

(For start dates 1/1/10-6/30/10-two FAFSA years)

## Step by Step Instructions

How to Apply for Financial Aid *On-Line* to attend the Court Reporting Institute of Dallas *On-Line!*

Congratulations on the decision to start your Career Training with **Court Reporting Institute of Dallas**. If you are in need of financial assistance to pay for your college education, then you are in the right place! This guide will assist you in completing the FAFSA online, as well as other forms required in the Financial Aid process. Once you have completed the application process, fax everything to us at 469-916-7160..... including the confirmation pages from Steps 1-2.

### Getting Started:

To make the process easier, gather the following information before you start:

- Your 2008 Federal Tax Return,
- Your 2009 Income Information (usually your final pay stub or 2009 Federal Tax Return)
- Two references addresses, phone numbers and email addresses, must be 2 separate addresses
- If you are a Dependent student, your parents' 2008 and 2009 income information (Federal tax return) will also be needed. You will learn more about this when you begin the FAFSA at step 1 below.

It takes about 45 minutes to an hour to complete the entire process.

**HINT: Print or Save all your confirmations and EFC. This will be needed by the Financial Aid Office to tell you about your eligibility.**



### Step 1: FAFSA – Free Application for Federal Student Aid

You will be completing two FAFSAs. One for the 2009-10 award year in process now and one for the 2010-11 year that will start after July 1<sup>st</sup> 2010.

#### **Complete your 2009-2010 and 2010-2011 FAFSAs Online**

The FAFSA (Free Application for Federal Student Aid) is used to determine if you qualify for Pell Grant, SEOG Grant, and Stafford Loans.

- Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and click “Fill out a FAFSA”
- Here you will be able to begin your application for Financial Aid. Your first step will be to create a password.
- Write your password here.  
Do not share it with anyone...  
Not even your Financial Aid Advisor

- **Court Reporting Institute of Dallas School Code: 014840**

**\*Important\* Please read!**

- At the end of the FAFSA, you will be required to provide an online electronic signature.
- For this, you will need to open an additional browser window. **Do Not Close** the FAFSA application, but rather open a new window.
- In this new window go to [www.pin.ed.gov](http://www.pin.ed.gov) .
- Here you will be able to apply for a PIN to apply your signature to the FAFSA you have already started.

- Challenge question Answer:  
Print the answer to your challenge question here. This will be helpful if you ever need to “reset” your PIN.
- Write your PIN number here.

Challenge Question Answer

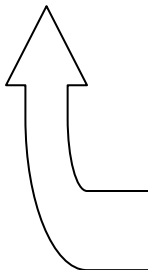
PIN Number

Do not share your PIN or Challenge Question Answer with anyone...  
Not even your Financial Aid Advisor

**Please note: If you are a DEPENDENT student, your parent will also need to sign the FAFSA, they will also need to apply for a pin**



Once you receive a confirmation, you can go back to the FAFSA window and enter the PIN you just created. You will receive a confirmation for the FAFSA. (Print or Save this. The confirmation is needed by your Financial Aid Advisor to determine your eligibility.)



- Return to FAFSA and enter the 2010-2011 FAFSA following the above instructions.
- Remember to use your PIN to electronically sign the FAFSA
- Print or Save your 2010-2011 EFC to give to your Financial Aid Office.

To complete your Stafford Loan Application, log on to TG's Loans-By-Web. If this is your first use of this site, begin by registering.

- Go to [www.lbw.tgslc.org](http://www.lbw.tgslc.org)
- Select Register  
You will create a user ID and Password  
Write those here
- Log in using the user ID and password you created, choose:  I am an undergraduate borrower, Select Create Loan Award from Main Menu, then under Option 2 Select Court Reporting Institute of Dallas

User ID:

Password:

Once you have "logged on", you begin with Loan Entrance Counseling. "Mapping Your Future" Entrance Counseling is required for all students who wish to take out student loans to help pay for school. The counseling session provides information about how to manage your student loans, both during and after college.

- To complete your Mapping Your Future" Entrance Counseling, select **Go To Entrance Counseling**
- A separate window will open up so that you can complete the counseling session, at the bottom of the page, click on "**I Agree**"



Once you have completed the Stafford Entrance Counseling session, print the confirmation page. **Save in a safe place with your EFC information from the FAFSA above.**

- Click the button: RETURN TO LOANS BY WEB, you will now complete the Stafford loan Application
- You will need to provide your personal information, *make sure you enter your name as it appears on your SS card.* You will also be asked to enter your 2 references with 2 separate addresses
- Next you will need to Select A Lender

**PLEASE NOTE:** CRID offers a list of available lenders available for your review. You are not required to select one of these lenders. If you select another, we will be happy to assist you in processing your loan with them. However, some additional steps may be required. Please check with your lender before proceeding.

- Once you have selected your Lender , you will enter the loan amount needed and the loan period begin and end dates. Independent students can request up to \$9500 and Dependent students can request up to \$5500.
- Verify the information as requested then Send Request.

**Be advised , YOU ARE NOT FINISHED YET, you must sign your MPN**

- Click on E-Sign Stafford MPN, you will be directed to your lender's website where you can complete the steps to E-Sign your MPN
- Some lenders require that you create an account before you are able to E-Sign your MPN. Once you have registered with the lender E-Sign your MPN
- Please make sure you **sign your MPN electronically**, as opposed to other options. You may need to use your PIN number (see Step 1 above). If you do not have a PIN you can get one by going to [www.pin.ed.gov](http://www.pin.ed.gov).
- Once you have verified your info, there are several agreements to click through, and a place to review and modify your information.



- Print and Save the following loan documents:
  - Master Promissory Note
  - Addendum
  - Rights and Responsibilities Statement



Print an extra copy of the MPN showing which lender you have selected. In the next step you will fax it to your Financial Aid Advisor later

- If you are a dependent student, your parent will also need to log on to TG's Loans-by-Web and complete a loan application. Your parent will log in then choose:

I am a parent borrower



Continue to the next step...there are a few more forms for you to complete, and fax to your Financial Aid Office.



### Step 3 Complete Court Reporting Institute of Dallas Application forms

You will need to print out the forms listed below:

Title	√
Student Reference List	
Title IV Authorization Form	
FELP Authorization Form	
Excess Funds Request Form	
FELP Parent PLUS Authorization Form***dependent students only	

Please complete these forms, sign, date and return by fax to your Financial Aid Advisor at Fax # (469) 916-7160.



### Step 4 What Happens Next

- Your Financial Aid Advisor will contact you to discuss the programs, amounts and terms of your Financial Aid, and to outline any additional items or documents you may need to provide. If you have questions, feel free to ask your Financial Aid Advisor.
- Award Letter: When your Financial Aid Advisor has processed your Financial Aid file, you will receive an Award Letter. This provides further information about your Financial Aid award amounts, expected dates of disbursement, etc.
- Loan Disbursement Notifications: Most student loans are disbursed in three installments in each academic year of three terms. When the Disbursement is issued to your account, the Accounting Department will send you a notification that the funds have been disbursed and credited to your account.

Fax to **469-916-7160** to your Financial Aid Office.

Student Name: \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Cell Phone \_\_\_\_\_

Best Time to contact you: \_\_\_\_\_

Date you plan on Starting Classes: \_\_\_\_\_

Your Admissions Representative's Name \_\_\_\_\_



Step 1 and 2: Confirmation pages:

#	Title	Check if attached
1	2009-10 EFC from FAFSA Step 1 above.	
2	2010-11 EFC from FAFSA Step 1 above.	
3	Mapping Your Future-Entrance Counseling Confirmation	
4	Electronically Signed Master Promissory Note (MPN)	
	<b>IF DEPENDENT:</b>	
	PLUS Credit Decision/MPN	



Step 3: Court Reporting Institute of Dallas Application forms

#	Title	Check if attached
5	Student Reference List	
6	Title IV Authorization Form	
7	FELP Authorization Form	
8	Excess Funds Request Form	
	<b>IF DEPENDENT:</b>	
	FELP Parent PLUS Authorization Form	

**\*\*You will also need to include a copy of your Driver's License and Social Security Card.**

Comments or questions: \_\_\_\_\_