

# BURRELL COLLEGE of HEALTH SCIENCES

## Office of Financial Aid How To Apply For Federal Funding

Students who wish to apply for a federal loan must complete the Free Application for Federal Student Aid (FAFSA) each year. Students will use the following link <https://studentaid.gov/h/apply-for-aid/fafsa> to complete the online FAFSA. Students will use The College school code is (042593). The 2027-2028 FAFSA Application is now open, and students are strongly encouraged to complete the FAFSA by April 1<sup>st</sup>.

The College students begin their academic year in the summer. Each year The College Office of Financial Aid will need the new year's FAFSA prior to the start of the academic year.

**Student Eligibility Requirements for the FAFSA-** To be eligible to receive non-need based federal assistance, a student must:

1. Be a U.S. citizen, U.S. national, or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status).
2. Be accepted by The College and enrolled in a degree-seeking program.
3. Maintain Financial Aid's Satisfactory Academic Progress (SAP) in the program of study.
4. Not be in default of any loan or owe a repayment on a Federal Pell Grant, FSEOG, or State Grant.

Review student's "Rights and Responsibilities" [Here](#).

### How to Apply for Financial Aid-[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

1. Complete the 2027-2028 Free Application for Federal Student Aid (FAFSA). Your FSA ID must be used to file the application electronically (your electronic signature). The School Code for The College 042593. To complete the FAFSA go to <https://studentaid.gov/h/apply-for-aid/fafsa>.

*\*Be advised, if you use the Data Retrieval Tool (DRT) to transfer your tax information to your FAFSA, you will receive a letter from the IRS informing you that your tax information was accessed using the IRS DRT.*

2. If you are interested in applying for a Federal Direct Unsubsidized Loan complete the following at <https://studentaid.gov/> site:
  1. Sign a Direct Stafford Loan Master Promissory Note (MPN). New students and new aid applicants to The College must complete this prior to funds being requested from the Department of Education.
  2. [Complete Direct Stafford Loan Entrance Counseling](#). New students to The College and new federal aid applicants at The College must complete Entrance Counseling before the school requests funding from the Department of Education.

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3. If you are eligible for the Federal Direct Grad PLUS Loan, a student should complete the following:
  1. Direct Grad PLUS Master Promissory Note (MPN) [Completing a Master Promissory Note | Federal Student Aid](#). Borrowers without a valid Grad PLUS MPN on file with the Direct Loan Servicing Center must complete a new MPN. This MPN is a multi-year MPN and may be used for subsequent award years. Although a new MPN is not required every year, borrowers at The College are required to submit a new [PLUS Loan Application](#) for the new academic
  2. [Entrance Counseling](#): Only students without a valid Entrance Counseling on file with the Direct Loan Servicing Center must complete the Grad PLUS Entrance Counseling. New students/applicants must complete this.
  3. PLUS Loan applications are available on the [Plus Loan Application Federal Student Aid](#) website, for more information visit our Direct Loans page

**Verification-** The Office of Financial Aid will determine the financial aid eligibility for each student annually. The College will receive FAFSA information directly from the Department of Education. The College may request additional documentation to ensure we award the correct financial aid in compliance with the federal rules and regulations. This process is called Verification, which may also require in house The College forms that the Office of Financial Aid will email you to complete your file.

- All students selected for verification will be required to submit the appropriate Verification Worksheet. The form will be provided in the email.
- To verify tax data, we will request a copy of a signed tax form or tax transcript (for tax filers) or a copy of a non-filer statement for non-filers. If the student was a tax filer and was able to use the IRS Data Retrieval Tool (IRS DRT) when completing their FAFSA we will NOT request the supporting tax forms. This information will also be detailed in an email if you are selected for verification.
- Other items that may be requested during the verification process include (but is not limited to):
  - Copy of a Driver License
  - Verification of High School Completion
  - Statement of Educational Purpose

The OFA requires the forms and information returned to the OFA, Suite 101 within two weeks of receiving the original email notification request. NO aid will disburse until the verification process is complete. Additionally, forms must be turned in two weeks prior to the end of your enrollment for the aid year to allow processing time.

If we are not able to complete the verification with the data you provide, more information will be requested, or you will be notified by email that you are ineligible for aid.

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**How Is Aid Disbursed-** The federal loan is awarded in equal amounts between the fall and spring terms. The College will receive the funds at the beginning of the semester and will apply the loan amounts towards the student's account. Financial aid is applied to all direct costs first, e.g. tuition, fees, housing charges. If there is a credit balance, the student will be awarded within fourteen days from the original disbursement date that the school received the federal funding.

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