

ATLANTIC TECHNICAL COLLEGE

Office of Student Affairs (2023-2024)

Step 4: Apply for Financial Aid



Welcome to step 4 of the Online admissions process! Applying for financial aid is optional, so move to step 5 (Disability Services) if you do not require financial assistance.

Review this document in its entirety to ensure you are familiar with ATC's new financial aid process. Delays in completing the FAFSA may affect your ability to register on time. This step can be completed simultaneously with the admissions process. The videos provided on page 2 may assist with better understanding the FAFSA process.

How to Apply for Financial Aid

ATC School Code: 012263

1. Complete Steps 1, 2, & 3 of the Online Admissions Process

Please be sure you have completed <u>Step 1</u> (Online Orientation) and <u>Step 2</u> (Reply to Your Orientation Follow-up email) and <u>Step 3</u> (Complete Your Online Application) before moving to Step 4 (Apply for Financial Aid).

2. Create an FSA ID

Please go to <u>fsaid.ed.gov</u> to create an FSA ID. For assistance with your FSA ID, please contact 1.800.557.7394.

3. Complete the FAFSA Application

Complete and submit the 2023-24 FAFSA application online at <u>studentaid.gov/h/apply-for-aid/fafsa</u>. **ATC's school code is 012263**. For assistance contact USDOE's Help Desk at 1.800.433.3243.

4. Activate Broward County Public Schools (BCPS) Verification Portal

After submitting the FAFSA, please allow 7-10 school days to receive email instructions on how to activate your Broward County Public Schools (BCPS) Verification Portal. The email will come from ATC_finaid@browardschools.com, so be sure to check your spam or junk folder. Note, the BCPS Verification Portal is different from the Focus student portal.

5. Complete Required Tasks via BCPS Verification Portal

Once your verification portal is activated, log-in and select the "Getting Started" button. Follow the prompts to complete required forms and upload supporting documents. Scan printed documents with a desktop or phone app scanner. Once your outstanding tasks are 100% completed, please allow 2 school days for the financial aid office to review your file. If approved, you will receive an award notification. Document changes or additional information may be required. For instructions on accessing the BCPS Verification Portal and sample scanner app resources, click refer to the last two pages of this document.

Contacts by Program

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Advance Automotive Service Technology (TTEN); Applied Information Technology; Automotive Collision Technology Technician; Automotive Service Technology; Avionics Systems Technician; Carpentry; Cloud Computing & Virtualization; Database Application Development & Programming; Drafting; Electricity; Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R); Heating, Ventilation, Air-Conditioning/Refrigeration 1 (HVAC/R-1); Machining Technologies; Network Support Services; Practical Nursing; Web Development; Welding Technology

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Accounting Operations; Administrative Office Specialist; Business Management and Analysis; Central Sterile Processing Technology; Court Reporting Technology; Court Reporting 2; Court Reporting 3; Dental Assisting Technology and Management - ATD; Electrocardiograph Technology; Hemodialysis Technician; Legal Administrative Specialist; Medical Administrative Specialist; Medical Assisting; Medical Coder/Biller – ATD; Mental Health Technician; Orthopedic Technology; Patient Care Assistant; Patient Care Technician; Pharmacy Technician ATD; Professional Culinary Arts & Hospitality

Things to Remember

- 1. Link your taxes.
- 2. Provide official high school / GED transcript.

Financial Aid Checklist

STUDENT NEEDS TO PROVIDE THE FOLLOWING TO THE OFFICE OF FINANCIAL AID

2021 IRS Tax Return Transcript for student and spouse or student and parent(s) if you did not link your taxes
(Request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within
10 business days from the IRS's receipt of the mail, telephone or paper request.)
2021 Verification of Non-filing & Wage and Income Statement for student and spouse or student and parent(s)
if you did not file taxes
Official High School Transcript or Homeschool Transcript (if applicable)
Official General Equivalency Diploma (GED)® Transcript (obtain at ged.com)
Foreign Diploma, evaluation done by a School Board of Broward County, FL approved agency
Proof of Name Change, if applicable
Any other documentation that may be necessary to complete verification or resolve any conflicting data in a student's
file such as child support received/paid, SNAP benefits, proof of marital separation, household members, etc.

Tax Filers

IRS Tax Return Transcript: All tax filers must provide an official 2021 Tax Return Transcript from the IRS. A 2021 IRS Tax Return Transcript may be obtained through: *Online Request - Go to www.irs.gov, click "Get Your Tax Record", click "Get Transcript ONLINE"; *Automated Telephone Request - call 1-800-908-9946; *Mail - Go to www.irs.gov, "Get Your Tax Record", click "Get Transcript by Mail"; or *Paper Request Form - complete IRS Form 4506T-EZ or IRS Form 4506-T and mail to the IRS.

Identity Theft Victims: An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2021 income tax return and applicable schedules the individual filed with the IRS; and
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Amended Returns: An individual who filed an amended IRS income tax return for tax year 2021 must provide a signed copy of the 2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return;
- A 2021 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- A signed copy of the 2021 IRS Form 1040 and the applicable schedules that were filed with the IRS.

Non-Tax Filers

IRS Non Tax Filer: Students/Parents must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority. You may complete a 4506-T and request a 2021 Verification of Nonfiling Letter (Box 7) AND Wage and Income Transcript (Box 8) or contact the IRS at 1-800-829-1040 to request the required documentation.

Additional Resources

 FAFSA
 FSA ID
 IRS

 studentaid.gov/h/apply-for-aid/fafsa
 fsaid.ed.gov
 www.irs.gov

 1-800-4-FED-AID (1-800-433-3243)
 1.800.557.7394
 Transcript order line: 1.800.908.9946

 1-800-730-8913 TTY
 IRS main number: 1.800.829.1040

 Identify Theft: 1.800.908.4490

How to Fill Out the FAFSA How to Create an FSAID FAFSA Tips for Parents Determine Dependency









Instructions: Creating a BCPS Verification Portal Account

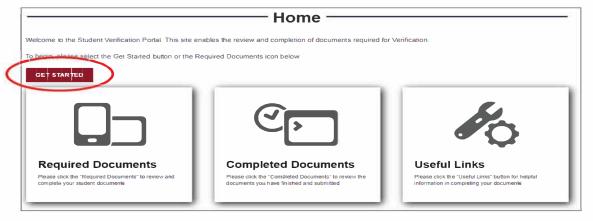
1. Visit https://verify-browardschools.educationpartners.com and log-in to your BCPS Verification Portal. The initial invitation to create your account will be sent to the email address you provided on the FAFSA. The email will come from ATC_finaid@browardschools.com is titled "Financial Aid Pending Documents Notification", so check your spam or junk folder.



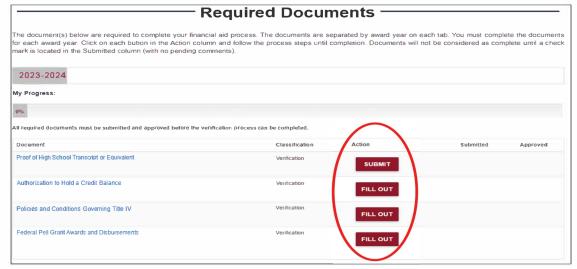
2. If logging-in for the first time, you will be prompted to "Opt-in" to e-Sign and consent and select "Save" button.



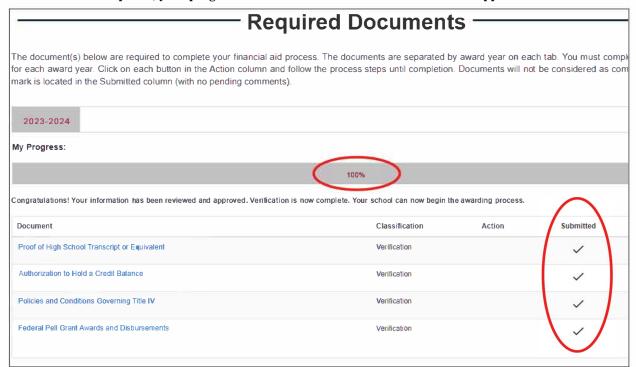
3. Select "Get Started" button.



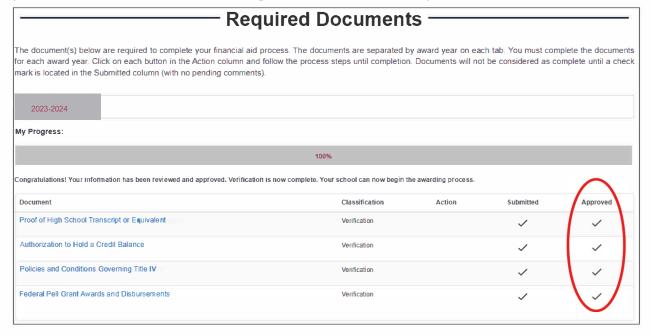
4. Complete all required tasks under "Action". Please note, you may be required to submit supporting documents. In such cases, the "Submit" button will appear. Select the "Submit" button and follow the prompts to upload the document(s) from your computer/device. For free scanner app resources, please refer to "Free Scanner Apps" section on the bottom of next page.



5. Once tasks are completed, your progress status will be 100% and check marks will appear under "Submitted".



6. Allow 2 school days for the financial aid office to review your file. If there are no issues with the documents, check marks will appear under the "Approved" section and you will receive a "Financial Aid Status Update" via email. If any of the tasks are rejected, you will receive a follow up email instructing you to complete the additional task(s). Please note, if approved for aid your award notification will be in the "Completed Documents" section of your BCPS Verification Portal.



Free Scanner Apps

Be sure to appropriately scan printed documents with a desktop or phone app scanner. We understand there may be some scanning capability limitations when submitting documents. For this reason, provided below are some sample scanner apps that may be of assistance. These apps are free and compatible with IOS and Android devices (App Store or Google Play). Note, this is merely a short list of suggested apps for your convenience, so conduct your own research to find a scanning solution that works best for you.

- 1. Adobe Scan
- 2. Microsoft Office Lens
- 3. CamScanner