

# TUSKEGEE UNIVERSITY

## Step-by-Step Guide to Apply for Financial Aid

Although it might seem difficult at first, applying for financial aid does not have to be hard. It just takes a little planning and organization. **Here are the general processes:**

1. **Apply early.**  
Tuskegee University can't stress this enough! **DO NOT** wait until the deadline to apply for aid, or chances are most grants and scholarships will be gone. The priority deadline for the receipt of **ALL** Financial Aid documents at **KHEAA Verify Process** is **February 1st** of every year.
2. **Start the FAFSA process.**  
Tuskegee University requires you to complete the Tuskegee University Data Form and the Free Application for Federal Student Aid (FAFSA) to apply for Federal, Institutional, and State Aid. We recommend using the web application. It will process a lot faster and help to eliminate common errors as you go through each step. You must enter a federal school code on your FAFSA application! The Federal School Code for Tuskegee University is **001050**; without it we will **NOT** have access to your information! Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and check it out!
3. **Keep track of deadlines and details.**  
Missing the financial aid deadline can jeopardize your eligibility. Save time by gathering all of the financial records you will need (from income tax returns to mortgage information) before you and your parent(s) complete the forms. We cannot guarantee the availability of your financial aid funds by the first day of class for fee payment on applications received after June 1<sup>st</sup>.
4. **Consider completing federal income tax returns first.**  
Income information reported on your tax return (IRS forms 1040, 1040A, or 1040EZ) is used on the financial aid applications. You **DO NOT** have to file your tax return before you complete your applications, but you may be "**selected for verification**" which means that you may have to verify the income indicated on the FAFSA by submitting an official **2017 IRS Tax Return Transcript**. However, it will be much easier and faster to finish the FAFSA if you have at least completed a rough draft of the tax return.
5. **Complete all forms accurately, completely, and legibly.**  
Inaccurate, incorrect, or missing information can (and most times will) cause delays in processing your application and possible aid.
6. **Parent Plus Loan.** Student Financial Services at Tuskegee University would like to encourage parents to consider applying for the Federal Direct Parent Plus Loan. This would assist parents with their dependent child's cost of attendance at Tuskegee University. To start the process the biological, or adoptive, parent should visit [StudentLoans.gov](http://StudentLoans.gov) to apply (all First Time Borrowers will need to create an FSA ID username and password prior to applying). If a parent desires to call the *Department of Education* regarding their loan status they may do so by calling **1-800-557-7394**.
7. **Provide all the information requested on the forms.**  
For instance, if your answer is zero, enter a zero. **DO NOT** leave the question blank. This will speed up the review of your application.

**Be consistent on all forms.**

8. Use the same name on all financial aid forms. In order to complete your file and assess your eligibility, Tuskegee University will need to match up your records from several sources. Inconsistencies will slow down the process.
9. **Keep copies of each form.**  
Whether you are completing the application on online or on paper, keep a copy of each form for your records. You may need to refer to a particular form if additional information is needed.
10. **Search for scholarships.**  
Students lose out on hundreds of dollars every year simply because they **DO NOT** apply. Visit [www.fastweb.com](http://www.fastweb.com), [www.uncf.org](http://www.uncf.org) or [www.scholarship.com](http://www.scholarship.com), or the TU scholarship web site found on the financial aid page web site. It may take some time and effort but the pay-off from this investment could save thousands of dollars.
11. **Apply for financial aid every year.**  
This is a very important step whether you are applying for Financial Aid for the very 1<sup>st</sup> time or you are a returning student. You **MUST** complete the FAFSA each year for the respective academic period you are seeking Financial Aid assistance. It is your responsibility to apply. Do not wait until the last minute to apply!!

***For additional information please contact Student Financial Services at (T) 334-727-8201 (F) 334-724-4227 or visit our website [www.tuskegee.edu](http://www.tuskegee.edu) under the Financial Aid Section. The Office of Student Financial Services is located on the second Floor of Carnegie Hall.***