



FIRST STEPS FOR FINANCIAL AID AT CASPN

1. FILE 2017-2018 FAFSA www.fafsa.ed.gov . This lets us know how much you qualify for in Federal & State Grants and Federal Student Loans.
 - a. CASPN SCHOOL CODE **016426**
 - b. Use the IRS DATA RETRIEVAL TOOL/ TAX TRANSFER TOOL when completing the income portion of the FAFSA.
 - i. IF this does not work, you **MUST** request a copy of YOUR (AND YOUR PARENTS/SPOUSE IF APPLICABLE) 2016 **TAX TRANSCRIPT** from <http://www.irs.gov/individuals/get-transcript> and turn it in to me.
2. COMPLETE THE FOLLOWING FOR FEDERAL STUDENT LOAN ASSISTANCE at <http://www.studentloans.gov> SCHOOL CODE **01071000 (CAPITAL AREA CAREER CENTER)**:
 - a. UNDERGRADUATE Entrance Counseling
 - b. UNDERGRADUATE Loan Agreement for a Subsidized/Unsubsidized Loan (MPN)
3. LOOK INTO THE WIOA (Workforce Innovative Opportunities Act) GRANT PROGRAM IN YOUR COUNTY at <https://www.illinoisworknet.com/WIOA/TrainingPartners/Pages/Locations.aspx> .
4. READ through the Financial Aid Terminology list provided
5. Look over the sample Award Notification Letter provided
6. **CALL ME WITH ANY QUESTIONS YOU HAVE!!!**

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