



Steps to Receiving Your Financial Aid

Step 1: Complete your Free Application for Federal Student Aid (FAFSA)

- Go to www.pin.ed.gov to apply for your free Federal Personal Identification Number (PIN). The PIN will serve as your personal identifier and your electronic signature for your FAFSA.
- Go to *FAFSA on the Web* at: www.fafsa.ed.gov
 - Apply early! The FAFSA can be completed as early as February 15th utilizing the IRS Data Retrieval Process. You can begin your FAFSA prior to filing your IRS income tax return. Once your taxes are completed and filed, simply revisit your FAFSA application online and submit your changes.
 - You can request that your FAFSA results be directly sent to AJMLS by including our school code in your FAFSA application. The AJMLS school code is: **G31733**. If your FAFSA was completed without the school code, you may add it to your application online using your PIN.
- Once you have completed the FAFSA, a Student Aid Report (SAR) will be sent to you and AJMLS by the U.S. Department of Education (DOE). A valid SAR must be on file with AJMLS in order to process your financial aid.
 - If you are selected for Verification, the law school must verify the FAFSA information. Acceptable documentation will include information retrieved using the Internal Revenue Service (IRS) Data Retrieval Process and not subsequently changed or IRS Tax Return Tax Transcript (IRS Form 4506T-EZ). A Verification Worksheet and other financial aid forms may be required before any financial aid can be processed or disbursed. Make sure you turn in ALL required forms - if you don't, it will cause processing delays.
The FAFSA information selected for verification will be required to submit the acceptable documentation that meets the verification requirements of the federal regulations.

Acceptable verification documentation and requirements:

- **IRS Data Retrieval Process**

Applicants selected for verification that retrieve and transfer their income tax return information using the IRS Data Retrieval Process - either when initially completing the FAFSA using *FAFSA on the Web* (FOTW) or through the

corrections process of FOTW - will be considered to have verified the FAFSA IRS information (AGI, taxes paid, and any of the applicable untaxed income items). However, if changes were made to the transferred information or if the law school has reason to believe that the information transferred is inaccurate, the applicant must provide other acceptable documentation.

Or

○ **IRS Tax Return Transcript – IRS Form 4506T-EZ**

Applicants who were selected for verification will need to submit to AJMLS an IRS Tax Return Transcript of 2012 tax year information for the applicant, and his or her spouse, as applicable. These conditions are as follows -

- When the applicant did not use the IRS Data Retrieval Process - either at initial FAFSA filing or through the FOTW correction process.
- When information included on the FAFSA using the IRS Data Retrieval Process was subsequently changed.
- When a married applicant and spouse filed separate tax returns.
- When an applicant had a change in marital status after the end of the tax year on December 31, 2012.
- When the applicant, or spouse, as applicable, filed an amended tax return.
- While encouraged, IRS Tax Return Transcripts submitted to the law school for verification are not required to be signed by the tax filer.

Step 2: IRS Tax Return Transcript Request Process, if selected for Verification

Tax filers can request a transcript, free of charge, of their 2012 tax return from the IRS in one of three ways:

1) **Online Request**

- Available on the IRS Web site at www.irs.gov
- In the **Online Services** section of the homepage click “Order a Tax Return or Account Transcript”
- Click “Order a Transcript”
- Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Click “Continue”

- In the **Type of Transcript** field, select “Return Transcript” and in the **Tax Year** field, select “2012”.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.

2) Telephone Request

- Available from the IRS by calling 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “2012”.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.

3) Paper Request Form – IRS Form 4506T-EZ

- IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript.
- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.
- On line 6, enter “2012” to receive IRS tax information for the 2012 tax year that is required for the 2013-2014 FAFSA.

- The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.
- Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request. NOTE: Processing form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

Please Note: IRS Tax Return Transcript Requests requested either on-line or by telephone, cannot be sent directly to a third party by the IRS.

Step 3: Review Your Financial Aid Award Letter

Within 5 business days of AJMLS receiving an electronic copy of your FAFSA after June 1st, you will receive a Financial Aid Award Letter in the mail. Along with your Award Letter, you will find a copy of the Financial Aid Award Terms and Conditions. Please *read* through each section carefully as there is important information about your financial aid, processes and requirements.

Step 4: Complete Online Loan Entrance Counseling

- Go to: www.StudentLoans.gov
- If you intend to borrow the Federal Stafford and/or Graduate PLUS Loans, **all first-time federal student loan borrowers at AJMLS** *must* complete the Entrance Loan Counseling to become familiar with their rights and responsibilities under the loan programs.
- Please be aware that not completing the counseling requirement will delay your loan disbursements.

Step 5: Accept, Adjust or Decline Financial Aid Awards

- If you wish to **accept** the financial aid awards, it is ***not necessary*** to return the Award Notification.
- If you wish to **adjust or decline** the financial aid awards, you must sign, date and return the Award Notification to the Office of Financial Aid if:
 1. **You do not plan to enroll either on a full-time (15 hours) or part-time (9 hours) basis.** When issuing initial award notices, the Office of Financial Aid assumes full-time or part-time enrollment for all students based upon their

application. Students planning to take less than a full-time or part-time course load must indicate the number of hours they plan to take each semester and communicate that information to the Office of Financial Aid.

2. **You wish to decline one or more aid sources offered.** Decide whether you will decline the full amount, partial amounts or all of the Federal loans offered to you. Students declining an aid source for one semester but wish to keep it for another must make this very clear on the award notice before returning it.
3. **You wish to advise the school of outside awards.** Any aid source from outside of AJMLS, such as civic organizations, churches, etc., must be reported to, and sent to, the Office of Financial Aid to ensure that these sources are coordinated with Federal Student Aid and are properly credited to the student's account. Write the name of the aid source, the amount of the award and the applicable semester on the award letter and return it to the Office of Financial Aid. It is most helpful to receive this information by August 1st for the fall semester and November 1st for the spring semester. Students should ask the awarding agency to make checks payable to Atlanta's John Marshall Law School and reference the student's full name and social security number. This will allow AJMLS to credit the account immediately. Funds will be returned to the aid source if students do not attend. Existing awards may require adjustments to accommodate the outside aid you may receive.

Step 6: Complete the Direct Loan Master Promissory Note (MPN)

- The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department of Education. It explains the terms and conditions of your loans, including payment schedules, and is valid for up to 10 years if you have received at least one loan disbursement.
- The MPN can be used for one or more loans for one or more academic years (up to 10 years). A separate MPN is required for William D. Ford Direct Stafford loans and William D. Ford Federal Graduate PLUS loans.

Step 7: Apply for the Federal Direct Loan

- Beginning **June 1st**, students may complete their William D. Ford Federal Direct Loan application online at: www.StudentLoans.gov. Students may **NOT** begin the Direct Loan application process before June 1st.

Applications for Federal Direct Stafford and Graduate PLUS Loans must be completed no later than August 12th.

- Types of Federal Direct Loans:

- **Direct Unsubsidized Loans:** Students do not need to demonstrate financial need to be eligible for unsubsidized loans. Interest begins accruing immediately at time of initial disbursement at an annual rate of 6.8%. Students can begin paying interest at any time, or allow it to accrue and be added to the principal amount of the loan. However, this *will* increase the total amount to be repaid as future interest will be charged on a high principal amount.

All students who meet eligibility requirements are entitled to receive an annual allocation of \$20,500 in Direct Loans, regardless of credit, assets, or income.

- **Graduate PLUS Loans:** Graduate PLUS Loans are a part of the William D. Ford Federal Direct Loan Program, and provide funds in addition to the Direct Unsubsidized Loans. Grad PLUS loans require a credit check, and have an annual fixed interest rate of 7.9%. These loans are available to law students enrolled at least half time (3 credit hours) who are seeking additional financial assistance to cover up to 100% of the total cost of education, minus other financial aid awarded. Students may borrow up to their full Cost of Attendance for the academic year, less any other aid received for that year.
 - AJMLS determines the amount of available financial aid based on the student's individual **Cost of Attendance**. Cost of Attendance per semester is based on the following:
 - The 9-month living expense budget
 - Tuition fees based on enrolled credit hours, and
 - Any additional Applicable fees
 - To estimate your Cost of Attendance, visit the Office of Financial Aid webpage at: <http://www.JohnMarshall.edu/finaid/cost>.

How Do I Qualify for the Graduate PLUS loan?

- You must complete the FAFSA.
 - You must be a US citizen or an eligible non-citizen.
 - A credit check will be required before DOE will approve your eligibility.
 - If your credit is denied due to adverse credit history you may still be able to qualify for PLUS loan by appealing the credit decision, or applying with an Endorser (co-signer).
- Graduate PLUS loan Credit Requirements
 A Graduate PLUS loan applicant is considered to have an adverse credit history if he or she:
- Is 90 or more days delinquent on any debt as of the date of the credit report, or
 - Has been the subject of a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment or write-off of debt under Title IV of Higher Education Act during the 5 years preceding the date of the credit report.

If you are concerned about credit and your ability to qualify for a Graduate PLUS Loan, you may apply for the loan at www.StudentLoans.gov to see if you will qualify.

Step 8: Monitor Your Financial Aid Status

- You are responsible for monitoring your status.
- Check your financial aid status on the AJMLS online student portal account at: www.campusanyware.us/studentservices/7890.
 - Under “Student Records” select Financial Aid.
 - The portal will ask for your Student ID or Social Security Number, and your PIN. If it is your first time signing into the portal, your PIN will be your full date of birth (01/01/1950).
- Check for notifications on your AJMLS student email account.

After your award letter is mailed to you, communications regarding your financial aid will come via your AJMLS online student portal account and your AJMLS email account.

IMPORTANT DATES:

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| June 1st | FAFSA completed at www.fafsa.ed.gov |
| June 30th | Entrance Loan Counseling completed |
| July 15th | Apply for Stafford and/or Graduate PLUS Loans at www.studentloans.gov
(Students can apply as early as June 1 st) |
| July 15th | MPN completed when applying for Stafford and/or Graduate PLUS Loans |

Any students who have not completed their financial aid prior to August 1st, will be required to pay their tuition in full or enroll in the AJMLS Tuition Installment Payment Program (TIP). Questions should be directed to: the Office of Financial Aid via email at financialaid@johnmarshall.edu, or phone at (404) 872-3593.