
| West High School | 10/16/2019 | 5:00 PM | 8:00 PM |
| Utah Millitary Academy (Ogden) | 10/16/2019 | 5:30 PM | 7:30 PM |
| Copper Hills High School | 10/17/2019 | 5:00 PM | 8:00 PM |
| Herriman High School | 10/17/2019 | 5:00 PM | 8:00 PM |
| Bear River High School | 10/21/2019 | 5:30 PM | 7:30 PM |
| South Summit High School | 10/21/2019 | 6:00 PM | 8:00 PM |
| Bountiful High School | 10/22/2019 | 5:00 PM | 7:00 PM |
| Career Path High | 10/22/2019 | 5:00 PM | 7:00 PM |
| Venture Academy | 10/22/2019 | 6:00 PM | 8:00 PM |
| East High School | 10/22/2019 | 3:00 PM | 6:00 PM |
| Spanish Fork High School | 10/23/2019 | 6:00 PM | 7:30 PM |
| Syracuse High School | 10/23/2019 | 4:00 PM | 7:00 PM |
| Mountain View High School | 10/23/2019 | 5:00 PM | 8:00 PM |
| Desert Hills High School | 10/23/2019 | 5:30 PM | 8:00 PM |
| Brighton High School | 10/23/2019 | 6:00 PM | 8:00 PM |
| Canyon View High School | 10/23/2019 | 6:00 PM | 8:30 PM |
| Grand County High School | 10/23/2019 | 6:00 PM | 8:00 PM |
| Ridgeline High School | 10/24/2019 | 5:00 PM | 7:00 PM |
| Paradigm High School | 10/24/2019 | 5:00 PM | 7:00 PM |
| Terra Academy | 10/24/2019 | 6:00 PM | 8:00 PM |
| Crimson Cliffs High School | 10/24/2019 | 5:30 PM | 8:00 PM |
| East Hollywood High School | 10/24/2019 | 3:30 PM | 6:30 PM |
| Gunnison Valley High | 10/24/2019 | 6:00 PM | 8:00 PM |
| San Juan High School | 10/24/2019 | 6:00 PM | 8:00 PM |

| School Name | Date | Beg. Time | End Time |
|---|-------------|----------------------|-----------------|
| Hillcrest High School | 10/24/2019 | 4:00 PM | 6:00 PM |
| Academy for Math, Engineering, and Science | 10/25/2019 | 1:00 PM | 2:30 PM |
| Box Elder High School | 10/28/2019 | 4:45 PM | 8:00 PM |
| Salt Lake School for the Performing Arts | 10/28/2019 | 3:00 PM | 6:00 PM |
| Lone Peak High | 10/29/2019 | 5:00 PM | 7:30 PM |
| Tooele High School | 10/29/2019 | 7:00 PM | 9:00 PM |
| American Preparatory Academy WV2 | 10/29/2019 | 6:00 PM | 8:00 PM |
| Corner Canyon High School | 10/29/2019 | 6:00 PM | 9:00 PM |
| Pine View High School | 10/29/2019 | 6:00 PM | 8:00 PM |
| Cottonwood High School | 10/30/2019 | 4:00 PM | 8:00 PM |
| Providence Hall High School | 10/30/2019 | 6:00 PM | 8:00 PM |
| Success Academy | 10/30/2019 | 6:00 PM | 8:00 PM |
| Springville High School | 11/5/2019 | 4:00 PM | 8:00 PM |
| Fremont High School | 11/5/2019 | 5:00 PM | 8:00 PM |
| Riverton High School | 11/5/2019 | 5:30 PM | 8:30 PM |
| Green River High School | 11/5/2019 | 5:30 PM | 7:30 PM |
| Bingham High School | 11/5/2019 | 6:00 PM | 8:00 PM |
| Timpview High School | 11/6/2019 | 5:00 PM | 8:00 PM |
| Cyprus High School | 11/6/2019 | 4:00 PM | 7:00 PM |
| Parowan High School | 11/6/2019 | 6:00 PM | 8:00 PM |
| Jordan High School | 11/6/2019 | 6:00 PM | 8:00 PM |
| North Sevier High School | 11/6/2019 | 6:00 PM | 8:00 PM |
| Hurricane High School | 11/6/2019 | 3:30 PM | 5:30 PM |
| Mountain Ridge High School | 11/7/2019 | 4:45 PM | 7:00 PM |
| Summit Academy High School | 11/7/2019 | 6:00 PM | 8:00 PM |
| Diamond Ridge High School | 11/7/2019 | 5:45 PM | 8:00 PM |
| Rockwell Charter High School | 11/7/2019 | 6:00 PM | 8:00 PM |
| Pleasant Grove High School | 11/13/2019 | 5:30 PM | 7:30 PM |
| Ogden High School | 11/13/2019 | 4:30 PM | 6:30 PM |
| Weber High School | 11/13/2019 | 5:00 PM | 7:00 PM |
| Dixie High School | 11/13/2019 | 6:00 PM | 8:00 PM |
| InTech Collegiate High School | 11/14/2019 | 6:30 PM | 8:00 PM |
| Skyridge High School | 11/14/2019 | 6:00 PM | 8:00 PM |
| Dugway High School | 11/15/2019 | 8:00 AM | 12:00 PM |
| Stansbury High School | 11/18/2019 | 6:00 PM | 8:00 PM |
| Cottonwood High School | 11/20/2019 | 4:00 PM | 8:00 PM |
| Richfield High School | 11/20/2019 | 5:00 PM | 7:00 PM |

| School Name | Date | Beg. Time | End Time |
|---------------------------|-------------|----------------------|-----------------|
| Timpanogos High School | 11/20/2019 | 6:30 PM | 8:00 PM |
| Cedar Valley High School | 11/20/2019 | 4:00 PM | 8:00 PM |
| Whitehorse High School | 11/20/2019 | 3:00 PM | 7:00 PM |
| Westlake High School | 11/20/2019 | 3:00 PM | 8:00 PM |
| Manti High School | 11/21/2019 | 5:30 PM | 8:00 PM |
| Cedar High School | 12/2/2019 | 6:00 PM | 7:00 PM |
| Layton High School | 12/2/19 | 5:00 PM | 7:00 PM |
| Clearfield High School | 12/2/2019 | 5:00 PM | 7:00 PM |
| Viewmont High School | 12/2/2019 | 3:00 PM | 6:00 PM |
| Roots Charter High School | 1/29/2020 | 6:00 PM | 8:00 PM |
| Valley High School | 2/13/2020 | 3:00 PM | 6:00 PM |

UtahFutures FAFSA Scholarships

We award \$3,000 in FAFSA Scholarships to Utah high school students each year!

Six individual awards of \$500 are available to Utah high school seniors who:

- Attend a UtahFutures FAFSA Completion Open House (calendar at [UtahFutures.org](https://utahfutures.org))
- Complete a survey/scholarship application at the event,
- and submit their 2020-21 FAFSA

More information at [UtahFutures.org](https://utahfutures.org)

FAFSA Data Site

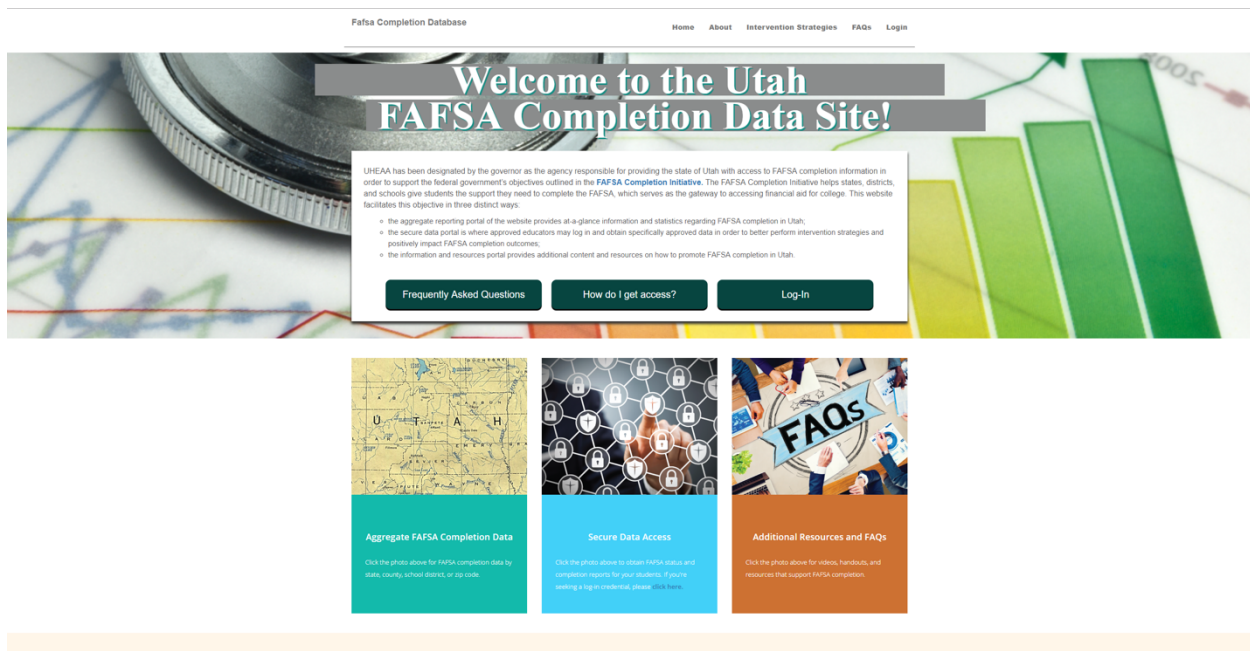
Keep track of your students who have (and have not) filed

What does the Utah FAFSA Data Site do?

The Utah FAFSA Data Site allows a designated FAFSA Data Steward at each school to see a list of students who have completed the FAFSA and whether they have been selected for verification. This is a great tool for FAFSA interventions!

How do I get my school set up on the FAFSA Data site?

Contact your Outreach representative (Katie or Jacob) for more information and/or help setting up a Data Steward for your high school. Contact info is at the bottom of the page in the footer.



The FAFSA Cup

An inter-school FAFSA Completion Tournament and a chance for your counseling office to win a \$750 professional development grant!

What is the FAFSA Cup?

Part of Utah's efforts to boost our state's FAFSA completion numbers through a little bit of friendly competition! The FAFSA Cup is a chance for the counseling/advising team at your school to win a \$750 Professional Development Grant, plus lunch at a restaurant of your choosing!

How can your school win the FAFSA Cup?

See UtahFutures.org for complete details.

When is the deadline to apply for the FAFSA Cup?

The contest will open on October 1, 2019 and close on April 15, 2020. Applications must be submitted by 11:59 pm MT on April 15, 2020 to be considered.

Who can apply for the FAFSA Cup?

Any public Utah high school.

Questions?

Ask us – our contact information is below.

Class of 2019 FAFSA Cup Winners:

Our winner was the Cottonwood High School Counseling Department.

Our runner-up was the Granger High School Counseling Department.

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Section Two

Hosting Your FAFSA Event

Hosting Your Own FAFSA Completion Open House

Up to four months prior...

- ☐ Confirm FAFSA Completion Open House with UHEAA
- ☐ Sign MOU electronically
- ☐ Reserve computer lab
- ☐ List event on all internal and external school calendars

One month prior...

- ☐ Post notice of event on all public-facing school websites AND calendars
- ☐ Post notice of event on district website and calendar
- ☐ Hang up flyers around your school
- ☐ If possible, ask teachers to hang up flyers in classrooms
- ☐ If possible, coordinate with teachers to offer extra credit points for attending the event
- ☐ If possible, arrange for make-up citizenship points for attending the event
- ☐ Confirm that the technology is available for the event:

___ computers

___ guest logins for parents attending w/out students

___ access to the following websites is enabled from student and guest logins:

- fafsa.gov
- fsaid.ed.gov
- irs.gov
- studentaid.gov
- surveymonkey.com
- utahfutures.org
- and personal email sites (for FSA ID access)

- ☐ Confirm that there is no scheduled I.T. maintenance (for the school AND district) on the night of the event
- ☐ Include notice of the FAFSA scholarship on your school's scholarship board/newsletter/website
- ☐ If possible, coordinate with the school's student council/SBOs to help with advertising and assisting at the event (e.g., ushering people in, distributing materials, posting signage, etc.)

Three weeks prior...

- ☐ Advertise the event through your school's Student Information System and school email accounts
- ☐ Include the event in any newsletters or communication to parents
- ☐ Send one email, text message, or phone call to parents about the event
- ☐ Coordinate to ensure that at least one counselor, access adviser, or other educator who has attended a FAFSA Boot Camp will be present at the event, for the duration of the event

One week prior...

- ☐ Send one more email/text/phone call to parents about the event and include the list of “What You Need to File the FAFSA”
- ☐ Make posts about the event on your school or district social media
- ☐ If possible, remind teachers about the event and coordinate extra credit opportunities
- ☐ Include the event in your school announcements during the school day
- ☐ Confirm that student council/SBOs to help with advertising and assisting at the event (e.g., ushering people in, distributing materials, ensuring signs are posted, etc.)
- ☐ Include video in school announcements every day
- ☐ Post the event to school’s electronic or static marquee
- ☐ Confirm that the entrances to the school and computer lab will be unlocked
- ☐ Send one more email, text message, or phone call to parents about the event
- ☐ Make another post on school or district social media about the event
- ☐ Confirm that the lab will be available one hour prior to the beginning of the event for set up (e.g., other classes, adult ed, any scheduled maintenance will be over by 5:00 pm)

Day before...

- ☐ Confirm the lab will be ready for setup one hour prior to the beginning of the event
- ☐ Confirm the technology is available and working (computers, guest logins, internet access, printer access, etc.)
- ☐ Confirm that at least one counselor, access adviser, or other educator will be present at the event, for the duration of the event
- ☐ Advertise the event through your school's Student Information System and school email accounts

Day of the event..

- ☐ Be at the school at least one hour prior to the event to ensure doors are unlocked and computer lab is accessible
- ☐ Post clear signs through school directing people to the computer lab
- ☐ Ensure that front doors to school are unlocked so students/parents can get in

Common FAFSA Night Issues and How to Handle Them

We've listed some common issues from our experience holding FAFSA Completion Open Houses around the state. We hope they don't all happen to you in one night, but just in case, here's a list to help you prepare.

You can expect...

Sensitive situations: With the combination of college stress, financial information, possible undocumented parents/students, and other such sensitive issues, sometimes people get emotional. Be ready to handle some potentially sensitive situations.

Tips for Handling Sensitive Situations:

- As a best practice, have a separate room available to consult families one on one if needed.
- Pay attention to the tone and volume of your voice when talking with families about sensitive situations.
- Always ask permission before touching, viewing, or asking for details about any personal information.

FSA ID problems: mismatches in personal identification data are the biggest culprit for FSA ID issues. The student needs to create their own, and the parent needs to create their own FSA ID. It's important the SSN, name, and date of birth are exactly the same on the FSA ID and on the FAFSA! Be sure to use a permanent email address and register your mobile phone for password recovery.

Computer problems: It might be a good idea to have someone from your IT department on-site or on call.

Unprepared people: Someone brought in the wrong taxes, didn't bring in taxes, doesn't know their Social Security Number, doesn't have certain financial documentation, and/or doesn't have their parental information.

People using the wrong website: If you see that a student is using any website other than FAFSA.gov, make sure you stop them as soon as you catch it and have them file at the correct website (fafsa.gov).

People filing for the wrong application year: If a student is starting college in fall 2019, they will need to complete the 2019-20 FAFSA. However, if a student wants to attend college during the summer 2019, they will need fill out the 2018-19 FAFSA (for summer aid) and the 2019-20 FAFSA (for the entire 2019-20 academic year).

Misinformation: A lot of people are eager to help at a FAFSA Completion Open House, but are not properly trained to do so. Keep your ears open for incorrect advice being given to parents and students. If you're unsure don't feel afraid to ask financial aid/StepUp representatives for clarification.

Sophomores and Juniors: The FAFSA is for students who will be attending college (NOT AP classes or concurrent enrollment) within the next financial aid year. You can use our Paying for College Night "You CAN Pay For College" video at YouTube.com/utahfutures or have sophomores and juniors who come to the event go through the FAFSA4caster (on FAFSA.gov).

Promoting Your FAFSA Completion Open House

Use the customizable 8.5 x 11" flyer on the next page to hang around your school and in communities. You can open and edit this file with a PDF editor if you do not wish to hand-write in your school's event.

We encourage you to use your school's student communication resources in order to achieve maximum attendance at your event. We have put together some sample messages that you can use to promote at your school using auto-dialers, email, text messages, and more.

Phone: Seniors and parents/guardians of seniors, _____ High School is hosting a FAFSA Completion Open House for you to get expert help completing your Free Application for Federal Student Aid. Please join us on [date] from [start time] to [end time] and you'll be eligible to apply for a FAFSA Completion Open House Scholarship through UtahFutures. More details on the scholarship can be found at UtahFutures.org. We'd love to see you there!

Email: Seniors and parents/guardians of seniors, _____ High School is hosting a FAFSA Completion Open House for you to get expert help completing your Free Application for Federal Student Aid. Please join us on [date] from [start time] to [end time] and you'll be eligible to apply for a FAFSA Completion Open House Scholarship through UtahFutures. More details on the scholarship can be found at UtahFutures.org. We'd love to see you there!

Text Message: Filing the FAFSA is an important part of your senior year. Get free expert help at _____ High School's FAFSA Completion Open House this [date] from [start time] to [end time].

Twitter: Seniors! Need help with your FAFSA? Get free, expert help at your school anytime between [start time] and [end time] on [date] in [room number].

Facebook: Seniors! Filing the FAFSA is an important part of preparing for college. Get free, expert help at _____'s FAFSA Completion Open House anytime between [start time] and [end time] on [date] in [room number].

Student Information System: Seniors! Our school's free FAFSA Completion Open House is tomorrow! Filing the FAFSA is an important step in your senior year. Get free, expert help from [start time] to end [time] on [date] in [room number].

NEED MONEY FOR COLLEGE?



WE'LL HELP YOU FILE YOUR FAFSA!

FAFSA = FREE APPLICATION FOR FEDERAL STUDENT AID

THE FAFSA. IT'S WHAT YOU FILL OUT IN ORDER TO APPLY FOR COLLEGE MONEY
LIKE GRANTS, WORK-STUDY, AND FEDERAL STUDENT LOANS

GET FREE HELP WITH YOUR FAFSA FROM FINANCIAL AID EXPERTS AT OUR
SCHOOL'S FAFSA OPEN HOUSE.

**\$3,000 in scholarships is up for grabs for those who attend.
See more info and all events at UtahFutures.org**

Section Three

Handouts for Students and Parents

Why Should I File the FAFSA?

It's the only way to apply for ALL federal and most states' financial aid.

This includes Pell grants, work-study programs, federal student loans, and grant programs you might have never heard about.

Even if you have a full ride scholarship or savings to help pay for college, filing the FAFSA is a good backup plan to cover unexpected expenses. Many scholarships including the Regents' Scholarship require you to file the FAFSA as part of the application process.

You never know what financial aid you might end up getting!

Many students file the FAFSA and are surprised to find they qualify for a grant, work-study, or a need-based scholarship.

It doesn't take as long as you think.

Usually less than 60 minutes from start to finish!

It's not as difficult as you think.

You can access the FAFSA online or through the "myStudentAid" Mobile App. Both of these provide "tooltips" in every section, as well as online chat, phone help, and a frequently asked questions section. You can also come to a UtahFutures FAFSA Completion Open House or ask your school counselor for help. Don't hesitate to contact the financial aid office at the college or university you want to attend to ask for school-specific financial aid information.

You aren't required to accept loans.

The FAFSA is just an application.

There's no reason not to file the FAFSA every year you're in college... It's FREE!



How to Create Your FSA ID

Please read these bullet points before creating your FSA ID:

- In order to fill out and submit the FAFSA, you need a FSA ID, which is a username and password that you create.
- You are the only person who should create your FSA ID. This is true for both the student and parent(s).
- Since you will use this FSA ID in the years to come, use a permanent email address (not your school email address).
- If you are considered a dependent student, one of your parents will have to provide some info on the FAFSA and sign it as well.
- Any parent who wants to be the one to electronically sign your FAFSA will need to create his or her own FSA ID.
- Be sure to register your mobile phone for password recovery.

How do I get an FSA ID?

Go to fsaid.ed.gov with...

- your Social Security Number (you must have an SSN to get an FSA ID)
- your full name (must match your Social Security card)
- your date of birth

Although you're not required to provide your e-mail address when you set up your FSA ID, it'll make retrieving your username and password easier if you forget them. Just make sure you use a permanent email address and DO NOT use the same e-mail address as someone else (your parent, for instance). Each e-mail address can be associated with only one FSA ID.

If you do experience issues, select "Forgot Password" or call FSA at 1-800-4-FED-AID.

In addition to signing the FAFSA, you can use your FSA ID to do things like:

- import your tax information into your FAFSA from the Internal Revenue Service,
- view and print an online copy of your Student Aid Report (SAR), and
- sign your master promissory note (for student loan acceptance).

Creating an FSA ID is simple and only takes a few minutes. To save time when you and your parent are filling out the FAFSA, create your own FSA ID before you begin the application. For more information, visit fsaid.ed.gov.

Deferment and the FAFSA

Some students defer college to complete a humanitarian, religious, or military service after high school. If you do not plan to start college immediately after high school graduation...

What we recommend:

File the FAFSA the fall of your senior year of high school even if you are planning to go on a mission right after you graduate.

Why we recommend it:

Filing your FAFSA as a senior makes the renewal process much easier when you come home from your mission.

If you have time to fit a semester of college in before you leave for your mission, you may be eligible for financial aid.

If your plans change suddenly (for example, due to an unexpected injury) you will be ready to attend college.

Because of the important role the FAFSA can play in some scholarships (especially the Regents' Scholarship, you should file early in order to be considered for those awards. You may be able to defer your scholarships.

UtahFutures.org

DIY FAFSA Kit: Online Resources

Official FAFSA Mobile App: Search for “myStudentAid” in the app store

Official FAFSA Website: fafsa.gov

There are many helpful resources on the official FAFSA website. Click the “help” icon near the top of the homepage for access to live chat, frequently asked questions, FAFSA phone agents, and e-mail assistance.

\$3,000 in UtahFutures FAFSA Scholarships!

Application, information, and details can be found at UtahFutures.org. Students will only be able to eligible for this scholarship if they attend your FAFSA Completion Open House or an official UtahFutures FAFSA Completion Open House.

StepUp FAFSA Completion Open House Calendar:

See UtahFutures.org

Ask us questions on the @UtahFutures Facebook, Instagram, or Twitter account.

Watch financial aid, FAFSA, and scholarship videos on the UtahFutures YouTube channel.

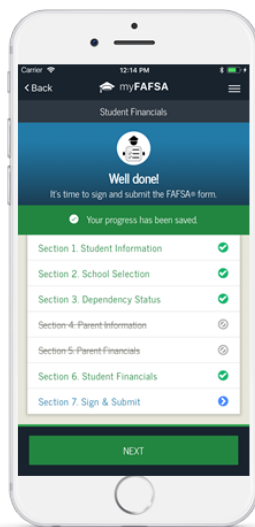
Official Twitter feed of the Dept. of Education – Federal Student Aid:

Follow @FAFSA

Attend a #AskFAFSA chat on Twitter to have your FAFSA questions answered by the Dept. of Education Federal Student Aid staff members.

Official website and Facebook page for Federal Student Aid:

StudentAid.ed.gov, Facebook.com/FederalStudentAid



What You'll Need to Complete the FAFSA

To complete the 2020-2021 FAFSA, you will need this info:

- Student's and parent(s)' Social Security card, alien registration or permanent resident card
- Student's driver's license (if the student has one)
- Student's and parent(s)' 2018 W-2 forms and other records of taxed income*
- Student's and parent(s)' 2018 Federal Income Tax Return**
- Student's and parent(s)' current bank statements
- Student's and parent(s)' 2018 untaxed income records
- Student's and parent(s)' current business & investment, property mortgage information, business and farm, stock, bond and other investment records.***

** If you were gainfully employed.*

*** If you filed an income tax return. IRS 1040 (including any schedules, such as "Schedule 1"), Foreign Tax Return, or Tax Return from Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federated State of Micronesia, or Palau.*

****Stocks, bonds, and other investments designated for retirement (such as those found in a 401(k) or IRA) are not reported on the FAFSA. The value of businesses with fewer than 100 FTE employees is also not reported on the FAFSA.*

KEEP THESE RECORDS! You may need them again. Do NOT mail your records to Federal Student Aid.

Completing the FAFSA: Order of Operations

STEP ONE:

Gather required paperwork and create both parent and student FSA IDs at [FSAid.ed.gov](https://fsaid.ed.gov)

STEP TWO:

The FAFSA is available on October 1. File at [FAFSA.gov](https://fafsa.gov) or using the myStudentAid Mobile App and use IRS Data Retrieval*

STEP THREE:

FAFSA sends info to colleges you selected on your application

STEP FOUR:

Colleges will contact you (through your student account) for any extra info needed

STEP FIVE:

Colleges will send you award letters/email notifications

STEP SIX:

Decide what aid you want to accept

STEP SEVEN:

Notify your college of your aid acceptance decision

**When using the IRS Data Retrieval Tool, your personal information will not be displayed for all to see - you will see "Imported from IRS" in any fields that have been retrieved from the IRS.*

Do's and Don'ts : Common FAFSA Mistakes

DON'T leave blank fields:

Enter a '0' or 'not applicable' instead of leaving it blank. Too many blanks may cause miscalculations and an application rejection.

DON'T create an FSA ID for anyone but yourself!

Parents and students must create their own individual FSA IDs.

DON'T include the value of your primary home or vehicles, value of family farm, or retirement accounts as assets.

DO use the right primary identifiers:

Double check your Social Security Number and Driver's License Number and have someone else check them too. Triple check to be sure. If your parents do not have Social Security Numbers, list 000-00-0000. Do not make up a number or include a Taxpayer ID Number (TIN).

DO Enter YOUR CORRECT address.

Use your permanent home address! Do not list a temporary campus or summer address as your permanent address.

DO use your FULL legal name.

Your name must be listed on your FAFSA as it appears on your Social Security Card - make sure you double check instead of assuming you know for sure what is on your card. Entering nicknames or other variations on your name will cause processing delays.

DO count yourself as a student:

The student completing the FAFSA must count himself or herself as a member of the household attending college during the award year.

DO register with the Selective Service:

If your birth certificates lists you as "male" and you are currently 18-25 years old, you must register with Selective Service. Failure to do so will make you ineligible for federal student aid.

Dependency: Am I a Dependent Student?

If you can answer "Yes" to any of the questions below, you are considered an independent student and you won't need your parents' financial information to complete your 2020-2021 FAFSA.

Otherwise, you are considered a dependent student and you will need your parents' financial info to complete your FAFSA. If the FAFSA determines that you are dependent but special circumstances may dictate otherwise, speak with the financial aid office at your college as soon as possible. Your college may review your dependency status through professional judgment.

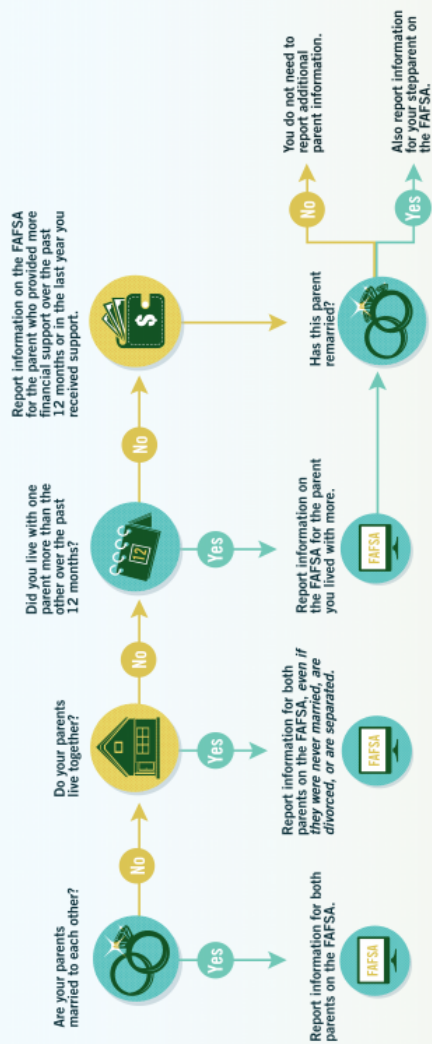
- ☐ Were you born before January 1, 1997?
 - ☐ YES
 - ☐ NO
- ☐ As of today, are you married? (Also answer "Yes" if you are separated but not divorced)
 - ☐ YES
 - ☐ NO
- ☐ At the beginning of the 2020-21 school year, will you be working on a master's or a doctorate degree program (such as M.B.A., M.A., J.D., Ph.D., Ed.D., graduate certificate, etc.)?
 - ☐ YES
 - ☐ NO
- ☐ Are you currently serving on active duty in the U.S. armed forces for purposes other than training?
 - ☐ YES
 - ☐ NO
- ☐ Are you a veteran of the U.S. armed forces?
 - ☐ YES
 - ☐ NO
- ☐ Do you now have or will you have children who will receive more than half of their support from you between July 1, 2020 and June 30, 2021?
 - ☐ YES
 - ☐ NO
- ☐ Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2021?
 - ☐ YES
 - ☐ NO
- ☐ At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
 - ☐ YES
 - ☐ NO
- ☐ As determined by a court in your legal state of residence, are you or were you an emancipated minor?
 - ☐ YES
 - ☐ NO

- ☐ Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
 - ☐ YES
 - ☐ NO
- ☐ At any time after July 1, 2020, were you determined to be an unaccompanied youth who was homeless or were self supporting and at risk of being homeless, as determined by (a) your high school or district homeless liaison, (b) the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, or (c) the director of a runaway or homeless youth basic center or transitional living program?
 - ☐ YES
 - ☐ NO

WHO'S MY PARENT WHEN I FILL OUT MY FAFSA?

Dependent students are required to report parent information on the *Free Application for Federal Student Aid (FAFSA)*. For reporting purposes, "PARENT" means your legal (biological or adoptive) parent or supparent, or a person that the state has determined to be your legal parent.

Use this guide to figure out which parent's information to include (depending on your family situation).



The following people are not your parents unless they have legally adopted you:



Federal Student Aid
An Office of the U.S. Department of Education

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the AMERICAN MIND®

If you're not sure whom to report as a parent, you can visit StudentAid.gov/fafsa/filing-out/parent-info or call 800-4-FED-AID (800-433-3243).
If you're not sure whether you are a dependent student, go to StudentAid.gov/fafsa/filing-out/dependency

Glossary: Decoding the FAFSA

myStudentAid: The official mobile app provided my Federal Student Aid. Download to your mobile phone from the android or iOS app store.

Confirmation Number: The number you get when you finish your FAFSA that confirms your FAFSA submission was successful. You may need it if you have to call later with questions.

Dependent/Independent Student: Determined by criteria set by the Department of Education. Dependent students need parental financial information in order to complete the FAFSA. Dependency is not determined by whether or not the student lives with parent(s), if parents claim the student on their taxes, or whether parents are contributing to the student's educational expenses.

EFC - Expected Family Contribution: This is an index number that represents the amount you and your family are expected to put towards your education which can be cash, housing, food, transportation, or supplies/books. Again, this is only an index number, not the dollar amount you or your family are expected to contribute.

FAFSA: Free Application for Federal Student Aid: An application for federal and most state grants, work-study aid, and student loans. Filing a FAFSA does not obligate you to accept any aid.

Federal School Code: This tells the FAFSA where it should send your financial information for processing. You will be able to search during the FAFSA process for the federal school codes of colleges where you are interested in attending. You can choose to send your information to up to 10 schools on the FAFSA.

IRS Data Retrieval Tool (IRS DRT): A tool that allows you to import tax data from the IRS rather than typing it in by hand in each field. Students who use this tool will speed up the aid process by avoiding tax verification.

FSA ID: Both you and one parent will need to have your own Federal Student Aid IDs to sign the FAFSA electronically and to use the IRS Data Retrieval tool.

Student Aid Report (SAR): This is a summary of your FAFSA application and tells you what types of federal aid you may be eligible for.

Selective Service: If your gender is listed as "male" on your birth certificate and you are between ages 18 and 25, you are required to register with the Selective Service before receiving federal student aid. You can select "Register Me" and you will be registered.

Verification: During verification, the college financial aid administrator may ask you to supply copies of documentation such as income tax returns, tax transcript, W-2 statements and 1099 forms, to verify the data that was submitted on the FAFSA.

Professional Judgement: Professional Judgment refers to the authority of a school's financial aid administrator to make adjustments to the data elements on the FAFSA and to override a student's dependency status. The school does not have the authority to change the need analysis formula itself or to make direct adjustments to the EFC. Instead, the school may make adjustments to the inputs to the formula. The changes to the inputs are dictated by the impact of the special circumstances on the family's income and assets. The standard formula is then applied to the new data elements, yielding a new EFC figure.

Students in Unique Situations:

**Tips and Resources for Completing the 2019–20 Free
Application for Federal Student Aid (FAFSA)**



Students in Unique Situations: Tips for Completing the 2020-21 Free Application for Federal Student Aid (FAFSA®)



Questions on the 2020-21 FAFSA that may cause difficulty for students in unique situations, such as wards of the court or foster youth, are listed below. **Question and Step numbers** refer to the paper FAFSA. Please note that some questions on the paper FAFSA do not appear on the FOTW Worksheet. Answering yes to any question in Step Three on the FAFSA means that you will be treated as an independent student and will not need to provide parental information on the FAFSA.

Question #44i Step 2

Money paid on my behalf

Q: I am a single mom with one child and will get free day care for my child (from a grandmother, aunt, or free day care center) while I go to college. Does the value of this free childcare have to be reported on the FAFSA?

A: No, this service is not income and the information is not collected on the FAFSA. However, note that you need to let the financial aid administrator at your college know that you are receiving free dependent care; an allowance for dependent care may not be added to your cost of attendance because it is not an expense you are incurring.

Question #50 Step 3

“Do you now have or will you have children who will receive more than half of their support from you between July 1, 2020 and June 30, 2021?”

Q: I have a child who will be living with me and I will receive assistance from the Temporary Assistance for Needy Families (TANF) program. Do I answer “Yes” to Question #50? Are TANF or welfare benefits considered to be like earned income?

A: TANF benefits count as support that you provide to your child. It is not earned income and it is not reported on the FAFSA. You should answer “Yes” to Question #50, as long as you provide more than half of the child’s support.

Question #52 Step 3

“At any time since you turned age 13, were both of your parents deceased, were you in foster care or were you a dependent or ward of the court?”

Q: I am a ward of the court who graduated from high school and then went to live with my mother for two months. Did I lose my independent status?

A: A student is considered independent if he or she is a ward of the court, or was a ward of the court, at any time when the individual was age 13 or older. If your ward of the court status changed before you reached age 13, you may be considered dependent on your parent. You should talk about your situation with the financial aid administrator at your college who will help you determine your correct dependency status.

Question #52 Step 3

“At any time since you turned age 13, were both of your parents deceased, were you in foster care or were you a dependent or ward of the court?”

Q: I am a dependent child of the court of my county. Is this the same as a “ward” of the court?

A: The term “ward” is used to mean “dependent” of the court. You are a ward of the court (regardless of whether this status is determined by the county or state) if the court has assumed custody of you. You should have court ordered documents that designate you a ward of the court.

Question #52 Step 3

“At any time since you turned age 13, were both of your parents deceased, were you in foster care or were you a dependent or ward of the court?”

Q: I am no longer under the court because my foster parents took legal guardianship of me a few years ago. However, my foster parents do not support me with their own financial resources. They still get a foster care check each month for me. How do I answer Question #52?

A: If you were in foster care at any time when you were 13 or older, answer “Yes” to Question #52. If you are in a legal guardianship, answer “Yes” to Question #54.

Note: Neither legal guardians nor foster parents are considered parents when completing the FAFSA. This means you do not list their income and household size information on your FAFSA.

Question #52 Step 3

“At any time since you turned age 13, were both of your parents deceased, were you in foster care or were you a dependent or ward of the court?”

Q: I turned 18 and graduated, so my court case was closed. My college is saying I am no longer an independent student because I am no longer a ward of the court. Am I considered dependent or independent?

A: You are considered independent if you were a ward of the court, **at any time**, when you were age 13 or older. This means you should check “Yes” to Question #52, if you were a ward of the court when you were age 13 or older.

Question #53 Step 3

“As determined by a court in your state of legal residence, are you or were you an emancipated minor?”

Q: I was emancipated at age 15 and lived with my aunt and uncle during my last semester of high school. How should I complete the FAFSA?

A: If you have a copy of a court order stating you are an emancipated minor, answer “Yes” to Question #53 and complete the FAFSA as an independent student. The court must be located in your state of legal residence. If the court order is no longer in effect and you have not reached the age of majority for your state of legal residence, answer “No” to Question #53. Complete the FAFSA as a dependent student if you answer “No” to the remaining questions on the paper FAFSA.

Question #53 Step 3

“As determined by a court in your state of legal residence, are you or were you in legal guardianship?”

Q: My grandparents are my court-appointed, legal guardians. They have provided support for me all my life. How do I complete the FAFSA?

A: If you have a copy of a court order stating you are in a legal guardianship, answer “Yes” to Question #53 and complete the FAFSA as an independent student. The court must be located in your state of legal residence. If the court order is no longer in effect and you have not reached the age of majority for your state of legal residence, answer “No” to Question #53. Complete the FAFSA as a dependent student if you answer “No” to the remaining questions on the paper FAFSA.

Question #55 Step 3

“At any time on or after July 1, 2019, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?”

Q: I became homeless during my senior year in high school. Am I considered an independent student?

A: You are considered an independent student if you received a determination any time on or after July 1, 2019, that you were an unaccompanied youth who was homeless. The financial aid administrator at your college may require you to provide a copy of the determination or other documentation.

If you are not sure you have a determination, but you believe you are an unaccompanied youth who is homeless or are an unaccompanied youth providing your own living expenses who is at risk of being homeless, contact your high school’s homeless liaison for assistance. Contact your college’s financial aid office for assistance if your high school’s homeless liaison did not make a determination.

“Youth” means that you are 21 years of age or less or are still enrolled in high school as of the day you sign the FAFSA.

“Unaccompanied” means you are not living in the physical custody of a parent or guardian.

“Homeless” means lacking fixed, regular, and adequate housing, including living in shelters, motels, cars, and temporarily with other people because you have nowhere else to go.

Question #56 Step 3

“At any time on or after July 1, 2019, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?”

Q: I lived in an emergency shelter last year. How do I complete the FAFSA?

A: Answer “Yes” to Question #56 if you received a determination any time on or after July 1, 2019, that you were an unaccompanied youth who was homeless. The financial aid administrator at your college may require you to provide a copy of the determination or other documentation.

If you are not sure you have a determination, but you believe you are an unaccompanied youth who is homeless or are an unaccompanied youth providing your own living expenses who is at risk of being homeless, contact the director of the emergency shelter for assistance. Contact your college’s financial aid office for assistance if the shelter director did not make a determination.

“Youth” means that you are 21 years of age or less or are still enrolled in high school as of the day you sign the FAFSA.

“Unaccompanied” means you are not living in the physical custody of a parent or guardian.

“Homeless” means lacking fixed, regular, and adequate housing, including living in shelters, motels, cars, and temporarily with other people because you have nowhere else to go.

Question #57 Step 3

“At any time on or after July 1, 2019, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?”

Q: My mom died a few years ago and I have no contact with my dad. I am in a transitional living program. How do I complete the FAFSA? Am I an independent student?

A: Answer “Yes” to Question #57 if you received a determination any time on or after July 1, 2019, that you were an unaccompanied youth who was homeless or at risk of being homeless. The financial aid administrator at your college may require you to provide a copy of the determination or other documentation.

If you are not sure you have a determination, but you believe you are an unaccompanied youth who is homeless or are an unaccompanied youth providing your own living expenses who is at risk of being homeless, contact the director of the youth center or transitional housing program for assistance. Contact your college’s financial aid office for assistance if the director of the youth center or transitional housing program did not make a determination.

“Youth” means that you are 21 years of age or less or are still enrolled in high school as of the day you sign the FAFSA.

“Unaccompanied” means you are not living in the physical custody of a parent or guardian.

“Homeless” means lacking fixed, regular, and adequate housing, including living in shelters, motels, cars, and temporarily with other people because you have nowhere else to go.

Question #94 Step 5

“How many people are in your household?”

Q: I live with my foster parents and their children. Are they my “family members?”

A: No. If you are considered independent (for example, because you are in foster care), and you have no dependent children of your own, you are a family of **one** (yourself).

Question #103 Step 7

Signatures

Q: I have filled out this form as an independent student because I am a ward of the court. Do I need my father’s or mother’s signature? I do not live with them, but I see them sometimes.

A: No. Because of your status as a ward of the court, you are considered an independent student and a parental signature is not required.

FAFSA Tips for Undocumented Students

Can I go to college if I am undocumented?

Generally speaking, your status won't prevent you from being admitted or enrolling in classes at a college or vocational school. However, being undocumented limits the type of financial aid you receive and possibly impacts cost of tuition.

I'm undocumented but have lived in the US since I was YOUNGER. Am I eligible for financial aid?

Undocumented students aren't eligible for federal financial aid such as Pell grants, work-study, and Direct loans. However, financial aid is possibly available through private organizations and scholarships, grants, loans and work programs at the school you want to attend. Contact the college's financial aid office directly to find out what aid is available to you.

I am undocumented but have lived in Utah since I was younger. If I attend a public college in Utah, am I eligible for in-state tuition?

Yes, if you meet certain requirements. Utah enacted House Bill 144 which allows undocumented students to be eligible for in-state tuition rates if they:

- attend a Utah high school for 3 years,
- obtain a high school diploma from a Utah high school
- enroll in a public postsecondary institution in Utah, and file an affidavit stating intent to legalize immigration status and become a permanent resident.

Where can I find private scholarships?

- United States Hispanic Leadership Institute - ushli.org
- Mexican American Legal Defense and Education Fund - maldef.org
- Get Ready for College - getreadyforcollege.org
- Latino College Dollars - latinocollegedollars.org
- Scholarships for Hispanics - scholarshipsforhispanics.org
- Local colleges and universities
- educate-utah.org

FAFSA Tips for Students with Undocumented Parents

Q: If my parent is undocumented but I am a U.S. citizen, can I complete the FAFSA?

A: Yes! You will still be considered for federal financial aid (grants, work-study, and federal student loans).

Q: Will my parent's documentation status be shared with other government agencies?

A: The Department of Education has stated that your parents' immigration status does not affect your eligibility for federal student aid. According to the U.S. Department of Education, it "does not sell student or parent information and does not share that information with any entities beyond those specified on the FAFSA form." The agencies specified on the FAFSA are only notified to determine student eligibility for federal financial aid and are not shared with other agencies.

Q: If my parent is undocumented, what do I list for their social security number?

A: If your parent does not have a social security number, list all 0's. Do not use an Individual Taxpayer Identification Number (ITIN) or someone else's social security number.

Q: How does my parent sign the FAFSA?

A: You will be able to sign the FAFSA using your FSA ID, but your parent cannot create an FSA ID. You will need to print a signature page and mail it to the address listed on the signature page.

Q: Do I need to know anything else about completing the FAFSA?

A: Your parents will need to enter their tax information manually from their tax forms since they cannot import them directly from the IRS. Follow the instructions on the FAFSA carefully and, if you have questions, don't hesitate to ask.

Q: I still have questions or I need more help!

A: We understand that you may still have questions and worries about filling out the FAFSA. We are here to help. Reach out to us at (801) 869-5701 and we are happy to walk you through the process of completing your FAFSA. We are here to support you on your educational journey!

Section Four

After the FAFSA – Following Up

Following Up After Filing the FAFSA

After you've finished filing your FAFSA, you probably still have some things to do before you can get your financial aid...

One: Your college may not contact you directly. These dates aren't guaranteed. Please follow up with your college to make sure you've turned in ALL the paperwork they require. There is usually an extra form or two to apply for financial aid from your school specifically, and without it they can't process your financial aid awards. Contact the financial aid office if you are not sure if your school requires additional paperwork.

Two: Make sure you're hitting the right deadlines. Each school sets its own priority filing deadline for when you should have your FAFSA completed. The earlier you file, the better. Don't miss your school's deadline!

Utah College/University Follow Up Phone Numbers and Priority Filing Deadlines for 2019-20:

BYU

- Priority Financial Aid Deadline: May 15
- Institutional Scholarship Deadline: December 16
- 801-422-4104

DSU

- Priority Financial Aid Deadline: June 1
- Institutional Scholarship Deadline: March 1
- 435.652.7575

LDS Business College

- Priority Financial Aid Deadline: July 17
- Institutional Scholarship Deadline: August 1
- 801.524.8111

SLCC

- Priority Financial Aid Deadline:
 - Fall priority: April 15
 - Spring priority: November 1
- Institutional Scholarship Deadline: September 15
- 801-957-4410

Snow College

- Priority Financial Aid Deadline: June 1
- Institutional Scholarship Deadline: March 1
- 435-283-7129

SUU

- Priority Financial Aid Deadline: December 1
- Institutional Scholarship Deadline: March 1
- 435.586.7735

University of Utah

- Priority Financial Aid Deadline: February 1
- Institutional Scholarship Deadline: November 1
- 801-581-6211

USU

- Priority Financial Aid Deadline: Year-round
- Institutional Scholarship Deadline: Year-round
- 435.797.0173

UVU

- Priority Financial Aid Deadline: Year-round
- Institutional Scholarship Deadline: February 1
- 801-863-8442

WSU

- Priority Financial Aid Deadline: April 1
- Institutional Scholarship Deadline: December 1
- 801.626.7569

Westminster College

- Priority Financial Aid Deadline: March 1
- Institutional Scholarship Deadline: November 1
- 801.832.2200

After the FAFSA Checklist

- ☐ Review Your Student Aid Report (SAR)
- ☐ Fill out any additional forms your college requires for financial aid
- ☐ Complete any verification paperwork
- ☐ Log back in to fafsa.gov to make any necessary changes or updates to your FAFSA
- ☐ Double check that you are receiving the correct award amounts based on your current enrollment status
- ☐ Accept your financial aid awards
- ☐ Keep in contact with your school's financial aid office