HOW TO APPLY FOR STUDENT FINANCIAL AID

Step 1 Create Your FSA ID

(https://studentaid.gov/fsa-id/create-account/launch) with US Department of Education. The FSA ID serves as your electronic signature for the Free Application for Federal Student Aid (FAFSA) and allows you to access your personal federal student aid information. Dependent students will also need to have at least one parent obtain an FSA ID to provide an electronic signature on the FAFSA. When you complete the FAFSA, you will be prompted to create a FSA ID.

Step 2 Complete (or Renew) the FAFSA

Complete the FAFSA at www.fafsa.ed.gov.

Enter the correct Federal School Code on the FAFSA as Follows:

United Career Institute – Irwin: E40489

United Career Institute – Mount Braddock: E00703

Complete the FAFSA for the appropriate school year beginning as early as October 1. The financial aid office at the institution is always ready to assist all prospective students and currently enrolled students with completion of the FAFSA. Contact the financial aid office for more information and for a list of what you will need to complete your application.

Step 3 Review the Student Aid Report (SAR)

Once your FAFSA has been processed, you will receive an email from the US Department of Education with your Student Aid Report (SAR). The SAR confirms the information you reported on the FAFSA and will automatically be sent to the institution.

Step 4 Review Your Next Steps

Start checking your campus assigned email account. The institution will notify you of next steps. The email notification may ask for online verification forms, instruct you to take action on your awards and/or simply provide information about financial aid.

- If selected for verification, you are required to submit the requested documents to the Financial Aid office.

WHAT DOES IT MEAN TO BE SELECTED FOR VERIFICATION?

You might see a note on your SAR saying you've been selected for verification; or the institution might contact you to inform you that you've been selected. Verification is the process your school uses to confirm that the data reported on your FAFSA form is accurate. If you're selected for verification, your school will request additional documentation that supports the information you reported. Click the link below to find out more about the verification process.

https://studentaid.gov/apply-for-aid/fafsa/review-and-correct#provide-required-verification

Step 5 Review Your Financial Aid Awards

Financial aid awards are based on full-time enrollment, which is a minimum of 12 credit hours per term. However, funds will be applied to your student account based on the actual credit hours enrolled. Ensure you review your award letter thoroughly.

Keep in mind, you will receive a financial award for each academic year of enrollment.

Step 6 Understand Disbursements of Awards

Once a student has registered for the term, financial aid awards will be applied toward tuition and fees and are scheduled to be disbursed after the first week of each term.

Please note that first time will not receive award disbursements for the first term of enrollment until 30 days after the start date. Each term thereafter, the disbursements will occur after the first week of each term.