

Video Title:	Financial Aid 101
Video Length:	14:49 minutes
Audience:	Basic Studies Students, High School Students
Curriculum Correlation:	Transition Portfolio – Activity 5.c Videos and Activity 2.b Federal Financial Aid (FAFSA)
Summary:	SSCC Financial Aid Director, Patricia Billings, explains the financial aid application process and provides tips for success.
Vision Statement:	By watching this video, viewers will... LEARN about eligibility, as well as the process of applying for and receiving federal financial aid; UNDERSTAND that financial aid is public money devoted to education; FEEL empowered and not afraid to apply.
Learning Objectives:	LISTENING: Viewers will identify the types of aid available and the process for completing a successful application. SPEAKING: Viewers will share and compare information from the video and from personal experience. READING: Viewers will read sentences from the transcript as well as a chart of types of financial aid and tips for success generated by classmates. WRITING: Viewers will practice note-taking skills.
Instructional Time:	Pre-Viewing Activity – Discovery: Approximately 1 hour Pre-Viewing Activity – Vocabulary: Approximately 30 minutes Viewing Activity: Approximately 1 hour Post-Viewing Activity: Approximately 1 hour

Answer Key: Page 4

Video Transcript: Page 10

Instructional Guidelines: Pre-Viewing Activities

- Instructor introduces the video by discussing the importance of applying for federal financial aid in order to pay for college. Tuition costs can be reviewed by going to a campus website. At SSCC, go to www.southseattle.edu/services/tuition.htm or show students how to open the campus website at www.southseattle.edu and click on the Search icon in the upper right corner. Then type in the word *tuition* in the Search box.

Instructor asks student to calculate the cost of one quarter at an average of 15 credits per quarter. Then, multiple that by six quarters for a rough tuition estimate. (i.e. 1 to 10 credits @ \$87 per credit = \$870 for 10 credits; credits taken exceeding 10 and up to 18 @ \$35 per credit = \$175 for 5 more credits. $\$870 + \$175 = \$1045$ tuition for one quarter. $\$1045 \times 6 = \6270 tuition for two years not including books, fees, etc.)

Tuition costs are also included in most campus quarterly class schedules. At SSCC, tuition is also listed in the quarterly Class Schedule (e.g. Spring 2011 Class Schedule, page 10 lists 15 credits resident tuition at \$1045.)

- Instructor tells the students that they will be watching a video titled Financial Aid 101 and asks them to think about what they already know and what they need to learn about financial aid.
- Instructor distributes Pre-Viewing Activity – Discovery handout and asks students to each write FIVE or more questions that they would like answered. Instructor reminds students to be sure to use correct question structure. If necessary, a quick grammar review can be done.
- Class is divided into small groups. Instructor provides each group with an overhead transparency or a piece of poster paper. Each group member shares his/her questions and the questions are written on the transparency or poster paper to share with the class.
- Each group presents their list of questions to the class.

- Instructor distributes the Pre-Viewing Activity – Vocabulary handout. Students can complete the vocabulary exercise in class or as homework.

Instructional Guidelines: Viewing Activity

- Instructor reviews note-taking skills.
- Instructor distributes Viewing Activity handout and plays the video. The video may be played repeatedly until the students have successfully completed the information chart.
- Instructor encourages students to compare their notes with a partner between and after video viewings.
- Instructor completes chart on overhead or computer projection with student input.

Instructional Guidelines: Post-Viewing Activity

- While all instructors are not financial aid experts, it is of service to students to help them determine eligibility, and if eligible, to show them how to print and complete the FAFSA on the Web Worksheet.

If students are completing Transition Portfolios (available at www.successatsouth.org), instructor asks students to refer to Activity 2.b for instructions.

Or...

If students are not completing a Transition Portfolio, instructor explores the financial aid website with students at www.fafsa.ed.gov.

- Instructor provides students with Post-Viewing Activity handout. If internet access is available, the SSCC Financial Aid website can be accessed to complete Part 1. If internet access is unavailable, the most recent copy of the *SSCC Financial Aid Guide* is available in the Financial Aid Office. Also, the information to necessary to complete the activity is available in the ANSWER KEY.
- Students are encouraged to continue the financial aid application process at the appropriate office on the campus of their choice.

(Responses will vary.)

You will be watching a video titled: FINANCIAL AID 101. Do you have any questions about financial aid? Please write your questions below. Be sure to use correct question formation.

1. _____

2. _____

3. _____

4. _____

5. _____

You will hear the following sentences in the video you are about to watch. Before viewing the video, please read these sentences. Then select a word from the list provided to complete each sentence. Write the letter of the word in the space provided. Each word can only be used once.

1. With each new **H (semester)**, there is so much to consider.
2. **E (Grant)** aid is usually aid that doesn't have to be paid back as long as you complete your classes.
3. Then there are loans, and sometimes the interest is **A (accrued)** while you're in school and sometimes it is not.
4. With some explanation, you'll see it's really a very **I (straightforward)** process.
5. Financial aid can be **G (perceived)** as very complicated.
6. The financial aid office can help simplify the process and explain all the **B (acronyms)** that don't readily make sense to the general public, such as FAFSA.
7. There's also the verification worksheet which **J (verifies)** the income information that a student and his or her parents provide to document their income information and their family size.
8. The Expected Family Contribution essentially means the amount that you are expected to **C (contribute)** towards the cost of your education.
9. Students are considered **F (independent)** for FAFSA if they are married, have children they support, are over the age of 24 or active duty in the military.
10. **D (Declaring)** a program of study is also an important point in the process.

- | | | | |
|---------------|----------------|--------------|--------------------|
| A. accrued | D. declaring | G. perceived | I. straightforward |
| B. acronyms | E. grant | H. semester | J. verifies |
| C. contribute | F. independent | | |

11. As long as you communicate your **H (intentions)**, you could be just fine – just contact those “in the know.”
12. Usually, financial aid offices have **G (guidelines)** when it comes to your program of study and what you’re allowed to study when you’re on financial aid.
13. If everything is completed **A (accurately)**, and the student and parents have their PIN numbers to sign the application, then the processing time is reduced by a couple of weeks.
14. If your financial aid office offers **I (orientations)**, take advantage of the help.
15. You always want to follow through and check in with the financial aid office to make sure that there aren’t **B (clarifying)** questions that need to be answered.
16. When a student’s applying for financial aid, usually a lot of **E (delicate)** information will be requested from the student.
17. When a student applies for financial aid, the information is never given to anyone other than the student, unless the student provides written **D (consent)**.
18. It’s very important to make sure there’s no **C (conflicting)** information on the different forms.
19. As we close our discussion on financial aid, keep in mind: practice makes **J (perfect)**.
20. The student may begin the financial aid process in their **F (freshman)** year, and the student would want to apply for financial aid the January of each year he or she is continuing on.

A. accurately	D. consent	G. guidelines	I. orientations
B. clarifying	E. delicate	H. intentions	J. perfect
C. conflicting	F. freshman		

In this video you will learn about Types of Financial Aid, Necessary Forms, Documents that Might be Required and Tips for Success. Please take notes using the four charts provided.

Chart 1: Four Types of Financial Aid

Type of Financial Aid	Definition
GRANTS	<i>There are federal, state and institutional grants. Grants don't have to be paid back.</i>
LOANS	<i>Loans are money borrowed from the federal government that has to be repaid.</i>
WORK STUDY	<i>Work Study is money that students can earn while in school.</i>
SCHOLARSHIPS	<i>Scholarships are similar to grants in that they don't have to be repaid. Applications are usually separate from financial aid.</i>

Chart 2: Three Necessary Forms

Name of Form	Definition
FAFSA	<i>Free Application for Federal Student Aid. The form which all schools use to determine a student's eligibility for financial aid.</i>
SAP	<i>Satisfactory Academic Progress. The form used to verify that a student is maintaining a proper grade point average and completing all necessary credits for his/her program.</i>
Verification Worksheet	<i>This form is used to verify the income information and family size that a student and his/her parents provide.</i>

Chart 3: Four Documents that MIGHT be Required

Name of Document	Reason it Might be Requested
W-2	<i>Requested if the income information is inconsistent or the student or parents didn't file taxes.</i>
High School Diploma	<i>Requested to verify high school completion.</i>
Transcripts	<i>Requested to determine another school's academic Satisfactory Academic Progress standards.</i>
Citizenship Documents	<i>Requested to verify current status with the U.S. government.</i>

Chart 4: Six Tips for a Successful Application Process

1.	<i>Always apply early. The application comes out on January 1st each year. The earlier you apply, the better your chance of receiving aid.</i>
2.	<i>Make sure you read everything twice which insures consistent information.</i>
3.	<i>If you receive a form from the Financial Aid Office, respond as quickly as possible.</i>
4.	<i>Only give copies of tax information. You keep the original. And save copies of all of the forms you use to complete your application.</i>
5.	<i>If your financial aid office offers orientations, take advantage of the help.</i>
6.	<i>Take ownership of the process.</i>

(All responses in Chart 4 use exact wording from video transcript.)



Part 1

In this video, we learned that EFC means Expected Family Contribution, which is the amount of money that you are expected to contribute towards the cost of your education. The EFC is the number that the Financial Aid Office uses to calculate your Unmet Financial Need. This is the amount of aid that you are eligible to receive. The following formula is used to calculate Unmet Financial Need:

Annual Cost of Attendance – EFC = Unmet Financial Need

Scenario:

Jose is an **independent** man living in Seattle. He wants to study at South Seattle Community College (SSCC). He completes the FAFSA and is notified that his EFC is \$2,275.

A quick look at the *SSCC Financial Aid Guide Fall 2010 through Summer 2011* that Jose finds at <http://www.southseattle.edu/finaid/forms.htm> shows the cost of attendance for one year will be **\$16,073**.

Using this information, calculate Jose's Unmet Financial Need:

\$16,073 (Annual Cost of Attendance) - \$2,275 = **\$13,798** (Jose's Unmet Need)

NOTE: To repeat this exercise, create a scenario for a DEPENDENT student with a different EFC (\$1,432 for example). The Annual Cost of Attendance for a dependent student is \$10,145.

So, \$10,145 - \$1,432 = \$8,713 (unmet need)

Part 2

Look at the questions you wrote in the Pre-Viewing – Discovery Activity. These were questions that you wanted answered by the video. Think about these two compound questions...

1. What did you learn, and were your questions answered?
2. What do you still need to know, and where can you get the information you need?

Now, write a TWO paragraph composition that answers these two questions.

NOTE: Compositions will vary. Instructor will need to determine if more discussion is needed to address students' unanswered questions.

Narrator

With each new semester, there is so much to consider: new classes, assignments, paying for books, parking—maybe even taking an on-campus job. But do yourself a favor. Always think ahead with an eye toward financial aid. Sure it requires some “effort,” But—

Patricia Billings (Financial Aid Director, South Seattle Community College)

Everyone should apply for financial aid. Financial aid is a wonderful opportunity for students in need of financial assistance to pursue their educational goals. So it’s a great opportunity for everyone, and everyone should apply.

Narrator

Meet Patricia Billings. She’s the Financial Aid Director at South Seattle Community College. She will walk us through the process and cover every step. First let’s touch on the many kinds of financial aid you may be qualified to receive.

Patricia Billings (Financial Aid Director, South Seattle Community College)

So there are many types of financial aid. Commonly, there’s grant aid -- there are federal grants, state grants and institutional grants. But grant aid is usually aid that usually doesn’t have to be paid back as long as you complete your classes. Then there are loans – so that’s money that you borrow from the federal government that has to be repaid, and sometimes the interest is accrued while you’re in school and sometimes it is not. And then there’s Work Study – which is money that you can earn while you’re going to school to help supplement the cost of your education. And also there are scholarships – which is funding that you can apply for separately, but sometimes is awarded out of the financial aid office - which is similar to grant aid. You’re not expected to pay it back, but usually you have to go through a process to earn scholarship funding.

Narrator

Now a look at some of the “numerous” forms and their “funny names.” With some explanation, you’ll see it’s really a very straightforward process.

Patricia Billings (Financial Aid Director, South Seattle Community College)

Financial aid can be perceived as very complicated. But the financial aid office can help simplify the process and explain all the acronyms that aren’t readily, don’t readily make sense to the general public, such as FAFSA--which is the Free Application for Federal Student Aid which all schools use to determine a student’s eligibility for financial aid.”

Narrator

And while the FAFSA is the FIRST and MOST IMPORTANT form to fill out, there are other “funny names” that may apply to you.

Patricia Billings (Financial Aid Director, South Seattle Community College)

So there's SAP, which is S-A-P, Satisfactory Academic Progress. So that's the process the financial aid office uses to make sure that you're maintaining the proper grade point average and completing all the credits necessary for your program.

There's also the verification worksheet, which verifies the income information that a student and his or her parents provide to document their income information and their family size.

Narrator

And Patricia will tell you about ANOTHER "funny acronym" that you will likely hear about.

Patricia Billings (Financial Aid Director, South Seattle Community College)

The Expected Family Contribution. So the EFC is determined by the federal formula when you complete the FAFSA application. And the EFC is...the number essentially means the amount that you are expected to contribute towards the cost of your education. And so that EFC is subtracted from the school's cost of attendance and that determines your 'Unmet Need' – which is the amount the school can award you in financial aid.

Narrator

Let's talk for a moment about filing status. Are you considered a Dependent Student or an Independent Student? That status will affect which verification worksheet you choose. Students are considered independent for FAFSA if they are married, have children they support, are over the age of 24 or active duty in the military. There are some exceptions, so be sure to check with the Financial Aid office on this. If you are considered independent, you will not be required to submit parental information. If you are considered dependent, you WILL be required. These determinations, by the way, are separate from tax law. There are some other educational and tax related forms which may affect you.

Patricia Billings (Financial Aid Director, South Seattle Community College)

Students are required to submit a variety of documents beyond tax forms. Sometimes they're required to submit W-2 forms if the income information is inconsistent or they didn't file taxes. Usually, students are required to submit a high school diploma to verify that they've completed all their high school course work. Traditionally, they'll have to submit transcripts from other schools they've previously attended, depending on the school's academic Satisfactory Academic Progress standards. And also, they may be required to submit citizenship documents in case the Dept. of Homeland Security couldn't verify their current status with the U.S. government.

Narrator

Declaring a program of study is also an important point in the process.

Patricia Billings (Financial Aid Director, South Seattle Community College)

Students must always declare a program of study with the financial aid office in order to receive financial aid funding. So if you're undecided, you always want to check back in with the financial office to know what you're planning to study at your school to ensure that it's eligible for financial aid funding.

Narrator

The Financial Aid office often sees students face difficulties if they decide to drop a class or maybe even change educational directions. As long as you communicate your intentions, you could be just fine-- just contact those "in the know."

Patricia Billings (Financial Aid Director, South Seattle Community College)

Also, students sometime change their program of study without notifying the financial aid office. Usually, financial aid offices have guidelines when it comes to your program of study and what you're allowed to study when you're on financial aid.

Narrator

So now that you know about some of the forms and information required, you may have some other questions. And we've got the answer. Is it better to apply online or on paper?

Patricia Billings (Financial Aid Director, South Seattle Community College)

When it comes to the financial aid application itself, the generic FAFSA, the Dept. of Education is encouraging everyone to apply online. What this form is is a worksheet, so that you can transfer the information easily once you've completed it online. The Dept. of Education doesn't generally send the schools paper applications anymore. They are moving to an automated online process because at least 90% of the applicants are applying online. So they're trying to save resources and redirect students to the online application. In terms of educational institutions, many of the two-year schools still have paper forms that you're required to submit; they cannot usually be submitted online or electronically. On the other hand, four-year universities sometimes have the option where you can submit your forms electronically. So you would always want to check in with the school that you are planning to attend.

Narrator

The benefit of online vs. paper is simple. If everything is completed accurately, and the student and parents have their PIN numbers to sign the application, then processing time is reduced by a couple of weeks. A PIN, or "Personal Identification Number" is a four-digit code, much like and ATM PIN, that verifies your identity by allowing you to provide an "electronic signature," instead of submitting a form with a signature, by mail. A PIN number is required for the student applying for aid, and for dependent students, a PIN number is required for one of their parents.

So, here are the websites you need to know about. Take a good look. Write it down. If you should be directed to a different website, beware if there's a request to pay money. That is not a part of the process. Applying for financial aid is always free. If you want to request your PIN number in advance, it's easy. You'll find everything you need on this web site.

Let's go over a few important tips: One. Always apply early. The application comes out on January 1st each year. The earlier you apply, the better your chances of receiving aid. Two. Make sure you read everything twice which insures consistent information. Three. If you receive a form from the Financial Aid Office, respond as quickly as possible. Four. Only give copies of tax information. You keep the original. And save copies of all of the forms you use to complete your application. And Five. If your Financial Aid Office offers orientations, take advantage of the help. The final tip may be the most important. Take ownership of the process.

Patricia Billings (Financial Aid Director, South Seattle Community College)

So when a student applies for financial aid, students traditionally think if they just submit documents, then they're done with the process. You always want to follow through and check in with the financial aid office to make sure that there's not clarifying questions that need to be addressed. If you have questions, to make sure they get answered. When you're applying for financial aid, this is an opportunity for a student to receive funding to attend school.

Narrator

Now, let's address some of the concerns you or your family may have about the process. First of all...

Patricia Billings (Financial Aid Director, South Seattle Community College)

When a student's applying for financial aid, usually a lot of delicate information will be requested from the student. The parents will also have to provide information if the student is considered dependent. Many times students and parents are fearful that this information will be shared with other government organizations. You can rest assured that information is not shared between the IRS, the Department of Homeland Security or other organizations. The information is strictly used to determine if the student is eligible for federal and state financial aid.

In terms of providing information to a parent on a student's file, the school is strictly prohibited from doing that. So if a student would like their parent to access their information, the student must give the school written permission to allow the parent to receive information on the student's file.

When a student applies for financial aid, the information is never given to anyone other than the student, unless the student provides written consent. That includes the student's parents,

government organizations such as DSHS, or scholarship applications. Without the student's written permission, information will never be given to another person or organization without the student's written consent.

Narrator

And make sure the tax information you provide meets certain guidelines.

Patricia Billings (Financial Aid Director, South Seattle Community College)

Another common mistake that students sometimes make is the student and the parent claimed the student on their tax return. While IRS and financial aid laws are different, if a student was claimed by both the parent and the student on their tax return, the financial aid office will require one of the tax returns to be amended before processing the financial aid application.

Narrator

It's very important to make sure there's no conflicting information on the different forms.

Patricia Billings (Financial Aid Director, South Seattle Community College)

If there is conflicting information, your file immediately stops being reviewed and a request is sent to you to request additional information. Once you return that additional information to clear up the conflicting information, then your file will be reviewed after the students that have already had a completed file. So it stops the application process. So by all means, you want to make sure the information you're providing is consistent and accurate on all forms and documents.

Narrator

If you're an eligible non-citizen or permanent U.S. resident, a couple of important facts could affect you.

Patricia Billings (Financial Aid Director, South Seattle Community College)

Some difficulties that students experience coming from another country is: documenting their citizenship status, providing income information if they just immigrated, or providing transcripts from schools previously attended. If the student comes from a war-torn country or a country in conflict, and that can be verified, then the student would be waived from providing that documentation.

Narrator

You may also be wondering if a scholarship would impact your ability to qualify for additional financial aid. The answer is actually quite simple. What about a timeline? How long does the process take? Well, that can be weeks to months. But you can be a PART of that process.

Patricia Billings (Financial Aid Director, South Seattle Community College)

Students can usually check the status of their financial aid file online at the school they're applying to, or they can come into the financial aid office and inquire about the status of their financial aid file.

Narrator

As we close our discussion on Financial Aid, keep in mind: Practice makes perfect. If this is your first time, you're likely to get a lot of practice. Applying for Financial Aid is a "Transferable Skill."

Patricia Billings (Financial Aid Director, South Seattle Community College)

When a student applies for financial aid, the student should apply for financial aid each year he or she is hoping to receive aid. The student may begin the financial aid process in their freshman year, and the student would want to apply for financial aid the January of each year he or she is continuing on. So a student beginning in his or her freshman year would begin by applying for aid in January while they are in high school. Then, during their freshman year, they would apply for their sophomore year in January. So each year, the student is required to apply for financial aid. And you'll receive lots of practice, because you'll traditionally apply for financial aid for four years if you're going towards a four-year degree.

Narrator

So we've covered a lot of ground and hopefully many of your questions have been answered. But if, after working with some of the forms, you have further questions- don't hesitate to contact the Financial Aid Office. They are there to help you!