



Charlotte Christian College & Theological Seminary

3117 Whiting Avenue, Charlotte, NC 28205, 704-334-6882

Instructions for Completing Your 2016-2017 FAFSA

The new website is www.studentloans.gov. Once on the homepage you will see four blue headings. If you have not created a FSA ID or completed a FAFSA for the 2016-2017 Academic Year then go to the heading "Tools and Resources" to complete those applications (#1). You are required to complete a FAFSA every year. If you have already completed your 2016-2017 FAFSA then proceed to #3.

1. In the center of the page in the bright green you will click on Fill out the FAFSA. In the middle of the next page you will find a link to the FSA ID site, if you have not previously created an FSA ID you will need to click here and fill out the form. You have to create a username and password instead of using your old PIN number. This FSA ID serves as your signature on your FAFSA.
2. Click on the arrow in the bottom right of the screen and select 2016-2017 for the Fall and Spring semesters. Follow the instructions to complete the application. You will need a copy of your 2015 Federal Tax Return and your W-2's in order to answer the questions, if allowed, use the Data Retrieval Tool (DRT). The DRT will connect you to the IRS and transfer all information from your tax return to the FAFSA in the correct order and place. (This will make your life much happier!) When you have completed the application submit it, save it, print a copy for your records. You can create a password and return to check on your applications status later if you like.
3. The FAFSA now requires a user name and password (FSA ID) instead of a PIN number. Create your own FSA ID by selecting your own username and password. Provide your own challenge questions and responses. Have access to the e-mail account associated with the FSA ID account. If you have difficulty obtaining an FSA ID or logging in with yours contact the FAFSA Help Line at 1-800-433-3243. Our school code is 03827300.
4. Click on "Complete Entrance Counseling" in the center under "Welcome to Studentloans.gov. On the next page click on "Complete Entrance Counseling or Tutorial" and follow the instructions for the required counseling. Once you have completed the counseling submit it, print a copy of the confirmation page for your records. Return to the welcome page.
5. Click on "Complete Master Promissory Note (MPN)". On the next page click on "Subsidized and Unsubsidized Loans", complete the MPN making sure you sign it. Our school code is 03827300 and it may show up as New Life Theological Seminary instead of Charlotte Christian College and Theological Seminary. Submit the MPN and print one for your records.

Once you have completed both the MPN and Entrance Counseling send an e-mail to kroach@charlottechristian.edu so they can be printed off and placed in your financial aid file. **The Financial Aid Office has to have a copy of your Entrance Counseling Confirmation page, MPN and a signed copy of the Borrower's Rights and Responsibilities page (Financial Aid Office) before loans can be requested or disbursed.**

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