



# Office of Financial Aid, Student Employment, and Scholarships

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

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## FAFSA Application Guidelines

Carefully read the instructions & questions on the Free Application for Federal Student Aid ([www.fafsa.gov](http://www.fafsa.gov)) & review their section on Frequently Asked Questions ([FAQ](#)). If you do not understand a question or need assistance, call the Federal Student Aid Information Center from 7:00 a.m. to 6:00 p.m. MST, Monday through Friday at:

- 1-800-4-FED-AID (1-800-433-3243)
- TDD 1-800-730-8913
- 1-319-337-5665

Or use the Live Help function located within the pages of the on-line application. You may also call UCCS Financial Aid Office at 719-255-3460 – we are here for just that purpose.



Watch this helpful video by double-clicking on the picture to the left (or go to <http://bitlylink.info/YouTubeFAFSA>).

## While completing your FAFSA, keep in mind these important points:

- Do not wait until you have been accepted to UCCS to apply for financial aid.
- File your FAFSA **as soon after January 1** as possible, estimating your income if necessary.
- You need to re-complete a FAFSA each year you want aid.
- When filling out your FAFSA, be sure to list the **UCCS Federal School Code 004509**.
- If your parents are divorced or separated, answer the questions about the parent you lived with more during the past twelve months. If you did not live with one parent more than the other, give answers about the parent who provided more financial support during the last twelve months or during the most recent year that you received support from a parent. If this parent is remarried as of today, answer the questions on the FAFSA about that parent & the person your parent married.
- Leave no question unanswered; fill in questions that do not apply with a zero
- Before submitting the FAFSA, make sure that it is complete & accurate & includes all necessary signatures.

## Avoid these common FAFSA errors:

- Entering incorrect Adjusted Gross Income (AGI)
- Entering incorrect income tax information
- Entering incorrect Social Security Numbers
- Mis-stating information on marital status
- Making errors on worksheets
- Leaving an answer blank (enter 0 instead)
- When making corrections to your processed FAFSA, make sure you click the submit button! You will receive a confirmation email from the USDOE (US Department of Education) once your correction has been processed. The information will be electronically released to the school(s) listed on your FAFSA within a few business days.

***Making a mistake on the FAFSA can delay the processing of your application***

## Helpful Hints:

- Keep copies of all information, including the FAFSA confirmation & the Student Aid Report (SAR) for your records.
- Review the email from the USDOE, which contains your SAR & important information regarding your financial aid application.
- Respond quickly if our Office requests further information or documentation. Your financial aid application will not be processed until you respond to any such request. Requests for additional information will show in your myUCCS portal in your “to do list” which is located in the Student Services Center.
- Supply your name & Student ID number on all documents & information submitted to our Office.
- Apply for UCCS Scholarships! The deadline for most scholarships is March 1<sup>st</sup>, but deadlines may vary so be sure to get your application for UCCS Scholarships in early!!!
- If you receive any outside awards or scholarships, report them through your myUCCS Student Portal. We may have to adjust your financial aid award accordingly to prevent or correct over-awards.
- Submit a Special Circumstances appeal if there are special or changed circumstances in your family situation.

Visit <http://www.finaid.org/fafsa/errors.phtml> for an extensive overview on common FAFSA errors.