



The College Of Massage Therapy

Steps to Apply for Financial Aid

Updated 4-27-17

**Please note that FAFSA is a FREE application for Federal Student Aid and will never ask for payment information.*

Step 1: Applying for a FSA ID & Password

- To apply for your FSA ID & Password go to www.fafsa.ed.gov
- The FSA ID allows students and parents to identify themselves electronically to access Federal Student Aid Web sites. The FSA ID, which consists of a user-created username and password, replaced the PIN effective May 2015. It allows users to electronically access personal information on Federal Student Aid Web sites as well as electronically sign a FAFSA.
Note: The password must be between 8 to 30 characters long. You can use any combination of numbers, uppercase and lowercase letters, and/or special characters
- You and your parent cannot share the same FSA ID. You must apply for an FSA ID and your parent must apply for an FSA ID. An FSA ID serves as part of a person's identification, as well as their electronic signature, and should only be used by that individual.
- The Department of Education considers a student *independent* by the following criteria:
 - You are at least 24 years old on the day you file your FAFSA.
 - You are married on the day you file your FAFSA.
 - You are a parent.
 - You are an Orphan or Ward of the Court (or were until age 18).
 - You are a Veteran or currently serving active duty in the U.S. Armed Forces.
 - You were a Foster Child after the age of 13.
 - You are an emancipated child as determined by the court judge.
- If none of the above criteria apply to you, you are a *dependent student*.

Step 2: IRS Income Tax Data Retrieval Tool

- **UPDATED 3-30-17:** FSA & IRS announced today that the IRS Data Retrieval Tool (DRT) will remain unavailable until "extra security precautions" can be added. The IRS DRT has been unavailable since early March, when it was disabled due to security concerns. The announcement indicates that both FSA & the IRS are working to resolve the security issues, but that students & their families should "plan for the tool to be offline until the start of the next FAFSA season." As a reminder, though the IRS DRT is unavailable, online FAFSA applications are still operable. Students can gather the income information necessary for the FAFSA & income-driven repayment plans on previously filed tax returns. If previously filed returns are not available, tax transcripts can be attained online (<https://www.irs.gov/individuals/get-transcripts>) or by calling 1-800-908-9946.

Step 3: Fill out the FAFSA

- Complete the FAFSA application at www.fafsa.ed.gov
- If you have already filed a FAFSA there is no need to do it again. Just add The College of Massage Therapy School Code
- **The College of Massage Therapy's Federal School Code is 04168600**
- When you enter your High School please click the "confirm" button so that the computer system will accurately record your High School.