



# The Court Reporting Institute of DALLAS

## **Step-by-Step Financial Aid Instructions**

Congratulations on the decision to start your Career Training with **Court Reporting Institute of Dallas**. If you are in need of financial assistance to pay for your college education, then you are in the right place! This guide will assist you in completing the FAFSA online, as well as other forms required in the Financial Aid Process.

To make the process easier, gather the following information before you start:

- Your **2011** Federal Income Tax Return
- Your parent's **2011** Federal Income Tax Return may be required unless you are over 24 years old, married, serve in the military, or have children/dependent(s) that you support financially. Other exceptions may apply.
- It takes 45 minutes to an hour to complete the entire process

### **Step 1: PIN – Personal Identification Number (for electronic signature)**

Please complete the following step if you do not have a PIN. If you have a PIN but do not remember what it is, you may request a duplicate PIN.

- Go to [www.pin.ed.gov](http://www.pin.ed.gov) Here you will be able to apply for a PIN to electronically sign the FAFSA
- Challenge Question/Challenge Answer: Choose a question and enter your answer. Write your answer down! This will be helpful if you ever need to “reset” your PIN
- Create your PIN and keep it safe! Do not share it with anyone... Not even your financial aid advisor
- If you are 24 or younger you may need your parents to apply for a PIN as well

### **Step 2: FAFSA – Free Application for Federal Student Aid**

- Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and click “Start Here” to complete your **2012-2013 FAFSA**
- Here you will be able to begin your application for Financial Aid. Your first step will be to create a password
- Write down your password and do not share it with anyone... Not even your financial aid advisor
- Court Reporting Institute of Dallas **School Code: 014840**
- At the end of the FAFSA, you will be required to provide an online signature. Use your PIN number from step 1 to sign your FAFSA electronically
- *Please note:* If you are 24 years or younger and do not have children/dependent(s) you support, your parent may need to sign the FAFSA as well. To do this they need to create a PIN, which is explained in step 1. Your parent must be the one to do this, and they should not share the PIN with anyone
- ***Please print the FAFSA confirmation page, your financial aid advisor will need to refer to it when calculating your financial aid. Make sure to write down the EFC Number***



### **Step 3: - “Mapping Your Future” – Direct Loan Counseling**

Entrance Counseling is required for all students who take out federal students loans to help pay for school. The counseling session provides information about how to manage student loans, both during and after college.

- Go to [www.mappingyourfuture.org](http://www.mappingyourfuture.org)
- On the left pane click on the option “Complete Online Loan Counseling”
- Locate the Entrance Counseling section and choose “Direct Loan entrance (previously Stafford entrance)”
- In Step 1, select the state of “Texas” as the location of the school and “Court Reporting Institute of Dallas” as the name of the school
- In Step 2, read the disclaimer and instructions for completing entrance counseling and select “I Agree” to proceed
- Complete steps 3-6
- Once you have completed the Stafford Entrance Counseling session, print the confirmation page. Save in a safe place with your EFC from step 2

### **Step 4: - Master Promissory Note**

If you just created a new PIN number, it may take 3-4 business days before you can complete this step.

- Go to [www.studentloans.gov](http://www.studentloans.gov)
- Sign in using the PIN number you created (At least 3-4 days after you completed step 1). Do not share your PIN number with anyone, not even your Financial Aid Advisor
- Select “Complete Master Promissory Note” from the middle of the page
- Select “Subsidized/Unsubsidized.” Complete all required information (indicated with red asterisk)
- Read all of the information carefully. When you’re ready to sign, you can open up the HTML version for review. The HTML version must be opened before it allows you to move on to the next screen. You can print this version or the PDF version after you sign.
- Enter your name on the signature section exactly as it appears at the top of the screen
- Once you submit the signature, view and print the PDF version for your records. Your Financial Aid Advisor may need you to forward a copy of this document to him/her.

### **Step 5: Complete Court Reporting Institute of Dallas Financial Aid Forms:**

The following forms are the second attachment on the financial aid E-mail. Please print all four forms and follow the steps below to make sure each form is completed according to your financial needs.

1. Student Reference Sheet: Please complete this form with at least 3 references that have different addresses and phone numbers than yourself
2. Title IV Authorization: Review the form and please read and initial all 3 boxes ( as applicable)
3. Educational Cost Planning: Check one of the boxes based on your financial need.
4. Excess Funds Request: Please fill this form out only if you indicated you want excess funds for living expenses or supplies on form #3. Please indicate an estimate of the desired dollar amount you wish to receive. Please do not forget to put the educational related expense/reason on the next line

Please complete these forms, sign, date, and return by fax to your Financial Aid Advisor at (314)-729-3349.