

## *The Chrysm Institute of Esthetics*

### **FAFSA HELPFUL HINTS & MISTAKES TO AVOID**

#### **You will need the following documentation and information to complete your 2021/2022 FAFSA:**

- The federal school code for The Chrysm Institute of Esthetics is **042204**.
- A Federal Student Aid (FSA) User ID (it is tied to your SSN, so you can only have one); <http://fsaid.ed.gov/>
- Your 2019 tax return information (1040 tax form, W2's)
- You will need to know your Social Security Number
  
- If you are under the age of 24, unmarried, have no children, have no dependents, not currently serving in the military or you are not a veteran, you will need to enter your parent's information into your FAFSA. You will need:
  - Your parent will need to register their own FSA ID at <http://fsaid.ed.gov/> if they haven't already
  - You will need to enter your parent's information into your FAFSA (even if they don't claim you on their taxes and/or you don't live with them.
  - You will need your parent's 2019 taxes (for the parent you lived with most recently)
  - Social Security Numbers and marriage date/divorce date

Contact [financialaid@chrysm.edu](mailto:financialaid@chrysm.edu) if you have any questions about your FAFSA or if you and/or your parent (if you're a dependent student) have had a change in marital status since 2019.

#### **✓ DO Check Your Email Regularly!**

If we need information from you or you need to make corrections, we will email you to notify you what you have to do. It's important to check your email frequently as that's the primary way we communicate with you!

If you're not responding to our emails and not moving through the enrollment process, you may receive an enrollment deadline and forfeit your seat in the class. We hate giving deadlines, it's one of our least favorite parts of the job! We want to move you through the enrollment process as quickly and smoothly as possible. Checking your email regularly helps us help you!

#### **✓ DO Submit your FAFSA early!**

It takes 3-5 business days for FAFSA's to be transmitted to the school whether you're submitting this FAFSA award year application to the school for the first time or you've already submitted your FAFSA and just need to make a correction. Any time a FAFSA is processed, you may be selected for a process called verification. This is nothing to be concerned about! It just means there's additional paperwork to be processed before we can calculate your financial aid. Verification can take several weeks (or even months!) depending on the documents needed. Your financial aid administrator will let you know what documents you need to provide.

The number one mistake you want to avoid is waiting too long to complete your FAFSA! If we don't have enough time to receive your FAFSA and/or process verification before class starts, you may not be able to start class or accept a seat that has opened up.

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## FAFSA HELPFUL HINTS & MISTAKES TO AVOID



### When Filling Out the FAFSA Application, **DON'T SELECT:**

- In the Student Information Section for the questions, "Certificate you will be working on?" or "College Grade Level?", **DON'T SELECT:**
  - o "Continuing graduate/ professional or beyond"

Some students see "professional" and think because you're starting in the Esthetics program, this is the option you should select. This is not the case!

For "College degree or certificate you will be working on when you begin the school year":

- ✓ **DO Select Certificate/diploma (occupational/technical/education program of less than 2 yr.)**

For "College grade level you will be when you begin the school year":

- ✓ **DO Select either:**
  - o "Never attended college before" **OR**
  - o "Attended College before/1<sup>st</sup> Year"

### ✓ When filling out the FAFSA, **DO Use the IRS Data Retrieval Tool (DRT)** in your FAFSA (if possible) and Hold Onto/Request Those Tax Documents!

Not everyone is a candidate to use the IRS Data Retrieval Tool (for instance, if your address/SSN doesn't match up, you amended your taxes, or your marital status changed). But if you are a candidate, definitely use that IRS Data Retrieval Tool! It's more accurate, speeds up your time filling out the FAFSA, reduces your chances of getting selected for verification, and makes the verification process go much quicker if you DO get selected for verification. If you're a dependent student, the same goes for your parent's tax return information, too! Talk about win-win!

Another helpful hint to prepare for the possibility of verification is to visit <https://www.irs.gov/individuals/get-transcript> and either use this link to order your tax return transcripts in the mail as soon as you submit your FAFSA or make an online IRS account, if you are eligible to create an account! Just like with the IRS Data Retrieval Tool, unfortunately, not everyone is a candidate to create an online account. If you end up getting selected for verification and you're unable to use the IRS DRT or we request W2 statements from you, having an irs.gov account or having already requested your tax transcripts in the mail early will make your verification process a breeze! (For all you dependent students out there, the same tips are also relevant for your parent's tax return information.)

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✓ **DO Provide us with Requested Documents as Soon as Possible!**

If you've been selected for verification, the most frequently requested documents are tax return transcripts from the IRS, W2 statements, high school diploma/transcript/GED, and valid, government-issued ID. We may request additional documents throughout the verification process (and sometimes it's a back-and-forth process where we'll make document requests from you on multiple occasions). Verifications can take weeks or months depending on how many other students are in verification, the time of year, and how quickly you can provide documents to us and/or make FAFSA corrections. The earlier you're able to provide documents or make corrections, the quicker you'll be able to move through the verification process and onto finding out what your financial aid eligibility is for our program!

✓ **DO Tell us if You've Been Attending Another School!**

You can only receive Pell Grant at one school at a time and there are restrictions on the amount of loans you can receive at one time. If you've been attending another school and you plan on continuing attending, let us know as early as possible so we can calculate your financial aid correctly. If you are awarded too much financial aid, you'll need to return it which may cause you to have an out-of-pocket balance with the school or even go into loan default if you're unable to return the loan overpayment. We want to avoid that at all costs!



If you're withdrawing from another school, **DON'T WAIT** to formally notify them that you're withdrawing

If you've been attending and receiving financial aid at another school and you're planning on withdrawing there and attending our school, promptly notify them that you're planning on withdrawing! When you formally withdraw, the amount of aid you receive at other schools can affect your financial aid at our school! So we need to know as soon as possible whether you've been attending another school.



If you're no longer interested in attending our school, **DON'T WAIT** to let us know that you're no longer planning on starting!

Sometimes, life happens! And it just may no longer be a good time to start class or you may have found something that works out better for you. We completely understand! If you find yourself in that situation, please let us know so that we can offer your seat to another student who is eager to start their journey into the Esthetics world!

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**Receiving Financial Aid Eligibility Quote:**

Please note it can 3-5 business days for the school to receive your FAFSA and an additional 2-10 business days (Monday-Thursday) to receive your financial aid quote from the Financial Aid Department. Please note, if you are requesting a financial aid eligibility quote for an enrollment period that hasn't opened yet, processing time may vary.

**Receiving Financial Aid Eligibility Quote for Master Esthetics applicants currently enrolled in Esthetics at time of application:**

***Due to federal regulations, we can't calculate your financial aid for the Master Esthetics program until after you've completed your graduation exit paperwork provided to you by the Financial Aid Department.***

There you have it, folks! Some of our most-common tips and tricks for being an ace at financial aid! Follow these tips and your financial aid process will be like listening to the birds singing while taking a stroll through the park on a warm, spring day under a bright blue sky!

...Ok, it might not be *that* delightful, but it will certainly make your financial aid process go more smoothly and quickly 😊