Applying for Financial Aid

The Free Application for Federal Student Aid (FAFSA) determines eligibility for both HOPE and PELL. FAFSA is also required for Federal Direct Loans, Work-Study, NGTC Foundation scholarships, and other agencies.

Students should submit a new FAFSA each spring, 3 to 4 weeks after filing taxes.

1. The fastest and easiest way* to apply is online: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

   *See site for other options


2. Select **FSA ID** at the top of the page to create the FSA ID needed to sign an application.
   
   For dependent* students younger than 24, a parent/guardian must also create an FSA ID.
   
   *Not married, supporting a child, active military, or a ward of the court at any time since age 13

3. Select **Start a New FAFSA**
   
   Enter student information, select **NEXT**

4. Select a FAFSA based on when you plan to begin college (see below) and create a password (keep for repeated use).

   
   = Fall 2015 thru summer 2016 (uses 2014 income) Resubmit a FAFSA each year you are in college.

5. Complete each section of the FAFSA. The website includes a HELP button.

6. Select **North Georgia Technical College** from the dropdown menu for schools or enter **Code # 005619**

7. Enter student income data in the financial section(s). (Parental income data is required for dependent students)

   Select YES* when asked to LINK to the IRS! Linking saves time and serves as a tax return transcript.

   *Aid regulations now require tax return transcripts. NGTC cannot accept print copies of tax documents. Selecting YES will allow you to link to the IRS, automatically pull in the financial information for this section of the FAFSA, and meet this requirement. Selecting NO will require you to manually enter the financial information and you still must provide tax transcripts before aid can be awarded. Transcripts may be requested online (see back) but doing so will extend processing/verification time.

8. Sign the FAFSA with your **FSA ID**, submit, and allow 3-4 business days for processing. You may then login and view your Student Aid Report. The SAR will indicate the maximum Pell Grant amount that may be awarded that fiscal YEAR. (PELL allocations per term may vary based on credit hours) Pell awards will be divided with half issued for fall and half for Spring/Summer. The SAR also indicates a maximum Federal Direct Loan amount which may be requested. Loans require additional steps - see your financial aid advisor.

   NOTE: HOPE awards are not reflected on the SAR but will appear in BannerWeb after registration. Contact the NGTC financial aid office with any questions or login to your student account via BannerWeb to verify aid. Check early! Missing or incorrect information may require correction. If selected for verification, you will be asked for documentation.

Inquiries regarding financial aid applications and eligibility may be made by contacting any NGTC financial aid office:

706-754-7727 Clarkesville or Currahee Students  
706-439-6339 Blairsville Students
IRS Transcript Requirements

Federal financial aid awards require an IRS tax return transcript, not the actual tax form. The recommended procedure is to link to the IRS when completing a FAFSA (See reverse).

Didn’t link to the IRS when submitting your FAFSA? You can still meet the federal IRS transcript requirements (See below).

A. Use the IRS Data Retrieval Tool to Correct Your FAFSA (Recommended Method)

1. Login on www.fafsa.gov
2. Enter requested student information or FSA ID.
3. Select Make Correction to FAFSA.
4. Select Financial Information tab.
5. Select the appropriate filing status. (If you select Will File or Not Filing, you will not be eligible to use the IRS Retrieval Tool)
6. Select Link to IRS.
7. The next screen will inform you that you are leaving FAFSA on the Web. Select OK to continue.
8. The www.irs.gov screen appears. Enter the requested information and select Submit.
9. Once the IRS has validated your identification, your federal income tax information will appear on the screen.
10. Select the box under Transfer My Tax Information into the FAFSA and then select Transfer Now.
11. Follow instructions to return to FAFSA on the Web to complete FAFSA.
12. Remember to electronically sign and submit the FAFSA again!

Some circumstances prevent use of the IRS Retrieval Tool. Applicants may also request IRS Tax Return Transcripts using the following methods.

B. Request Tax Return Transcripts from the IRS

Tax transcripts are free and can be requested from the IRS by phone or online.

IRS Tax Return Transcripts requested by phone or online cannot be sent directly to NGTC by the IRS. When using these options, the applicant obtains printed Tax Return Transcripts and must provide a copy to an NGTC financial aid advisor.

1. Telephone Request:
   a. Call the IRS at 1-800-908-9946.
   b. Tax filers must follow prompts to enter information.
   c. Select Option 2 to request an IRS Tax Return Transcript and then enter the appropriate tax year.
   d. Once validated, tax filers can expect to receive a printed IRS Tax Return Transcript within 5 to 10 days. Deliver the transcript to your financial aid advisor. (email, mail, or in person)

2. Online Request:
   a. Go to www.irs.gov and under TOOLS, select Get a Tax Transcript by Mail
   b. Select
   c. Enter the required personal information and select Continue
   d. For Type of Transcript, select Return Transcript
   e. For Tax Year, select 2014, select Continue
   f. Read the message and follow any instructions on the screen
   g. As soon as transcript arrives, deliver to your financial aid advisor. (email, mail, or in person)