

How and When to Apply

In order to determine if a student might benefit from applying for federal financial assistance, the Free Application for Federal Student Aid or FAFSA must be submitted. The financial aid office strongly recommends that the financial aid process begins at least 5 weeks prior to the first day of classes. Continuing students need to complete the FAFSA by May 15.

In order to submit the FAFSA application, a potential student must have a PIN. This is a personal identification number that is designated specifically to the person whose information is entered on the FAFSA. The PIN is treated somewhat like a social security number in that it is never to be shared with anyone and it is a unique identifier of the applicant. It is designed to allow only the applicant access to the personal information that has been entered onto the FAFSA or loan application, whatever the case may be. To apply for a PIN, go to www.pin.ed.gov. It can take up to 72 hours to receive your new number. Until you have received confirmation of your information from the Social Security Administration, you will be unable to use your PIN. If you have applied for financial aid previously, you should already have a pin. If you don't know if you already have a PIN, then go to the same website and select I forgot/Don't know my pin and answer the challenge question. You should be able to complete the whole process if you find you already have a number.

After you have the PIN, you must complete the FAFSA online @ www.fafsa.ed.gov. The FAFSA must be completed annually and our school code must be added in order for the financial aid office at American College of Technology to receive your information. Our federal school code is- 041187. It can take up to 5 days for us to receive it.

If the student finds that additional funding is needed, the student may apply for Federal Direct Subsidized and Unsubsidized loans, and the parent may apply for a Direct PLUS loan. If the parent chooses to borrow from the loan program, they will need to acquire a PIN. This can be done from the PIN website mentioned previously or on the student loan website. To apply for Direct Loans, go to www.studentloans.gov. The site requires the PIN number to create an account. In order to receive federal loan funds, entrance counseling is also required. After logging in, a menu appears on the left side of the screen. Choose to complete entrance counseling. After counseling is completed and confirmed, choose to complete MPN. The MPN is the Master Promissory Note, or loan application. When this is completed please contact the financial aid office and let them know that they have been completed.