The Free Application for Federal Student Aid (FAFSA) is the key that unlocks federal and state financial aid for Tennessee students. The goal of this guide is to provide information and resources to school counselors, educators, college access professionals, and mentors as they help students navigate the financial aid process. Within these pages, you will find an overview of financial aid and step-by-step instructions on completing the FSA ID and the FAFSA. Additionally, this guide contains printable templates to assist students in completing the FAFSA along with resources that help schools and organizations implement impactful Tennessee FAFSA Frenzy initiatives.
CONTENTS

01. INTRODUCTION
02. FSA ID & FAFSA
03. FAFSA FRENZY EVENTS
04. COMPLETION & VERIFICATION
05. MORE RESOURCES

TN FAFSA FRENZY IS A CAMPAIGN TO INCREASE AWARENESS OF THE FAFSA AND FINANCIAL AID OPPORTUNITIES.
Financial aid is money to help you pay for college. In order to receive financial aid, you must apply. Financial aid comes from a variety of sources, including state and federal governments, colleges, organizations, companies, and banks in the form of grants, scholarships, and loans.
ABOUT TN FAFSA FRENZY

TN FAFSA Frenzy is the State of Tennessee’s FAFSA submission initiative designed to provide educators and students with resources to complete the Free Application for Federal Student Aid (FAFSA) and take an important step in the college-going process.

TN FAFSA Frenzy is in response to the updated FAFSA time line that began in 2016 which moves the FAFSA filing window from opening on January 1 to opening on October 1. The new time line requires students and families to use tax information from two years ago as determined by the Federal government (what is referred to as “prior-prior year”).

The initiative is also designed to bring together professional resources and best practices from across the state and provide a one-stop-shop for free resources for your financial aid events. This toolkit will help you to plan an event that meets the needs of your students and their families. Your TN FAFSA Frenzy event is unique to your school and community; we’re here to help you find the resources that fit your needs.

What Resources Will TN FAFSA Frenzy Provide?

TN FAFSA Frenzy is designed to provide tools and resources to Tennessee school counselors and college access professionals to support Tennessee students in completing the FAFSA.

The initiative will include:

- A comprehensive set of resources for counselors and educators
- A statewide FAFSA submission campaign kicking off on October 1

TN FAFSA Frenzy Partners

TN FAFSA Frenzy was developed and organized through a partnership between state agencies and college access organizations that administer financial aid and college access programs across the state.

The following agencies and organizations came together to develop resources for TN FAFSA Frenzy and assist with events held across the state:

- Tennessee Department of Education
- Tennessee Higher Education Commission and Student Assistance Corporation
- Ayers Foundation*
- tnAchieves*

*Tennessee Promise partnering organization

TIMELINE FOR FAFSA SEASON

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1, 2021</td>
<td>The 2022-2023 FAFSA application opens online at <a href="http://www.fafsa.gov">www.fafsa.gov</a>.</td>
</tr>
<tr>
<td>February 1, 2022</td>
<td>The 2022-2023 FAFSA application deadline for the Tennessee Promise and Student Assistance Award programs.</td>
</tr>
<tr>
<td>Spring and Summer 2022</td>
<td>Students selected for FAFSA verification must submit all necessary documentation to their college for TN Promise purposes. (Partnering organizations may ask for documentation to be submitted by July 15.)</td>
</tr>
<tr>
<td>September 1, 2022</td>
<td>The 2022-2023 FAFSA application deadline for the Tennessee HOPE Scholarship (fall term).</td>
</tr>
<tr>
<td>February 1, 2023</td>
<td>The 2022-2023 FAFSA application deadline for the Tennessee HOPE Scholarship (spring &amp; summer terms).</td>
</tr>
</tbody>
</table>

When to Apply

The FAFSA becomes available online on October 1 of the year before you plan to go to college. For example, if you are entering college as a freshman in the fall of 2022, the 2022-2023 FAFSA is available October 1. It is important to note that college, state, and private financial aid deadlines vary — so make sure you check with your particular college to find out their FAFSA submission deadline. Regardless of the deadline, you should aim to complete the FAFSA as close to October 1 as possible because financial aid dollars are limited and often are awarded on a first-come, first-served basis.

Additional Forms That May Be Required

The FAFSA may not be the only form required to receive an award letter from a school. Some schools require the College Board CSS Profile form or an institution-specific form. You must also complete the college admissions process. Check with each of the colleges and universities you listed on your FAFSA to determine their requirements. Additionally, individual financial aid programs — particularly scholarship programs — often require you to submit an application in addition to the FAFSA.
Sticker Price vs. Net Price

Know the difference between "sticker price" and "net price." A college's sticker price is the full published cost of attendance. The net price of a college, however, is the cost of attending minus grants and scholarships that you receive. This difference is key, as most students don’t pay the sticker price of a college.

Don’t shy away from applying to a college because the “sticker price” seems too expensive. A college that may have high tuition might just offer you a generous financial aid package. It might end up being even more affordable than colleges that have a lower sticker price!

Want to know how much you might have to pay if you attend a particular college before you even apply? Colleges are required to have “net price calculators” on their websites. So when you’re doing online research, make sure that you fill out the information on these calculators to see an estimate of what your costs would be at that college.

<table>
<thead>
<tr>
<th>Example Financial Aid Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennessee College Tuition $10,000 per year (Sticker Price)</td>
</tr>
<tr>
<td>Federal Pell Grant $6,495 per year</td>
</tr>
<tr>
<td>HOPE Scholarship $3,500 per year ($1,750 per semester)</td>
</tr>
<tr>
<td>Total Net Price $5 per year</td>
</tr>
</tbody>
</table>

Content adapted from Financial Aid 101 by College Foundation of West Virginia
To apply for programs on this page, students must submit the **2022-23 FAFSA** at [www.fafsa.gov](http://www.fafsa.gov) (available October 1, 2021). Priority deadline is **February 1, 2022**.

### Tennessee Colleges of Applied Technology (TCAT)

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Award Amount</th>
<th>Academic Requirement</th>
<th>Income Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wilder-Naifeh</td>
<td>$667/trimester</td>
<td>TCAT Admission</td>
<td>None</td>
</tr>
<tr>
<td>TSAA</td>
<td>$333/trimester</td>
<td>Financial need per FAFSA</td>
<td>0 – 4500 Expected Family Contribution</td>
</tr>
<tr>
<td><strong>TN Student Assistance Award</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Tennessee Community Colleges

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Award Amount</th>
<th>Academic Requirement</th>
<th>Income Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOPE</td>
<td>$1,500/semester</td>
<td>21 ACT or 3.0 GPA*</td>
<td>None</td>
</tr>
<tr>
<td>Aspire HOPE Supplement</td>
<td>+$250/semester</td>
<td>21 ACT or 3.0 GPA*</td>
<td>AGI ≤ $36,000 Adjusted Gross Income</td>
</tr>
<tr>
<td>GAMS HOPE Supplement</td>
<td>+$500/semester</td>
<td>29 ACT or 3.75 GPA*</td>
<td>None</td>
</tr>
<tr>
<td>TSAA</td>
<td>$650/semester</td>
<td>Financial need per FAFSA</td>
<td>0 – 4500 Expected Family Contribution</td>
</tr>
<tr>
<td><strong>TN Student Assistance Award</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Tennessee 4-year Public & Private Colleges

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Award Amount (Fresh/Soph year)</th>
<th>Award Amount (Junior/Senior year)</th>
<th>Academic Requirement</th>
<th>Income Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOPE</td>
<td>$1,750/semester</td>
<td>$2,250/semester</td>
<td>21 ACT or 3.0 GPA*</td>
<td>None</td>
</tr>
<tr>
<td>Aspire HOPE Supplement</td>
<td>+$750/semester</td>
<td></td>
<td>21 ACT or 3.0 GPA*</td>
<td>AGI ≤ $36,000 Adjusted Gross Income</td>
</tr>
<tr>
<td>GAMS HOPE Supplement</td>
<td>+$500/semester</td>
<td></td>
<td>29 ACT or 3.75 GPA*</td>
<td>None</td>
</tr>
<tr>
<td>TSAA</td>
<td>$1,000/semester (public)</td>
<td>$2,000/semester (private)</td>
<td>Financial need per FAFSA</td>
<td>0 – 4500 Expected Family Contribution</td>
</tr>
<tr>
<td><strong>TN Student Assistance Award</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All courses calculated on a 4.0 scale per the Uniform Grading Policy; an unweighted GPA at most high schools

Please visit [www.collegefortn.org](http://www.collegefortn.org) for complete eligibility information, renewal criteria, and a list of eligible Tennessee colleges for each scholarship.
High school seniors and college students should complete the FAFSA as soon as possible after October 1 every year. Before the FAFSA is completed for the very first time, the student and parent should create separate FSA ID usernames and passwords.
The FSA ID
The FSA ID is a username and password students and parents use to access their federal student aid information and electronically sign the FAFSA.

Before getting started on the FAFSA, it is recommended that students and (when applicable) parents create an FSA ID. If students and parents do not create an FSA ID and choose to print and mail the FAFSA signature page, their FAFSA will take much longer to process.

Know Where to Go
To create an FSA ID, students and parents will need to visit studentaid.gov and click create account to begin.

Mobile Number/Email Address
FSA ID now requires an applicant to enter either a mobile number or email address. We recommend that students use a personal email address rather than a high school account. Often, high school email addresses are deactived after a student graduates, and this email address will be linked to the student's FSA ID and FAFSA for their college career.

Inactive Session Warning
If a user begins creating the FSA ID and is inactive and leaves the window open but does not type or edit fields on the FSA ID page for 15 minutes, an Inactive Session box will appear. The student or parent will need to close the browser and start over again.
STEP 1 of 7: PERSONAL INFORMATION

The first step to create the FSA ID is to provide your name, date of birth, and Social Security Number. This information is used to confirm your identity and will be verified through the Social Security Administration (SSA).

With this in mind, it is critical that students and parents enter this information exactly as it appears on their social security card.

If you have any questions about how to input a piece of information, please click on the gray circle with the question mark for more details. If you are concerned about inputting the correct social security number, you can click the box labeled Show Text that will allow you to see what you are typing.

If the student’s parent does not have a valid social security number, he or she will not be able to create an FSA ID. In this case, the signature page of the FAFSA will need to be mailed in.

STEP 2 of 7: CREATE AN ACCOUNT (FSA ID)

Your username must be between 6-30 characters long. You can use any combination of letters and numbers (for example: newuser13). The system will alert you if a username is already taken.

An email address can only be associated with one account (FSA ID). We suggest not using your school email address but use a personal email instead to create your account.

Your password must be between 8-30 characters long and must contain at least one uppercase letter, one lowercase letter, and one number (for example: Fall2021). We recommend choosing a password that is not difficult for you to remember and record your username and password in a safe place.
STEP 3 of 7: CONTACT INFORMATION

Next, the FSA ID will ask the student or parent to provide a mailing address with their city, state, and zip code.

If you have a mobile number, enter it. To use it as an account recovery option, select “Yes, I would like to use my mobile phone for account recovery.” This option is used to help you restore access to your account by sending you a code via text message if you are locked out.

STEP 4 of 7: Communication Preferences

Select your communication preference, email or postal mail; indicate your preference for optional communications; and finally, select English or Spanish as your language preference.
STEP 5 of 7: Challenge Questions

This step of the FSA ID gives an applicant yet another option to reset the password or retrieve the username if ever forgotten. As a reminder, if an applicant ever resets the password by answering challenge questions, s/he must wait 30 minutes prior to returning to FAFSA.

It is important to note that the answers to the challenge questions are not case sensitive, but that students need to be mindful of if they include a space in their answer. For example, if a student selects the question “What is your favorite color?” it matters whether they responded navy blue vs navyblue.

STEP 6 of 7: CONFIRM AND VERIFY

Review the information provided in the previous five steps and click continue.
STEP 7 of 7: ACCOUNT RECOVERY

The final step of the FSA ID creation process is to verify the email address and/or mobile number (whichever was provided). For example, to verify the email address, click “not verified” and check your email for a message from FSA ID information. The message should contain a 6-digit number you will use as the secure code to verify your email. Repeat these steps to verify your mobile number if you selected it as a recovery option. You should receive a 6-digit secure code via text if verifying a mobile number. Once verified, click finish.

Completing the FSA ID

Students and parents should see the following screen to indicate that their FSA ID has been successfully created. They are now able to use this FSA ID to sign the FAFSA electronically.

FSA ID Worksheet

An example FSA ID worksheet is provided below. An additional FSA ID worksheet is provided in section 5. These can be used at FAFSA Frenzy events to help students and parents keep track of their FSA ID information.

<table>
<thead>
<tr>
<th>Student</th>
<th>Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>User name</td>
<td>User name</td>
</tr>
<tr>
<td>Password</td>
<td>Password</td>
</tr>
<tr>
<td>Email Address</td>
<td>Email Address</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Challenge Question 1</td>
<td>Challenge Question 1</td>
</tr>
<tr>
<td>Challenge Answer 1</td>
<td>Challenge Answer 1</td>
</tr>
<tr>
<td>Challenge Question 2</td>
<td>Challenge Question 2</td>
</tr>
<tr>
<td>Challenge Answer 2</td>
<td>Challenge Answer 2</td>
</tr>
<tr>
<td>Challenge Question 3</td>
<td>Challenge Question 3</td>
</tr>
<tr>
<td>Challenge Answer 3</td>
<td>Challenge Answer 3</td>
</tr>
<tr>
<td>Challenge Question 4</td>
<td>Challenge Question 4</td>
</tr>
<tr>
<td>Challenge Answer 4</td>
<td>Challenge Answer 4</td>
</tr>
</tbody>
</table>
The FAFSA Homepage and Getting Started

The FAFSA homepage allows users to select from two options to begin: start here or log in. Clicking either button will take the user to the “tell us about yourself” screen below.

Users are given three options for beginning the FAFSA based on role: I am a student, I am a parent, or I am a preparer.
Selecting “I am a student,” reveals three login options: log in to continue (select if you already created your FSA ID username/password); create an FSA ID; or use personal identifiers.

TN FAFSA Frenzy recommends that both the student and one parent create an FSA ID before beginning the FAFSA. This will save students and families time when it is time to sign and submit the FAFSA.

Selecting “I am a parent filling out a FAFSA form for a student.” will prompt the user for the student’s first name, last name, social security numbers, and date of birth.

As a reminder, the student will still need to create an FSA ID in order to electronically sign and submit the FAFSA. TN FAFSA Frenzy encourages the use of FSA ID every time a parent or student needs access to FAFSA information.

Tips for the Online FAFSA Form

The online FAFSA form has a “timeline” that runs across the top of the screen that indicates your progress along seven defined steps for completing the FAFSA, beginning with Student Demographics.

All students, from high school seniors to adult learners and Tennessee Reconnect scholars, will need to fill out the Student Demographics, School Selection, and Dependency Status sections. Based on the dependency status section, the student may be asked to provide parent demographics and financial information if the student is deemed to be “Dependent” as opposed to “Independent.”

The dependency status checklist in section 5 can be used to help students determine if they are classified as dependent or independent.

The FAFSA “timeline” shows which section of the FAFSA you are currently filling out.

This label will indicate whether to fill in student or parent information in each section.

Confused about what a certain line of the FAFSA is asking for? Click the question mark button to look for help and clarification.

Click CONTINUE when you’re ready to move to the next page. If you need to go back to a page, click PREVIOUS.
Submitting the FAFSA

How do I know the student has submitted the FAFSA?

When a student has completed all of the necessary fields of the FAFSA, it will come time for student (and parent, if the student is a dependent) to sign the FAFSA using their FSA ID. After the FSA IDs are used successfully, the following screen will appear:

This page provides students a confirmation number and a data release number (DRN) at the top. The DRN can be provided to a customer service representative to make certain changes to your Free Application for Federal Student Aid (FAFSA) information. These changes include: permanent mailing address, e-mail address, phone number, school code, and housing plan.

You should not give your DRN to anyone unless that person is a financial aid administrator or customer service representative and you are either adding colleges or changing data on your FAFSA.

At the bottom of the screen, students can view their estimated expected family contribution or EFC. After your application is fully processed, you will receive a Student Aid Report (SAR) with your official EFC. The SAR will be sent to a student’s email within 3-5 days if the FAFSA is electronically signed with a student’s FSA ID and if the student provided an email address. If a student mails in the signature page for the FAFSA rather than signing electronically with the FSA ID, it can take 6 weeks to receive the SAR.

Note: Neither your estimated EFC (on the Confirmation Page) nor your official EFC (on the SAR) is the amount of money your family will have to pay for college nor is it the amount of federal student aid you will receive. It is a number used by your college to calculate the amount of federal student aid you are eligible to receive.

myStudentAid Mobile App

The myStudentAid app for Apple and Android devices giving families yet another way to submit the FAFSA. The mobile app is fully functional, and for some families, the app has become the preferred method for submitting the FAFSA over the traditional website experience. If a student/parent plans to use a mobile device such as a smart phone or tablet to complete the FAFSA, they should download the app to complete the FAFSA.
Hosted on high school campuses or at other locations in the community, TN FAFSA Frenzy events provide students and parents with an opportunity to receive assistance filing their FAFSA. Learn everything you will need to plan a FAFSA Frenzy event in this section.
PART I: Event Preparation

Planning for Your Event

Location & Room Set Up

FAFSA Frenzy events most frequently take place at high schools. However, some schools have begun to host events at community centers or have partnered with employers to host FAFSA events in workplaces to help increase convenience for and participation of parents. Host your FAFSA Frenzy event in a location that will work best for your students and parents.

To file the FAFSA, students and parents will need to access the following websites. Make sure they are displayed visibly in the room written on a white board or chart paper.

- FSA ID: studentaid.gov
- FAFSA: fafsa.gov

Technology

To file the FAFSA, students and parents will need access to a computer with reliable Internet access. Consider hosting your event in a computer lab or library.

Schools have different policies and permissions when it comes to the Internet and email. Students and parents will need to access their email accounts when filing the FAFSA. Talk to your school’s IT leader to make sure sites like Gmail, Hotmail, and Yahoo are not blocked.

Students and parents can also file the FAFSA using the myStudentAid mobile app. For more information, see page 31.

Timing

Many schools choose to host FAFSA Frenzy events during school hours and allow all students to complete their FSA ID and the student portion of the FAFSA during a class period. Others choose to host events after school to maximize parent participation. Some schools have also chosen to set individual FAFSA appointments for students and parents to come in and complete the FAFSA one-on-one with the help of a counselor.

Tools to Have Available at Your TN FAFSA Frenzy Event

- Computers with internet access
- A FAFSA Expert
  Invite your regional THEC/TSAC Outreach Specialist or a financial aid representative from your local postsecondary institution.
- Volunteers
  Volunteers can help with filing the FAFSA, assist with signing in students and parents and distributing materials, or provide entertainment for younger siblings.

IMPLEMENTATION IDEA

Prepare your sign in table volunteer to greet students and families and ask them about where they are in the FAFSA process. Has the student already created an FSA ID at school? Does the parent have an FSA ID that they have used for an older child who is in college? The volunteer or the student can write on a Post-it a quick note, “Dad has an FSA ID, Mom needs to create hers.”

Post-it notes are also great as a help signal when you’ve got a computer lab full of students and parents. Students can stick a post it on the corner of their computer screen as a sign that they need help, or that they are done and ready to print their confirmation page.
Printers

It is a good idea to have students print their confirmation page after they have completed the FAFSA.

Sign In/Sign Out Sheets

Having students and parents sign in and out will help you know how well your event was attended and to track success of the event. A sample sign in/sign out sheet can be found in section 5.

FAFSA Handouts and Resources

The following handouts, available in section 5, could be helpful to print for students and parents.

More are available on CollegeforTN.org and https://financialaidtoolkit.ed.gov/tk/

• FSA ID Worksheet: This worksheet can be given to students to help them keep track of their FSA ID username, password, and challenge questions
• Who’s My Parent? Infographic: This infographic helps students identify who should fill out the parent portion of the FAFSA.
• Dependency Status Checklist: This checklist helps students determine if they should file as an independent or dependent student.
• Why File the FAFSA One Pager: Designed for parents, this one-pager helps explain the benefits of filing the FAFSA.

Checklist for the day before and day of your event

• Follow up the day before the event with any media you have invited.
• Reach out to all invited guests letting them know any logistical information they need to come to your event, such as where to park, who will greet them, and any materials they should bring.
• Confirm your reserved space is available for the event. If possible, check computers and other technology the day before the event to ensure everything is in working order.
• Remember to take pictures during your event and upload them to Facebook, Twitter, Instagram, etc. using the hashtag #TNFAFSAFrenzy.
• Send thank you letters to individuals involved such as volunteers, school administration, catering, businesses, higher education institutions and guest speaker(s).
PART II: Recruit Volunteers

Using Volunteers
Volunteers at a FAFSA Frenzy event can help by providing additional support to students and families, bringing new perspectives on financial aid, and helping families feel more comfortable with the FAFSA process.

The FAFSA filing process involves sensitive information and parents often need to share personal details including their income and tax information. This discomfort can be a barrier to completing the FAFSA, particularly in small communities. By bringing community partners as volunteers, your school could put parents and students at ease knowing that they can receive help but not necessarily from someone in their town/community with whom they are not comfortable sharing earnings information.

Finding Volunteers
There are countless places to recruit volunteers. Consider the following:

- Your THEC/TSAC Outreach Specialist
- Financial Aid Representative(s) from Local College. When you reach out to this group, make sure to mention how many of your students have enrolled in their college!
- Tax Organizations, for example H&R Block, that provide free tax assistance to community members.
- Teachers and School Staff
- Other College Access Organizations in Your School/Community. For example, Conexion Americas, the Oasis Center, etc.

Preparing Volunteers
Some volunteers will need some training before your event to ensure that they feel prepared to help students and families, and so that they can provide the right information to attendees.

Make volunteer training as convenient as possible for your volunteers. Consider hosting a lunch and learn at their place of business or send out resources and webinars to your volunteers that they can review to prepare in advance. Here are some resources that might be helpful:

- This guide
- The Federal Student Aid Toolkit
- Webinars and Financial Aid Overview Videos on CollegeforTN.org

BEST PRACTICE HIGHLIGHT

John Overton High School invited Deloitte to partner with them on their FAFSA night. Not only was it a great way to encourage families to attend and get tax help, but a wonderful way to engage businesses working in the community.
Encourage Participation

Getting the word out about your TN FAFSA Frenzy event is critical to maximizing participation and ensuring success. In this section, you will find resources to help you promote your event to students and parents.

Social Media

Reaching out on social media can be one of the best ways to reach your students and their parents.

The Tennessee Promise Facebook and Twitter accounts will have posts that you can repost with messages tailored with information relevant to your event. Our hashtags are #TNFAFSAFrenzy and #TNPromise.

Try using Facebook, Twitter, or any other social media tools where your school can reach your student community. Encourage students to post themselves at your events, but be sure that students know not to post sensitive information such as their social security number.

Example tweet:
Congrats to <student twitter handle>, <another student handle> for filling out the @FAFSA and getting ready for college! #TNFAFSAFrenzy

Here are a few Twitter and Facebook accounts you can follow to gather some material:

- Federal Student Aid
  www.facebook.com/FederalStudentAid
  Twitter: @FAFSA
- Tennessee Department of Education
  www.facebook.com/TennesseeEducation
  Twitter: @TNedu
- Tennessee Promise
  www.facebook.com/TNPromise
  Twitter: @TNPromise
- Tennessee Higher Education Commission & Student Assistance Corporation
  Instagram: @TNHigherEd
  Twitter: @TNHigherEd
- The Ayers Foundation
  www.facebook.com/theayersfoundation
- tnAchieves
  www.facebook.com/tnAchieves
- Form Your Future
  www.facebook.com/FormYourFuture
  Twitter: @FormYourFuture
  Instagram: @formyourfuture

Text Messages

Many schools or districts now have text messaging platforms to reach students and families via automated text messages. This can be a great way to reach students and parents to remind them about FAFSA deadlines and your TN FAFSA Frenzy event.

Sample texts:

- Need $ for college? File your FAFSA! Bring your parents to TN FAFSA Frenzy <date/time> and get help filing your free form.
- Ready for TN FAFSA Frenzy? <Date and time>
  Come get your FAFSA done for TN Promise, scholarships and more!

Robo Call Script

Does your school have a robo call system? Consider including your TN FAFSA Frenzy event in a robo call to senior students and their families.

Sample script:

Hello! You’re invited to a financial aid night on <date> at <location and time> where your student can complete the form needed to access scholarships, federal aid and Tennessee Promise. Volunteers from <partner locations> will be on site to assist you with the form. See you on <date>!

Marquee Message

Many high schools have a marquee in front of the school that many students and parents see every day. Check with your school to see if you can add a message about TN FAFSA Frenzy to the marquee.

Sample marquee message:

- TN FAFSA Frenzy
- File yours <date>
- Got 30 minutes?
- Get $$ for College!

ADULT LEARNERS NEED FAFSA, TOO!

Tennessee Reconnect

www.facebook.com/TNReconnect

Twitter: @TNReconnect

Creative posts that use the hashtag #TNFAFSAFRENZY are encouraged! Find more inspiration on our accounts.
Utilize CollegeforTN.org

CollegeforTN.org provides multiple easy ways to reach out to students and parents about your TN FAFSA Frenzy event. Personalize your announcement to be sent out to students and families.

You can use the following sample announcement:

<Date>

Contact: <Name>, <Title>

<Your High School>

<email address of contact>

Need money for college? We can help with that! Our school is hosting a financial aid workshop on <insert date> at <insert time>. The workshop will be held <insert building/room>. Financial aid experts will be on hand to answer questions about state and federal financial aid, including the Tennessee Promise scholarship. They’ll also cover how to fill out the FAFSA and other financial aid forms. Any student planning to pursue a certificate program, a two-year college degree, or a four-year college degree should attend. Can’t make it? You can always learn more about financial aid on the state’s free college-planning website and college-going portal at the College for TN website: www.CollegeforTN.org.

Informational Flyer

Post flyers around your school and consider having them available at other events before your TN FAFSA Frenzy event, such as football games or parent/teacher conferences.
Parent Outreach

Sending a Letter Home

Email is great, but sometimes there’s a real benefit to sending a letter in the mail to parents and families. Angela “Hoppy” Merryman, Post-Secondary Services Coordinator, Anderson County Schools, sends home parent letters at targeted times during FAFSA season. A sample of this letter can be found in section 5.

“I use this for students who have incomplete or no FAFSAs in late December. The dollar amounts are based on the cost of 2 years of community college tuition that may be gained from meeting the TN Promise deadline up to the amount a student might get if they were Pell & Hope eligible attending a 4 year private college. The check boxes at the top allow me to address the idea of unsigned FAFSAs as well as ones that have not been started. During the holidays when school is out, parents have more time to work on finding their taxes and completing the form or even read mail. I get texts and calls after the letters are sent as parents come to realize they are later than over 200 parents who are already finished. If a letter is returned by the post office, I take it to the grade level principal who calls and asks for the new address and explains that the FAFSA needs to be done for the student.” - Angela “Hoppy” Merryman

Sample Parent Letter for Class of 2022 Parents

December 20, 2021

Dear Parent,

Your 2022 senior _____________________ is in danger of missing out on $8400 to $14,115 in college scholarships and grants for technical college, community college, or a four-year university. According to federal and state reports submitted to School District Name your student’s current FAFSA (Free Application for Federal Student Aid) status is:

_____ FAFSA has not been submitted
_____ FAFSA has been filed without signatures
_____ FAFSA has been filed for the wrong year (must be a 2022-2023 FAFSA)

Your student’s FAFSA needs to be filed by Internal Deadline to be cleared for the TN Promise scholarship (2 years free tuition) and to qualify for state grants. I would be thrilled to help you complete this form. Unless a student is in foster care or court guardianship we must use parent income information. This is why we are contacting parents. Your role in helping your student attend college is crucial to completing this FAFSA.

Please give immediate attention to this important task necessary for all seniors. You may call Phone Number for an appointment. Appointments are being made for Dates. The forms can also be done independently and are located at studentaid.gov if you would like to do this from home. Over 200 parents have received help with this process this year. Please do not let this form be the reason your child cannot attend college—call now. It may be the greatest gift you give your son or daughter this season!

Set Up Parent Appointments

Setting appointments for students and parents to come in and receive assistance filing the FAFSA has proven to be a very effective strategy in some schools. For example in Campbell County, GEAR UP TN Site Coordinator Monica Bane uses an appointment system to engage parents and provide individualized assistance at Campbell County High School and Jellico High School. A sample of this letter can be found on the next page.

As a GEAR UP TN site coordinator, Ms. Bane is able to devote time during the school day (and often after the school day) to FAFSA. While your school may not be able to fully replicate her model, consider what ideas from her FAFSA strategy you can implement. Are there any incentives, like graduation regalia or prom tickets, that your school can use to encourage student and parent participation? Could you divide your FAFSA workshop into two sections, inviting families with last names A-M to one shift and N-Z to the second shift?

As told by Monica Bane: “We make every student an appointment time. I use the class roster and just schedule back-to-back, alphabetically. We stamp the time and date on their class schedule and give each student a handout when they pick up their class schedule.”

“We mail the handout with info to the parent mid-September with the time and date. I also post the appointment time and date list on the GEAR UP bulletin board in the hallway. We send reminder texts about the appointments and put it on the school website. I put my email and cell number on the handout and tell parents to contact me if they need to reschedule. We make appointments all day, every day, the entire month of October and 3 evenings until 7. We offer to purchase their diploma with GEAR UP funds if 1 parent and the student attend the meeting with all of the required paperwork. I would estimate a 35% no show rate. Some of those include students that have dropped out or moved and I was unaware of it at the time I made the appointments.”
Sample Appointment Card for Class of 2022 Parents

Earn a FREE Diploma and Diploma Cover

Parent and Student MUST attend a scheduled appointment. You will complete a financial aid form (FAFSA) and college/tech school application.

Items needed for your appointment:

- 2020 tax return for parents and student (if you filed)
- W2 forms for parents, if they filed jointly
- Email address for one parent and the student
- Social security number for one parent and the student
- Parent username and password (if you completed a FAFSA in the past five years for yourself or an older child, you will already have one)

If parent and child attend the scheduled appointment below, bring the items needed, and complete the FAFSA, GEAR UP will purchase the student’s diploma and diploma cover. If parent and student do not attend the scheduled meeting, you will NOT receive a free diploma and cover.

If you are unable to attend at the appointed time, please reschedule as soon as possible, time slots are limited and will fill up quickly. All appointments must be completed in October.

Target Your Outreach

THEC/TSAC offers tools to help you determine which students have completed the FAFSA. Specifically, reports are available in FAST that will allow you to pull lists of students with FAFSA information. One of the easiest ways to track FAFSA submission and completion in FAST is to pull your Tennessee Promise report beginning in November. This report allows you to determine which students have completed the FAFSA, and you can use this information to target your outreach.

Instructions for pulling the TN Promise report can be found in section 5.
January 20 - February 1
FINISH THE FRENZY

In Tennessee, we encourage every student to submit the FAFSA as early as possible.

HOWEVER, WE KNOW THAT MANY STUDENTS WILL DELAY SUBMITTING THE FAFSA UNTIL THE TENNESSEE PROMISE ELIGIBILITY DEADLINE ON FEBRUARY 1.

In order to reach as many students as possible, we encourage all schools to consider how the final two school weeks before the Tennessee Promise deadline can be used to reach those students who have not yet submitted the FAFSA.

Additional resources will be released via the CollegeforTN.org website, but one idea that can easily be implemented in classrooms is a “FAFSA Countdown” that includes the number of days left to submit the FAFSA and the amount of potential financial aid dollars a student could lose if they don’t submit the FAFSA. This can also be done on Instagram.

Sample FAFSA Countdown Message

Today is Monday, January 19, 2022

There are 10 school days left to submit the FAFSA for the TN Promise deadline.

What’s the FAFSA worth next year?

Pell Grant: Up To $6,495
TN Promise: Up To $4,000
Hope Scholarship: Up To $3,500

Last year was anything but a typical year. These examples from previous years should be helpful in planning your event.

Austin East High/Magnet

Our initial Frenzy was held in the school library in combination with Financial Fitness night. Families were invited via postcard, robocall home to parents, Social Media posts, and flyers around the school to come out and get resources for financial fitness, home loans, budgeting, saving, along with FAFSA assistance and information about the different types of aid available to students for postsecondary education. Light refreshments were served as well. FAFSA workshops were held every other Thursday in the Library until the deadline. FAFSA workshops were informal by appointment or walk in.

Brainerd High School

We had students from the senior Civics class visit the senior room during the course of the whole day. We were able to get a lot of students started and even some complete that day. Eric Farmer from THEC/TSAC, Blair Ryan (Chatt State), Andrew Smith (Bryan College), and Upward Bound staff came to assist. We had candy and all types of sugary sweets, and FAFSA stickers as rewards for participating.

Camden Central High School

We sent letters to all Senior students and their parents giving them options to either

1. File FAFSA themselves (detailed instructions and website provided)
2. Scheduled an appointment for individual help—dates and times were provided, they just had to select when they were coming.

After the appointment dates had passed, we had another event where anyone who needed help could show up and complete the FAFSA. Anyone who was still left that had not submitted was called up one by one and we either called their parent to come in and complete their part or submitted without parent info for those whose parents were unavailable.

City University School of Liberal Arts

We allowed our Seniors to Create their Username(s), Password(s), Save Key(s) and complete the student portion of the FAFSA a week (September 28-31, 2019) in advance to start the process of the FAFSA application. However, all of our seniors were required to complete the FAFSA during the week of October 1-4, 2019. If the parents needed additional help to complete the parent portion, they had the opportunity to visit the school and get the assistance needed in our Parent Center, Computer Lab or the Senior Seminar Class with the help of the Senior Seminar Educator/School Counselor.
Tracking the Success of Your TN FAFSA Frenzy Event

Setting goals for your FAFSA event

Before you host your TN FAFSA Frenzy event, think about what would make the event a success for you, your school, and your students.

Some goals you can set for the event include:

- Number of student attendees
- Number of parent/family attendees
- Ratio of people who signed up vs. people who attended the event
- Number of FAFSAs filed at event
- Number of FAFSAs filed the week of and the week after the event
- Number of volunteers at the event
- Number of higher education institutions participating

If this is the first year you’ve held your event, set goals that you think are attainable and that will help to really make your event a success. If you’ve hosted the event before, consider goals that encourage growth for the event, such as increasing attendance by five percent over the prior year.

So where do you start in setting a goal for FAFSA season? 100% is a great goal to work toward, but you can also set more incremental goals each year. Many schools like to base their goals by looking at their FAFSA submission rates from the prior year.

Utilize CollegeforTN.org to determine what your school’s FAFSA submission rate was for the year before. You will also be able to see the FAFSA submission rates of nearby schools, and we encourage you to reach out to your colleagues to hear about how they were able to achieve their FAFSA submission rates. The information on the next page provides an overview of the data that is available on CollegeforTN.org.

Registration

You may want to encourage attendees to register ahead of time for your TN FAFSA Frenzy event. Registering ahead of time can help you plan for the event and know how many people are likely to attend. You can also send information to registrants ahead of time, such as the “What to Bring to TN FAFSA Frenzy” checklist.

Sign-in sheets

Sign-in sheets are important to measuring the success of your event and for helping you to follow up with students and families who attended the event. You can use the sign-in sign-out sheet.

Report out your best practices

What went well at your event? What tips and ideas should other schools know? What didn’t work that you plan to change next year?

We love to hear what your best practices are from your TN FAFSA Frenzy event so we can share them with other schools and continue to grow TN FAFSA Frenzy statewide! Email your best practices to Suzette Telli at the Tennessee Higher Education Commission at suzette.telli@tn.gov.
TN FAFSA Frenzy Data Overview

Tennessee Promise FAFSA Filing Data

Data Source: TSAC/FAST, fast.tn.gov

About the Data: When students apply for the Tennessee Promise scholarship, they do so through the TSAC Student Portal. Each student creates an account with pertinent information to identify them in FAST. FAST then matches TN Promise applicants to their FAFSA records, which THEC/TSAC receives daily from the U.S. Department of Education’s Office of Federal Student Aid, beginning in November.

Pulling Student-Level Data: Once a student completes a Tennessee Promise application, you will be able to see that student when you pull the TN Promise report in FAST. This report provides student level data for your high school. Through this report you are able to determine which TN Promise students have filed their FAFSA and their FAFSA filing date.

Data Updates: New data is updated in FAST every day, but there is at least a three day processing period between when a student submits the FAFSA and when the FAFSA filing date may be visible in this report. If a student’s FAFSA filing date does not appear on your TN Promise report after one week, it may be because the FAFSA is still processing or the student used a different SSN on the FAFSA versus the TN Promise application. Contact your THEC/TSAC Outreach Specialist with any questions.

Data visualizations on TNFAFSAFrenzy.gov will be updated every 2 weeks.

CollegeforTN.org Data Visualizations: In an effort to provide the most up-to-date data, data visualizations on CollegeforTN.org will display TN Promise FAFSA filing data ONLY through the TN Promise FAFSA filing deadline of February 1st. If you would like to review FAFSA filing data for all of your students please review the information about FSA FAFSA Filing Data below.

TNP FAFSA Filing by County and by High School: The percentages displayed on the high school visualization are calculated by dividing the total number of Tennessee Promise Applicants by the total number of Tennessee Promise FAFSAs submitted using data from FAST.

Federal Student Aid (FSA) FAFSA Filing Data


About the Data: Federal Student Aid provides high schools with current data about their FAFSA submissions and completions so that high schools can track their progress and help to ensure that their students complete a FAFSA. To enable high schools to track their progress, FSA regularly updates estimates for the first 15 months of the application cycle and will cover October of one year through December of the following year.

This data includes the number of students (age 19 or younger based on an FSA determined cutoff date) who are first-time filers of the FAFSA. This report will not include student level data, i.e., it will not list students’ names, only the number of students.

FSA defines a senior as a student who is filing the FAFSA for the first time, is no older than 19, and who will have received their high school diploma by the start of the school year for which they are applying for aid.

FSA data will be included on CollegeforTN.org after February 1st, and will be updated every two weeks from early February through April.

CollegeforTN.org Data Visualizations: After February 1st, the following data will be available on CollegeforTN.org. Please note--FSA filing rates will differ from TN Promise filing rates because FSA filing rates include all students, not just TN Promise applicants.

FSA Submission Rate by County and by High School: This rate shows the percentage of ALL high school seniors who have submitted the FAFSA. It is calculated by dividing the total number of HS seniors (provided by the TDOE, as of Oct. 1) by the count of FAFSA submissions (per FSA).

FSA Completion Rate by County and by High School: This rate shows the percentage of ALL high school seniors who have completed the FAFSA. FAFSA submission by the TN Promise deadline is required to maintain eligibility for the scholarship. However, a FAFSA must be complete and contain all required information for a student to receive financial aid from their chosen institution upon enrollment. FSA completion rates are calculated by dividing the total number of HS seniors (provided by the TDOE, as of Oct. 1) by the count of FAFSA completions (per FSA).
After Submitting the FAFSA

• Ensure that your FAFSA is complete and is not missing any information.

• Be on the lookout for your Student Aid Report (SAR). If you filed your FAFSA electronically, you will receive an electronic SAR within a few days of submitting your completed FAFSA (if you filed a paper FAFSA, this may take up to three (3) weeks). The SAR is the result of your FAFSA. Read it immediately and follow any directions.

• The schools that you listed on the FAFSA will also receive these results. Those schools use information from your FAFSA to figure out how much federal student aid you may receive. These colleges might also use your FAFSA to see if you are eligible for some of their institution-specific financial aid programs.

• Once you’ve received your SAR, check out your “Expected Family Contribution” or “EFC.” The EFC is a calculation based on the information that you reported on your FAFSA. Your colleges use the EFC to determine the amounts of federal grants, work-study, and loans for which you may be eligible. It’s important to note the EFC is NOT the amount of money that you and your family will have to pay for college, NOR is it the amount of aid you will receive. It is only a number used by colleges to calculate the amount of federal student aid you are eligible to receive.

• In addition to sending your information to the schools you listed, the Federal Government also sends your information to the Tennessee Student Assistance Corporation, the state agency responsible for administering state-level financial aid programs such as the Tennessee Promise Scholarship and the HOPE Scholarship. So, your FAFSA helps you apply for federal, state, and school-based financial aid!

• Respond to any requests for verification. Colleges are required to verify the accuracy of information submitted on the FAFSA for students who are randomly selected by the U.S. Department of Education. If you are selected for verification, be sure to respond in a timely manner so that your financial aid awards are not delayed!

• Carefully review your financial aid award letters and make a final decision. Each college that has accepted you for the 2022-2023 school year and that you listed on the FAFSA will send you a financial aid award letter detailing the financial aid you are eligible to receive. Make sure you review each award letter carefully. If you have any questions regarding your award letter, call the financial aid office at the college.

• Once you make a final decision regarding where you will attend college, you’ll need to decide which aid to accept and which to decline. Your college will outline this process in your award letter. Be sure to accept the aid you plan to use by your college’s deadline. If you are taking out loans, only borrow what you need; otherwise you might be paying off loans for longer than you expected.

Getting your money

The financial aid staff at your college will explain exactly how and when your aid will be provided. They also will tell you whether you need to fill out any more paperwork or meet other requirements. For instance, if you’re receiving a federal student loan for the first time, you will be required to sign a promissory note and go through entrance counseling. Respond to requests from your college in a timely manner so there are no delays in processing your financial aid.

Sometimes, a student will submit a FAFSA that is missing information. While submitting a FAFSA with missing information satisfies the Tennessee Promise FAFSA submission deadline, that missing information must be updated in the Spring or Summer of 2022 in order for the student to receive financial aid, including Tennessee Promise, from the college.

How can you tell if a student’s submitted FAFSA is complete?
The fastest way to review completion status is to pull the TN Promise report via FAST. You can also learn this via the student’s Student Aid Report (SAR). On the first page of the SAR, there is a box that includes the following information:

• Application Receipt Date (when the student submitted the FAFSA)
• Processed Date (when the submitted FAFSA was processed by Federal Student Aid)
• EFC (expected family contribution)
• DRN (data release number, a number students can give to their college that allows the college to change information for the student)

If the EFC has no number next to it, the FAFSA is incomplete.

What should the student do next if the FAFSA is incomplete?
Below the box on page one of the Student Aid Report (SAR), there is a note about making corrections to the FAFSA. There will also be a list of each piece of information that is currently missing on the FAFSA. On the following pages of the SAR, a student can see their entire FAFSA, line-by-line, and each line marked with a lowercase letter “h” has information that should be corrected.

Making FAFSA Corrections

The fastest way to correct the FAFSA is online at fafsa.gov. See the example on the next page and follow the steps below.

1. Click on the “Login” button and enter the FSA ID.
2. On the “My FAFSA” page, click “Edit FAFSA form.”
3. Create a save key.
4. Change or add the information that the student’s SAR lists as missing or incorrect.
5. Submit the new information.

A student can also write in the corrections or updates on their paper SAR, sign it, and mail it to the address provided on the SAR. The TN FAFSA Frenzy team does not recommend mailing in corrections, as this process will take significantly longer to process. If a student opts to mail in corrections, encourage the student to make a copy of the written corrections that they submit.
FAFSA Corrections Checklist

Use this checklist to ensure that your financial aid gets to where you need it: your college!

Remember, if you ever have questions about your financial aid or want to confirm that you are all set for the fall semester, reach out to your campus financial aid office for personalized help.

Name of the college that I plan to attend in Fall 2022: _______________________________________________

Log in to the FAFSA with your FSA ID: Is this college listed on your FAFSA? If not, make changes to your FAFSA to ensure this school is on your list so your college gets your financial aid information.

Click “View Student Aid Report” and on the next screen, click either FAFSA data or Print SAR to review information. Look closely at lines 18, 29, and 30.

Line 18: Student’s legal state of residence. Make sure you filled out that you’re a resident of Tennessee (TN) to receive state financial aid.

Line 29: Student’s grade level in 2022-2023. You should answer “Never attended college/1st year.”

Line 30: Type of degree or certificate. Depending on the college you’ve chosen, you’ll want to select one of the following options:
  • 1st bachelor’s degree (if you plan on attending a four year university for a bachelor’s degree)
  • Associate degree, general education/transfer program (if you plan on attending a community college and later transferring or if you are using TN Promise towards an associate degree at a four year university)
  • Certificate/diploma, occupational/technical education program of less than 2 years (if you are enrolling in a TCAT, a technical, or a trade school).

Log in to your TSAC Student Portal: which college did you list on your account? If that college does not match the college you plan to attend, change it. The college listed on your TSAC student portal is the college that will receive your scholarship money for state financial aid like Tennessee Promise and the HOPE Scholarship.

Attending a community college or four year university? Log in to your college’s student portal. This student portal is often mentioned in your acceptance letter or an email from the college. Check your portal to make sure you don’t need to submit any additional forms for your college’s financial aid office. The portal will also be where you receive information about registering for classes and orientation, so plan to check it often this summer!

Attending a TCAT or technical school? Check your mail or call your campus to speak to financial aid. Ask them to confirm that your financial aid documents are complete for the 2022-2023 school year. They may be sending your information in the mail this summer, so be sure to open any mail from them and complete any action items before the deadlines.
SAR (Student Aid Report)

What is it, how do I get one, and why is it important?

What is the SAR?
The Student Aid Report (SAR) summarizes the information you submitted on your FAFSA and provides information about financial aid eligibility based on that information. A sample SAR is shown on the next page.

How and when will I get my SAR?
After you submit your Free Application for Federal Student Aid (FAFSA), you’ll get your personal SAR (within three days if you complete the FAFSA online; within three weeks if you mail the paper FAFSA). Whether you receive your SAR online or through the mail depends on whether you provide an email address on your FAFSA. If you provide a valid email address, you’ll receive an email with instructions on how to access an online copy of your SAR. If you have an FSA ID (username and password) and your FAFSA has been processed, you can log in at www.fafsa.gov to view your SAR information regardless of how you filed the FAFSA. The school(s) you list on your FAFSA will have access to your SAR data electronically within a day after it is processed.

What information does a SAR contain (and not contain)?
The SAR won’t tell you how much financial aid you’ll get, but if your application is complete, an Expected Family Contribution (EFC) and your estimated Pell Grant amount will be provided. If your application is incomplete, your SAR will not include an EFC or Pell amount, but it will tell you what you need to do to resolve any issues.

The SAR also contains a four-digit Data Release Number (DRN), which appears on the first page in the upper right corner of the paper SAR. The DRN is located in the box that contains the Application Receipt Date and Processed Date. You will need the DRN if you choose to allow your college or technical school to change certain information on your FAFSA.

What am I supposed to do with my SAR?
When you get your SAR, review it carefully to make sure it’s correct and complete. Take a copy of it to your college/career counselor to get help reviewing it. The school(s) you listed on your FAFSA will use SAR information to determine your eligibility for federal and state financial aid. A school may ask you to verify the accuracy of the data you provide on the FAFSA, so you need to be sure the information is correct.

If you don’t have any changes to make to the information listed on your SAR, just keep it for your records.

What if the DRN is blank on my SAR?
If your EFC is blank on your SAR or if there is a “C” after the number, you need to make corrections to your FAFSA. It is extremely important that you make these corrections to your FAFSA to receive financial aid. Your SAR will provide you with details about the errors in your FAFSA.

What if there is an asterisk (*) next to my EFC?
If there is an asterisk (*) next to your EFC, this means that your FAFSA has been selected for verification. Being selected for verification is quite common. This just means that you will need to work with your college to complete a few extra steps to verify the information you provided on your FAFSA.

What if my SAR does not list an EFC?
Based on the information we have on record for you, your Expected Family Contribution (EFC) is 1383. You may be eligible to receive a Federal Pell Grant and other federal student aid. Your school will use your EFC to determine your financial aid eligibility for federal grants, loans, and work-study funds, and possible funding from your state and school.

Your Free Application for Federal Student Aid (FAFSA) form has been selected for a review process called verification. Your school has the authority to request copies of certain financial documents from you and your parent(s). Based on your EFC of 1383, you may be eligible to receive a Federal Pell Grant of up to $5,145 for the 2022–23 school year provided you have not met or exceeded the lifetime limit established for the Federal Pell Grant program.

FAFSA Data
Your FAFSA data reflects the answers you provided on your FAFSA form. Assumed values are marked with an asterisk (*).

What you must do now:
Use the checklist below to make sure that all of your issues are resolved.

- If you need to make corrections to your information, select “Make Correction” on the “My FAFSA” page using your account username and password (FSA ID). If you need additional help with your Student Aid Report (SAR), contact your school’s financial aid office or select the “Get FAFSA help” link from the FAFSA home page. If your mailing address or email address changes, you can make the correction online.

Student Information

1. Student’s Last Name: DEMO
   2. Student’s First Name: HARVEY
**FAFSA Verification**

**What is it?**
Verification is a process by which the college must collect documentation to verify information provided on the FAFSA is accurate. A student's selection for verification does not represent an error on the FAFSA. Federal Student Aid selects about 30% of FAFSAs each year to complete the verification process while some colleges choose to verify 100% of FAFSA submissions. If a student is selected, the process must be complete before the student will receive any State or Federal Financial Aid.

**How do I know if a student has been selected for verification?**
The earliest way a student is notified of their selection is through their Student Aid Report (SAR). Initial notification of a student’s selection for verification will be displayed on the confirmation screen of the FAFSA in the form of an asterisk next to the Expected Family Contribution. The student will also receive a Student Aid Report (SAR) by email (traditional mail if no student email address was provided on the FAFSA) within 3-5 business days (5-7 if by traditional mail) which will indicate the student's selection for verification. It is extremely important to review the SAR for this and other important updates. Any time a student updates the FAFSA, a new SAR will be sent and the student may be selected for verification at that time.

The institution will also communicate a student’s selection via online student account or school issued email account. It is important that the student access their online account regularly and review any information the college posted.

**What should a student do if selected for verification?**
Check the student account and review any communications the college has sent the student to see college-specific instructions. If the college has yet to list any instructions the student may still begin the process of collecting documents. If a parent and/or the student filed taxes in 2020 and the IRS Data Retrieval Tool (DRT) option via FAFSA was not initially used, then the student should return to FAFSA and attempt to use it now to transfer parent/student income information. If IRS DRT is not an option, then whomever on the FAFSA reporting filing taxes in 2020 should request a tax transcript via www.irs.gov or complete/mail a 4506-T (Request for Tax Transcript form).

**IMPLEMENTATION IDEA**

FAFSA verification can be a stressful experience for students and parents, particularly as the school year winds down and graduation draws near.

Consider inviting financial aid officers to your school for a Verification Day. At Kenwood High School in Montgomery County, Advise TN Advisor Shonda Foublasse worked with her administration and local colleges to open a classroom for the day, pulling in groups of students who had been selected for verification.

The students got help from a financial aid officer in person and had the chance to make a connection with an important resource on their new campus. Colleges were eager to participate because helping students in the Spring is much easier than trying to help all students in the Fall semester.
Contact us! We would love to hear from you!

Outreach Division

1. Felicia Orr
   Director of College Access
   (615) 246-4461
   felicia.orr@tn.gov

2. Lori Mitchum
   Outreach Specialist
   (731) 571-7888
   lor.mitchum@tn.gov

3. Annie Trout
   Director of College Access
   (615) 604-3819
   annie.trout@tn.gov

4. Jason Seay
   Senior Director of Outreach
   (615) 319-1740
   jason.seay@tn.gov

5. Eric Farmer
   Outreach Specialist
   (615) 323-7038
   eric.farmer@tn.gov

6. Sam Mullins
   Outreach Specialist
   (911) 303-3216
   sam.mullins@tn.gov

7. Rita Turchetta
   Outreach Specialist
   (615) 478-3554
   rita.turchetta@tn.gov

8. Erika Adams
   Outreach Specialist
   (615) 417-3555
   erika.adams@tn.gov

Email: fafsa.help@tn.gov
FAFSA Help Hotline: 615-350-8668
Who To Contact

General questions about filing the FAFSA, Tennessee-specific grants and scholarships, and financial aid?
Ask: THEC/TSAC Outreach Specialists.
See the map on page 65 to contact your THEC/TSAC Outreach Specialist.

How to file the FAFSA and/or Federal Student Aid?
Ask: Federal Student Aid.
Call their toll-free number at 1-800-4FED-AID (1-800-433-3243) or email/chat online at: https://studentaidhelp.ed.gov/app/ask

Institution-specific financial aid program questions?
Ask: Campus financial aid offices.

How to implement your TN FAFSA Frenzy event?
Ask: Suzette Telli, Statewide Services Coordinator, Tennessee Higher Education Commission, 615-741-3055 or suzette.telli@tn.gov

Tennessee Public Four-Year Universities

<table>
<thead>
<tr>
<th>University</th>
<th>City</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Peay State University</td>
<td>Clarksville, TN</td>
<td><a href="http://www.apsu.edu">www.apsu.edu</a></td>
<td>(931) 221-7907</td>
</tr>
<tr>
<td>Tennessee Tech University</td>
<td>Cookeville, TN</td>
<td><a href="http://www.tntech.edu">www.tntech.edu</a></td>
<td>(931) 372-3073</td>
</tr>
<tr>
<td>East Tennessee State University</td>
<td>Johnson City, TN</td>
<td><a href="http://www.etsu.edu">www.etsu.edu</a></td>
<td>(423) 439-4300</td>
</tr>
<tr>
<td>University of Memphis</td>
<td>Memphis, TN</td>
<td><a href="http://www.memphis.edu">www.memphis.edu</a></td>
<td>(901) 678-4825</td>
</tr>
<tr>
<td>Middle Tennessee State University</td>
<td>Murfreesboro, TN</td>
<td><a href="http://www.mtsu.edu">www.mtsu.edu</a></td>
<td>(615) 898-2711</td>
</tr>
<tr>
<td>University of Tennessee, Knoxville</td>
<td>Knoxville, TN</td>
<td><a href="http://www.utk.edu">www.utk.edu</a></td>
<td>(865) 974-1111</td>
</tr>
<tr>
<td>Tennessee State University</td>
<td>Nashville, TN</td>
<td><a href="http://www.tnstate.edu">www.tnstate.edu</a></td>
<td>(615) 963-5701</td>
</tr>
<tr>
<td>University of Tennessee at Chattanooga</td>
<td>Chattanooga, TN</td>
<td><a href="http://www.utc.edu">www.utc.edu</a></td>
<td>(423) 425-4677</td>
</tr>
</tbody>
</table>

Tennessee Community Colleges

<table>
<thead>
<tr>
<th>Community College</th>
<th>City</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chattanooga State Community College</td>
<td>Chattanooga, TN</td>
<td><a href="http://www.chattanoogastate.edu">www.chattanoogastate.edu</a></td>
<td>(423) 697-4402</td>
</tr>
<tr>
<td>Motlow State Community College</td>
<td>Tullahoma, TN</td>
<td><a href="http://www.mssc.edu">www.mssc.edu</a></td>
<td>(931) 393-1553</td>
</tr>
<tr>
<td>Cleveland State Community College</td>
<td>Cleveland, TN</td>
<td><a href="http://www.clevelandstatecc.edu">www.clevelandstatecc.edu</a></td>
<td>(423) 472-7141</td>
</tr>
<tr>
<td>Nashville State Community College</td>
<td>Nashville, TN</td>
<td><a href="http://www.nsc.edu">www.nsc.edu</a></td>
<td>(615) 353-3249</td>
</tr>
<tr>
<td>Columbia State Community College</td>
<td>Columbia, TN</td>
<td><a href="http://www.columbiastate.edu">www.columbiastate.edu</a></td>
<td>(931) 540-8267</td>
</tr>
<tr>
<td>Northeast State Community College</td>
<td>Blountville, TN</td>
<td><a href="http://www.northeastate.edu">www.northeastate.edu</a></td>
<td>(423) 323-0252</td>
</tr>
<tr>
<td>Dyersburg State Community College</td>
<td>Dyersburg, TN</td>
<td><a href="http://www.dscc.edu">www.dscc.edu</a></td>
<td>(731) 286-3350</td>
</tr>
<tr>
<td>Pellissippi State Community College</td>
<td>Knoxville, TN</td>
<td><a href="http://www.pstcc.edu">www.pstcc.edu</a></td>
<td>(865) 694-6400</td>
</tr>
<tr>
<td>Jackson State Community College</td>
<td>Jackson, TN</td>
<td><a href="http://www.jjcc.edu">www.jjcc.edu</a></td>
<td>(731) 425-2605</td>
</tr>
<tr>
<td>Roane State Community College</td>
<td>Harriman, TN</td>
<td><a href="http://www.roanestate.edu">www.roanestate.edu</a></td>
<td>(865) 882-4545</td>
</tr>
<tr>
<td>Southwest Tenn. Community College</td>
<td>Memphis, TN</td>
<td><a href="http://www.southwest.tn.edu">www.southwest.tn.edu</a></td>
<td>(901) 333-5960</td>
</tr>
<tr>
<td>Volunteer State Community College</td>
<td>Gallatin, TN</td>
<td><a href="http://www.volstate.edu">www.volstate.edu</a></td>
<td>(615) 230-3456</td>
</tr>
<tr>
<td>Walters State Community College</td>
<td>Morristown, TN</td>
<td><a href="http://www.ws.edu">www.ws.edu</a></td>
<td>(423) 585-6811</td>
</tr>
</tbody>
</table>
Using FAST Reports to Monitor TN Promise FAFSA Submissions

The Tennessee Student Assistance Corporation offers tools to help you determine which students have completed the FAFSA. You can check out FAST to get a list of which of your students have completed the FAFSA.

One of the easiest ways to track FAFSA submission in FAST is to pull your FAFSA by High School or Tennessee Promise report.

How to Download the Promise/FAFSA Report via FAST

1. Login at fast.tn.gov
2. Click Reports.
3. Click High School.
4. Click Tennessee Promise Report. A new window should open. If not, please allow pop-ups from FAST.
5. Select 2022-2023 for the ACYear (when the class of 2022 will enroll in college).
6. Click View Report.
7. Select a program (CSV, PDF, Excel, etc.) to export and save the report.
DO NOT MAIL THIS WORKSHEET.

The FAFSA on the Web Worksheet provides a preview of the questions that you may be asked while completing the Free Application for Federal Student Aid (FAFSA®) online at fafsa.gov or via the myStudentAid mobile app.

You must complete and submit a FAFSA form to apply for federal student aid and for most state and college aid. Write down notes to help you easily complete your FAFSA form anytime on or after October 1, 2021. See the table to the right for state deadlines. Your application must be submitted by midnight Central Time. Also pay attention to the symbols that may be listed after your state deadline. Check with your high school counselor or your college’s financial aid administrator about other deadlines. The Federal deadline is June 30, 2023.

1  FAFSA.GOV

WHAT IS THIS?
The FAFSA on the web worksheet previews all of the possible questions that could be asked of a student filling out the FAFSA. Not every student will need to fill out every question, particularly adult learners and students who are deemed Independent, as they will not need to provide parent information.

Applying is easier with the IRS Data Retrieval Tool! Students and parents who have filed their 2020 federal tax return may be able to use the IRS Data Retrieval Tool to easily, accurately and securely transfer their tax information into the FAFSA form.

Sign your FAFSA form with an FSA ID!
For information about the FSA ID, including how to apply, go to StudentAid.gov/fsaid.

Your FSA ID allows you to electronically sign your FAFSA form. If you are providing parent information, one parent must also sign your FAFSA form. To sign electronically, your parent should also apply for an FSA ID.

Free help is available!
You do not have to pay to get help or submit your FAFSA form. submit your FAFSA form free online at fafsa.gov. Federal Student Aid provides free help online at fafsa.gov or you can call 1-800-4-FED-AID (1-800-433-3243).

State deadlines:

For additional information, contact your state agency.

Pay attention to any symbols listed after your state deadline.

States and territories not included in the main listing below:* AL, AK, AZ, AR, CA, CO, CT, DC, DE, FL, GA, HI, ID, IL, IN, KS, KY, LA, ME, MI, MN, MO, MS, MT, NE, NV, NH, NJ, NM, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WI, WV, WY

FAFSA on the Web Worksheet
fafsa.gov

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SECTION 1 - STUDENT INFORMATION

After you are online, you can add up to ten colleges on your FAFSA form. The colleges will receive the information from your processed FAFSA form.

Student’s Last Name  First Name  Social Security Number

Student Citizenship Status (check one of the following)
- US citizen (U.S. national)
- Non-citizen nonresident
- Non-citizen legal resident

Right to Privacy: Enter Alien Registration Number in the box to the right.

Your Alien Registration Number: ___

Generally, you are an eligible nonresident if you are:
- A permanent resident under the Alien Registration Act (IRA) or
- A conditional permanent resident under a Conditional Green Card (C.G.C.)
- An alien who has overstay temporary protective status, suspension or voluntary departure, nonimmigrant status, or immigration adjustment program extension
- A lawful permanent resident under the Immigration Act of 1990
- A holder of a valid certificate or eligibility issued by the Department of Homeland Security indicating a designation of special class in immigration

Student Marital Status (mark one of the following)
- Single
- Married or cohabiting
- Separated
- Divorced or widowed

You will be asked to provide information about your spouse if you are married or cohabiting.

Section 2 - STUDENT DEPENDENCY STATUS

If you can check ANY of the following boxes, you will not be asked to provide parental information. Skip to page 4. If you check NONE of the following boxes, you will be asked to provide parental information. Go to the next page.

- I am under 13
- I am under 13
- I am working
- I will be working on a master’s or doctoral program
- I have been a victim of U.S. Armed Forces
- I have been a victim of human trafficking
- I have been in foster care during my age
- I am a dependent (other than children or spouses) who live with me and I provide more than half of their support
- I am a dependent (other than children or spouses) who live with me and I provide more than half of their support
- I am currently or have been an emancipated minor
- I am currently or have been in an emancipated minor
- I am homeless or I have a job of very low earnings

NOTES:

SECTION 3 - PARENT INFORMATION

Parent’s social security numbers are not required. Please note that no additional information about the parent will be needed if you have previously filled out a FAFSA form. If you have not previously filled out a FAFSA form, you need to complete the necessary information about your parent.

Providing parent 1 information:
- Parent 1’s name
- Parent 1’s relationship to student
- Parent 1’s date of birth
- Parent 1’s address
- Parent 1’s legal residence

Providing parent 2 information:
- Parent 2’s name
- Parent 2’s relationship to student
- Parent 2’s date of birth
- Parent 2’s address
- Parent 2’s legal residence

If you are a dependent student, you must provide the following information:

- Your parent’s Social Security numbers
- Your parents’names
- Your parent’s relationship to you
- Your parent’s date of birth
- Your parent’s legal residence
- Your parent’s address

Did you know?
- If your parents are married, they must be able to sign the FAFSA form.
- If your parents are not married, you must provide information about your parents.

What was your parent’s/stepparent’s income for 20177?

Income of student or student’s parents if not claimed by the student or spouse.
- Student’s income
- Spouse’s income
- Household income
- Parent’s income
- Both parent’s income

In 2018 or 2019, did anyone in your parent’s household receive Social Security?

- Social Security
- Supplemental Security Income
- Temporary Assistance for Needy Families
- Temporary Disability Insurance
- Unemployment Compensation

Did your parents have any of the following in 20177?

- College degrees
- Professional degrees
- Advanced degrees

Did your parents have any of the following in 2017?

- College degrees
- Professional degrees
- Advanced degrees

Optional additional information:

- Parent’s education
- Parent’s work experience
- Parent’s income

Your parents may be asked to provide more information about their assets.

Your parents may need to report the net worth of their businesses and/or investment farms.

NOTES:

TNFAFSAFRENZY
FAFSA for Adult Learners

In Tennessee, adults make up roughly 20 percent of enrolled public undergraduate students, which equates to 40,000 adult learners, and the prospective adult student pool of Tennesseans with some college but no degree is over 900,000. We know that to achieve the Drive to 55, we must bolster our focus on the recruitment, retention, and completion of adults in higher education.

FAFSA events to support adults will understandably look different from a FAFSA event for high school seniors. Adults are everywhere in your community, but reaching out to adults requires tapping into different networks and considering other community spaces that have the technology available for adults who need to fill out the FAFSA. Visit www.tnreconnect.gov for a list of Tennessee Reconnect Navigators who are experts in the field of helping adults with financial aid and college applications. These Reconnect Navigators have a wealth of knowledge and can help adults in your community understand what college paths can look like at nearby higher education institutions.

While there are differences, some of our best practices are still applicable for planning an event for adults. Adults fill out the same FAFSA as high school students, but they do not have to fill out any parent information, nor do they need to create an FSA ID for their parent in order to sign and submit the FAFSA. When you are thinking about the technology you’ll need for your event, think about how to set up an event to best support your adults in your area, and how to recruit and train volunteers.

Four easy steps to Reconnect:

1. Complete
   Complete the application at TNReconnect.gov. You can also apply by phone and get your results from the Tennessee Reconnect Success Plan.

2. Apply
   Apply to your local community college or eligible Tennessee Reconnect institution.

3. File
   File the FAFSA at FAFSA.ed.gov. Your local community college or Tennessee Reconnect may offer assistance with the FAFSA.

4. Enroll
   Enroll in a degree or certificate program at least part-time and launch your future.
Additional Resources

College for TN
College for TN is a website to help students and educators with the college-going process from the Tennessee Higher Education Commission and the Tennessee Student Assistance Corporation. College for TN offers financial aid guides and resources that are specific to Tennessee, along with detailed information on state grants and scholarships. College for TN also includes a link for students and counselors to log in to the FAST system.

www.CollegeforTN.org

Tennessee Reconnect
Want more information for adult learners? The Tennessee Reconnect website includes comprehensive information for adult learners on how to return to school, find financial aid resources, and connect with institutions.

www.TNReconnect.gov

Federal Student Aid (FSA)
FSA is the federal government agency that oversees the FAFSA and offers many resources to assist students and families in filing the FAFSA.

Main website: https://studentaid.ed.gov
Toll-free number: 1-800-4FED-AID (1-800-433-3243)

FSA Financial Aid Toolkit
The FSA Financial Aid Toolkit includes an extensive set of resources for counselors and educators. Tools include worksheets for students, infographics, sample communications, and even a toolkit on hosting a FAFSA event.

www.financialaidtoolkit.ed.gov/tk/

U.S. Department of Education Glossary/Key Terms
The U.S. Department of Education Glossary includes a list of financial aid terminology. This includes terms seen on the FAFSA, on financial aid forms, and in award letters. The glossary can be a helpful tool for both counselors, as well as students and their families.

studentaid.ed.gov/sa/glossary

HANDOUTS AND WORKSHEETS
The FSA ID

The first step to completing your FAFSA is to create an FSA ID (a username and password). Your FSA ID gives you access to Federal Student Aid’s online system and serves as your legal signature. Only create an FSA ID using your own personal information and for your own exclusive use.

You’ll use your FSA ID every year you are in college to complete the FAFSA and review your federal student aid. Fill in this form as you create your FSA ID. Do you have the information you need to begin?

To create an FSA ID, go to studentaid.gov

Student Information

Email Address: 

Username: 

Password: 

Date of Birth: 

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<tr>
<th>CHALLENGE QUESTION</th>
<th>ANSWER</th>
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Parent Information (If Applicable)*

*NOTE: If your parents have created an FSA ID for themselves when applying for aid for an older sibling, they will use the same FSA ID to help file your FAFSA and for all FAFSAs.

Email Address: 

Username: 

Password: 

Date of Birth: 

<table>
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<tr>
<th>CHALLENGE QUESTION</th>
<th>ANSWER</th>
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Dependency Status Checklist

What is my dependency status?

The following statements will determine your dependency status for the FAFSA. Mark any that are true.

- Will I be 24 or older by Dec. 31 of the school year for which I am applying for aid?
- Am I serving on active duty in the U.S. Armed Forces?
- Am I married?
- Am I a veteran of the U.S. Armed Forces?
- Am I in foster care since turning age 13?

Adapted from Federal Student Aid’s “How to Complete or Review Information on the FAFSA” at http://studentaid.ed.gov

If you marked any of the above, you are independent and will not provide parental information on the FAFSA.

If none of the statements are true, you are a dependent student and must provide parental information on the FAFSA. Dependent students are required to include parent information on the FAFSA. Use this guide to figure out which parent’s information to include on the FAFSA.

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THIS INFORMATION SHOULD BE KEPT CONFIDENTIAL AND STORED IN A SECURE LOCATION!
To Receive Federal Aid or State Aid, A Student Must...

- Be a U.S. CITIZEN or U.S. National
  - You are a U.S. Citizen if you were born in the United States or certain U.S. territories. If you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.

- Have a GREEN CARD
  - You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.

- Have an ARRIVAL - DEPARTURE RECORD
  - Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
    - Refugee
    - Asylee
    - Cuban-Haitian Entrant (Status Pending)
    - Conditional Entrant (valid only if issued before April 1, 1990)
    - Parolee

- Have BATTERED IMMIGRANT STATUS
  - You are designated as a "battered immigrant - qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.

- Have a T-VISA
  - You are eligible if you have a T-VISA or a parent with a T-1 visa.

AND

Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau

*Adapted from Federal Student Aid Eligibility Requirements Infographic. Studentaid.gov*
Volunteer Recruitment Letter

This letter should be distributed to any volunteer prospects and/or groups. Update the bold pieces with your school's event information and feel free to add more event details to generate interest.

Dear <name of organization>,

<Name of your high school> is hosting a TN FAFSA Frenzy event on <date>. TN FAFSA Frenzy is an event to assist students and their families in filing the Free Application for Federal Student Aid (FAFSA) and learning more about financial aid options for college. The FAFSA is an important part of the college-going process and, in Tennessee, students are required to complete the FAFSA to be eligible for state aid. Additionally, students who complete the FAFSA are more likely to enroll in college.

We will be hosting our event on <date> and would welcome representatives from <name of organization> to visit our school during this exciting and important time. With your help, students and their families can get answers to questions about how to complete the FAFSA and how they can pay for college. Volunteers can greet and sign in students, assist students with completing the FAFSA, or distribute information about financial aid opportunities. Our students will look to you for help and support as they take a big step in the direction of going to college.

If you or any of your colleagues at <name of organization> are interested in volunteering in any capacity, please contact <name, contact info at name of your high school>.

Thank you,

<Your name>
<Your title>
### SIGN IN/SIGN OUT SHEET

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<th>Student Name</th>
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School ___________________________  Counselor ___________________________