





### A Step-by-Step Guide

Follow the steps below to successfully apply online for financial aid at Lane.

<div>STEP ONE</div> <p><b>Complete a FAFSA on the Web Worksheet</b> to assist you in collecting the required information before you apply online. Go to <i>fafsa.gov</i> to print the worksheet.</p> <p>✓ <b>Tip:</b> Keep the worksheet for your records. Do not mail it to Lane or to the Federal Processor.</p>	<div>STEP TWO</div> <p><b>Apply for financial aid online at <i>fafsa.gov</i>.</b> Use the information you collected in Step One to complete the FAFSA on the Web application.</p> <p>✓ <b>Tip:</b> Students who apply by February 15, 2011, and list Lane (school code 003196) on the FAFSA application are given first consideration for campus-based funding. Be sure to apply early and submit all outstanding requirements promptly.</p>	<div>STEP THREE</div> <p><b>Review your Student Aid Report (SAR).</b> Once you have received your SAR, review it carefully and make corrections as needed. Your SAR will tell you how to make corrections.</p> <p>✓ <b>Tip:</b> You may use estimated amounts if you have not yet filed your federal tax return. However, once you file your federal tax return, you must update your FAFSA to actual amounts.</p>
<div>STEP FOUR</div> <p><b>Apply online for admission to Lane at <i>lanecc.edu/es</i> and receive your myLane PIN and L#.</b> (This is not the same as your Federal Student Aid PIN)</p> <p>✓ <b>Tip:</b> You must be admitted as a credit student and provide your Social Security number before Lane can process your FAFSA application.</p>	<div>STEP FIVE</div> <p><b>Access myLane to determine if you have outstanding requirements.</b> Once Lane has received your FAFSA application, you may be requested to submit additional information. This will appear in your myLane account as a student requirement and can be viewed by selecting the “my money” tab. We will also request this information by mail and/or email.</p> <p>✓ <b>Tip:</b> Be sure to write your full name, your L#, and sign all documents before you submit them to Financial Aid. Print clearly. Delays in submitting outstanding requirements can affect the amount of aid you receive.</p>	<div>STEP SIX</div> <p><b>Access myLane to view your award.</b> When all outstanding requirements have been submitted, Financial Aid will review your application in the order received. This step takes time due to the high volume of applications we receive so please be patient. Once your eligibility has been determined, your award can be viewed on myLane. An award letter will also be mailed and/or emailed.</p> <p>Additional steps may be required once your award has been determined. You will receive instructions with your award letter.</p> <p>✓ <b>Tip:</b> Awards for 2011-2012 are made toward the end of May 2011</p>

### Are You Ready To File Your FAFSA?

You will need the following information to complete the FAFSA:

- ☐ Your Social Security number and your parents’ Social Security numbers (if you are providing parental information).
- ☐ Your driver’s license number if you have one.
- ☐ Your Alien Registration number if you are not a U.S. citizen.
- ☐ 2010 federal tax information or tax returns and 2010 IRS W-2 information for yourself (and spouse if you are married) and for your parents (if you are providing parental information). If you have not yet filed a 2010 income tax return, you can still submit your FAFSA but you must provide income and tax information.
- ☐ Information on savings, investments, and business and farm assets for yourself and your spouse if you are married, and your parents (if you are providing parental information).

### Common Application Errors

- Using an incorrect SSN or date of birth
- Reporting your name incorrectly – use the name that appears on your Social Security card
- Failing to complete parent information if you are a dependent student
- Misreporting household size – see guidance provided on the FAFSA application
- Reporting income tax withheld instead of tax paid
- Failing to submit all required signatures
- Reporting cents. Report whole dollar amounts only.

**WARNING:**  
**You should never pay someone to apply for financial aid. It’s free at *fafsa.gov***



## 2011-2012 Financial Aid Guide

### “Lingo” Lesson

#### A Glossary of Financial Aid Terms

For a complete glossary of terms, see *lanecc.edu/finaid*

- Campus-Based Funds** – Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS).
- Cost of Attendance (COA)** – An estimate of costs incurred while attending Lane. Also known as the Student Budget or Standard Expense Budget.
- Eligible Program** – A course of study that leads to either a degree or most one-and two-year certificate programs. See *lanecc.edu/finaid* for more information.
- Enrollment Period** – In general, the first day through the last day of the term.
- Expected Family Contribution (EFC)** – The amount you and your family are expected to contribute toward your education. The EFC is determined by the Federal Processor.
- myLane** – Lane’s secure self-service web tool.
- Federal Processor** – The Department of Education’s organization for processing FAFSA application data.
- Need-Based Program** – Financial aid that relies upon financial need. Financial need is the total Cost of Attendance (COA) minus the Expected Family Contribution (EFC).
- Satisfactory Academic Progress (SAP)** – A measurement of your academic progress based upon GPA and completion rate.
- Student Aid Report (SAR)** – A summary of the information reported on the FAFSA and sent to the student.

### Dependent vs. Independent

The Department of Education has established criteria for identifying financial aid recipients as dependent or independent. Section 2 of the FAFSA on the Web Worksheet asks a series of questions that will determine your status.

**Independent Student:** If it is determined you are an independent student, you are required to report only your income and assets (and your spouse’s, if applicable).

**Dependent Student:** If it is determined that you are a dependent student, you must report income and assets of your parent(s) as well as your own.

Many students ask, “Why do you need my parent’s information?”. Federal aid is based on the concept that parents have the primary responsibility for their children’s education. We understand that this may not be true for you; however, parent information is still required, even if you are self-sufficient.

If there are extenuating circumstances that prevent you from obtaining parent information, contact Enrollment and Student Financial Services or see *lanecc.edu/finaid* for further information.

### Frequently Asked Questions

**Q:** How often do I need to apply for financial aid?

**A:** All students need to apply each academic year.

**Q:** Why does the FAFSA ask for income from the year before I go to school?

**A:** Studies have shown that verifiable income information from the base year is more accurate than projected income.

**Q:** Can I receive financial aid from two schools for the same enrollment period?

**A:** NO! You may apply for financial aid at any number of schools, but you **CANNOT** be paid from more than one school during the same enrollment period.

**Q:** What if the information I am required to provide on my FAFSA does not reflect my family’s present situation?

**A:** Complete the FAFSA. After your application has been processed, contact Enrollment and Student Financial Services for more information about special circumstances or visit *lanecc.edu/finaid*

**Q:** I’m getting married this year. How do I answer the marital status question?

**A:** Answer YES if you are married on the day you sign your FAFSA. Otherwise, answer NO. The FAFSA is a snapshot of your status the day it is signed. **Do not** update your FAFSA information to reflect marital changes.

**Q:** If I am separated but filed a joint tax return, how is the information reported?

**A:** You should report **ONLY YOUR** portion of the income, taxes paid, and exemptions.

**Q:** I live with my grandparents. Should their income be reported instead of my parents income?

**A:** Only if your grandparents are your legal adoptive parents. You must report cash support given by relatives as untaxed income on the FAFSA.

**Q:** My parents are divorced. My parent has remarried and my stepparent refuses to supply his information. Can I apply without it?

**A:** No. If you are a dependent student and your parent is required to provide financial information on your FAFSA, your stepparent’s information **MUST** also be included.

**Q:** Who do I call for help with completing the FAFSA on the Web Worksheet?

**A:** You can visit Enrollment and Student Financial Services or call 541.463.3100.

