

FAFSA APPLICATION PROCESS

MTEC does not process loans.

Pell Grants—Individuals need to complete the FAFSA (Free Application for Federal Student Aid) on-line at www.fafsa.gov. **The FAFSA is FREE!**

Applications made at fafsa.com come at a cost! Do NOT use this website to apply!

Prior to completing the FAFSA, applicants and a parent (if dependent) must apply for an FSA ID (Federal Student Aid Identification). When the application process begins, you will be asked whether you have an FSAID and directed to create one if not. The FSAID is used to sign the FAFSA on-line application. Without electronic signatures, the application cannot be processed. FSAID approval is e-mailed typically within 2-4 days.

A parent signature and tax information is required if the student is considered dependent (under age 24, unmarried, no children or dependents, not a Veteran or an orphan).

The March 1 deadline does not apply to MTEC students. For the 2021-2022 application, 2019 IRS taxes will be used.

DO NOT ESTIMATE TAX INFORMATION.

When given the option of utilizing the IRS Data Retrieval Tool in FAFSA, make the choice to do so. This allows the FAFSA to import accurate information from the IRS database.

Students may be selected for verification (see Verification link) by the United States Department of Education; in such cases, students will be required to complete the IRS data retrieval or request a “**tax return transcript**” (NOT “account transcript”) through the IRS.gov website. It is easier and much faster to utilize the IRS Data Retrieval Tool.

In addition, students and parents are requested to complete and sign the verification forms.

For students and/or parents who amended their federal taxes, it will be necessary to request the “**tax return transcript**” as the IRS Data Retrieval Tool will not be in operation. These are the only two options to complete the verification process.

Applicants will state that enrollment is in a “certificate or diploma program of less than two years” (not an associate degree). **The MTEC Code is 012904.**

MTEC does not participate in Stafford/Direct Loans through the FAFSA application (respond “No” to loans on the FAFSA). With the new private student loan laws, MTEC has no knowledge of existing private student loans.

MTEC does not participate in Federal Work Study; respond with “No” to this question.

Upon completion of the FAFSA, it is recommended that you print the confirmation page with the EFC (Expected Family Contribution). **Students with an EFC in excess of 5500 are not eligible for Pell Grant funding and will not need to communicate with the financial aid advisor.** You will receive a confirmation e-mail with an anticipated Pell award amount. If no amount is indicated, you are ineligible for Pell or your application is incomplete and/or inaccurate. All amounts are estimated until meeting with the financial aid advisor at MTEC. If you have questions, call the MTEC Financial Aid Office at 304-291-9240 ext 2723.

Professional Judgment for Special Circumstances—If FAFSA has determined that you are not eligible for a Pell Grant and your family has experienced significant changes to your financial situation (such as loss of employment) or other unusual circumstances (such as high unreimbursed medical expenses), please consult with the financial aid advisor at MTEC at 304-291-9240, ext. 2723.

**COMPLETING A FAFSA
DOES NOT IMPLY
THAT YOU WILL BE
A RECIPIENT OF FINANCIAL AID**