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 **Step 1** (Online Orientation) and **Step 2** (Reply to Your Orientation Followup email) and **Step 3** (Complete Your Online Application) before moving to **Step 4** (Apply for Financial Aid).

2. **Create an FSA ID**
   Please go to **fsaid.ed.gov** 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 2024-25 FAFSA application online at **studentaid.gov/h/apply-for-aid/fafsa**.
   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

Sandra L. Martin	sandra.martin2@browardschools.com	**754.321.5213**
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 (HV AC/R); Heating, Ventilation, Air-Conditioning/Refrigeration 1 (HVAC/R-1); Machining Technologies; Network Support Services; Practical Nursing; Web Development; Welding Technology		
Ericka Littlejohn	ericka.littlejohn@browardschools.com	**754.321.5267**
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 FINANCIALAID

- ❏ 2022 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.)
  2022 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 2022 Tax Return Transcript from the IRS. A 2022 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:
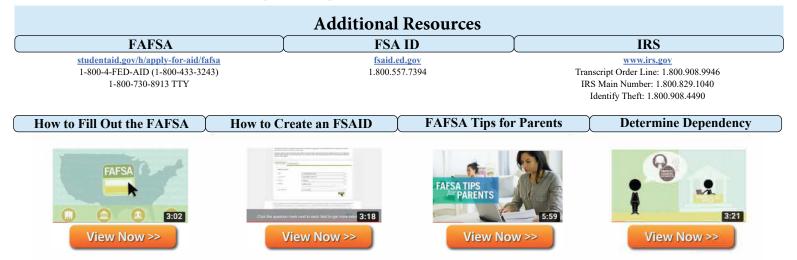
- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2022 income tax return and applicable schedules the individual filed with the IRS; **and**
- A statement signed and dated by the tax 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 2022 must provide a signed copy of the 2022 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 2022 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 2022 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, 2023** that indicates a 2022 IRS income tax return was not filed with the IRS or other relevant tax authority. You may complete a 4506-T and request a **2022 Verification of Nonfding 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 1-800-4-FED-AID (1-800-433-3243) 1-800-730-8913 TTY	fsaid.ed.gov 1.800.557.7394	www.irs.gov Transcript Order Line: 1.800.908.9946 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

View Now >>	View Now >>	View Now >>	View Now >>

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.

Login

Email

Email is required

Password

LOGIN   **FORGOT PASSWORD**

New user: Initial password is first letter of last name (uppercase), second letter of last name (lowercase), last 4 digits of Social Security number, and an exclamation point and "at" symbol (!@). **Example:** John Doe (name) and 555-11-8787 (SS#) = D08787 (password) You will be prompted to change your password upon your initial login.

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

E-Sign and Consent

You must review the E-Signature and Consent Disclosure before proceeding to the Student Portal. Please take a moment to review and confirm your option for E-Consent.

This E-Sign Disclosure asks for your consent to have Sheridan Technical College provide you with electronic records and transact with you in electronic form. Please read this E-Sign document before consenting to receive this and other communications electronically rather than in paper. This E-Sign Disclosure contains important information that we are required by law to provide. You should keep a copy of this document for your records. Additionally, it will be stored in Completed Documents on your Student Portal and with the school.

By providing your consent, you are accepting to have transactions conducted and records maintained in electronic form related to your application for Federal Student Aid.

Should you opt-in, you have the right to withdraw your consent for electronic records and transactions at any time. Once you remove your consent, we will stop providing records and conducting transactions with you electronically. Future notices will be mailed to the last address on file.

You may opt-out through your Student Portal on the Completed Documents Page. If you withdraw your consent, the terms of this E-Consent document will continue to apply to all your electronic records furnished or transactions conducted prior to the school?s receipt of the withdrawal.

○ OPT-IN: You consent to the use of Electronic Records in accordance with the terms of this E-Sign Form and confirm that you can access all the disclosures, records, and other information provided to you in electronic form

○ OPT-OUT: You decline the use of Electronic Records in accordance with the terms of this E-Sign Form. The school will not provide documents or transact with you electronically. Instead, you will be provided paper documents

SAVE

3. Select "Get Started" button.

Home

Welcome to the Student Verification Portal. This site enables the review and completion of documents required for Verification.

To begin, please select the Get Started button or the Required Documents icon below

GET STARTED

Required Documents
Please click the "Required Documents" to review and complete your student documents

Completed Documents
Please click the "Completed Documents" to review the documents you have finished and submitted

Useful Links
Please click the "Useful Links" button for helpful information in completing your documents

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.

Required Documents

The document(s) below are required to complete your financial aid process. The documents are separated by award year on each tab. You must complete the documents for each award year. Click on each button in the Action column and follow the process steps until completion. Documents will not be considered as complete until a check mark is located in the Submitted column (with no pending comments).

2024-2025

My Progress:

0%

All required documents must be submitted and approved before the verification process can be completed.

Document	Classification	Action	Submitted	Approved
Proof of High School Transcript or Equivalent	Verification	SUBMIT		
Authorization to Hold a Credit Balance	Verification	FILL OUT		
Policies and Conditions Governing Title IV	Verification	FILL OUT		
Federal Pell Grant Awards and Disbursements	Verification	FILL OUT		

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

Required Documents

The document(s) below are required to complete your financial aid process. The documents are separated by award year on each tab. You must comple for each award year. Click on each button in the Action column and follow the process steps until completion. Documents will not be considered as com mark is located in the Submitted column (with no pending comments).

2024-2025

My Progress:

100%

Congratulations! Your information has been reviewed and approved. Verification is now complete. Your school can now begin the awarding process.

Document	Classification	Action	Submitted
Proof of High School Transcript or Equivalent	Verification		✓
Authorization to Hold a Credit Balance	Verification		✓
Policies and Conditions Governing Title IV	Verification		✓
Federal Pell Grant Awards and Disbursements	Verification		✓

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.

Required Documents

The document(s) below are required to complete your financial aid process. The documents are separated by award year on each tab. You must complete the documents for each award year. Click on each button in the Action column and follow the process steps until completion. Documents will not be considered as complete until a check mark is located in the Submitted column (with no pending comments).

2024-2025

My Progress:

100%

Congratulations! Your information has been reviewed and approved. Verification is now complete. Your school can now begin the awarding process.

Document	Classification	Action	Submitted	Approved
Proof of High School Transcript or Equivalent	Verification		✓	✓
Authorization to Hold a Credit Balance	Verification		✓	✓
Policies and Conditions Governing Title IV	Verification		✓	✓
Federal Pell Grant Awards and Disbursements	Verification		✓	✓

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