FINANCIAL AID & FAFSA GUIDE

## Office of Financial Aid

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Welcome, Quinnites!

Understanding and securing financial aid is one of the most important steps in your college journey—and we're here to help you every step of the way. This guide walks you through the entire financial aid process, from resetting your FSA ID to completing your loan applications.
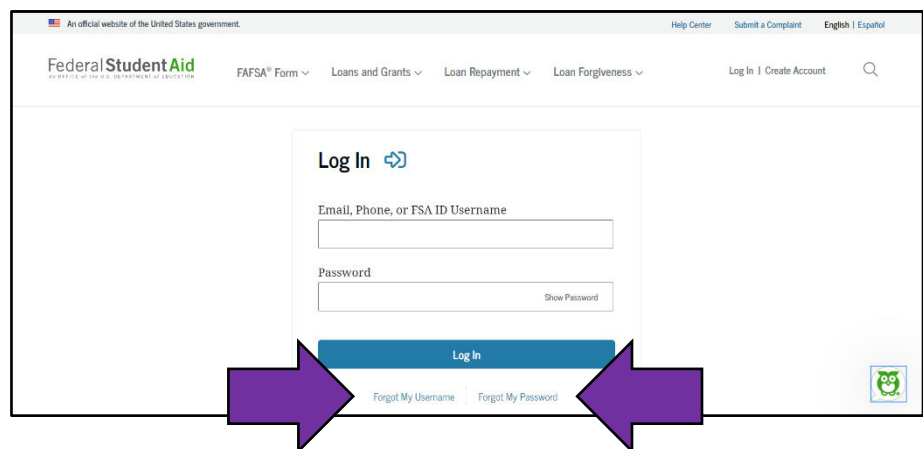
Whether you're applying for the first time or continuing aid from a previous year, this resource will keep you on track, informed, and ready for success.

Resetting Your FSA ID Username & Password

1. Visit **studentaid.gov** and click **Log In**.
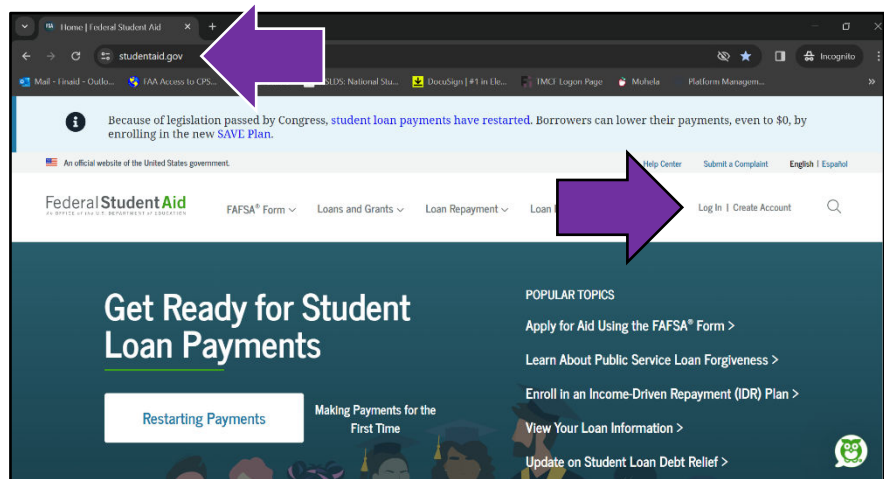
2. Scroll down and select **Forgot My Username** or **Forgot My Password**.

3. Choose a recovery method:
    - Use your **email** or **mobile number** to receive a secure code.
    - Use your **Authenticator App**, if applicable.
    - Answer your **challenge questions** if you no longer have access to your email/phone.

4. Follow the prompts to retrieve or reset your credentials.

Repeat the process if you need to reset both your username and password.

Retrieve Your Username

Select one of the following options:

🔑 Enter a secure code from my authenticator app.

📱 Text a secure code to my mobile phone.

✉️ Email me a secure code.

❓ Answer my challenge questions.

Linking IRS Tax Data to FAFSA (FA-DDX)

The **FUTURE Act Direct Data Exchange (FA-DDX)** allows FAFSA to automatically import your tax information from the IRS, saving you time and reducing errors.

| ✓ Student Demographics | ✓ School Selection | ✓ Dependency Status | ④ Parent Demographics | ⑤ Parent Financials | ⑥ Student Financials | ⑦ Sign & Submit |

STUDENT INFORMATION
Student Financials

✓ Application was successfully saved.

FAFSA Form 2025–26   👤 Student Raya Tran   📄 Save   FAFSA Menu ⋮

Provide Consent and Approval or You Won't Be Eligible for Federal Student Aid

ℹ️ **Demo Prototype**

Selecting "Approve" demonstrates importing Federal Tax Information (FTI).

Selecting "Decline" demonstrates when FTI isn't imported, tax information must be entered manually, and assumes tax filing status as Single.

Both scenarios make these assumptions:
- Filed U.S. taxes and did not participate in a federal benefits program.
- Must provide information on assets, IRA rollover, and pension rollover.

Summary
Your consent and approval are needed to retrieve and disclose federal tax information. With your consent and approval, we can obtain tax return information automatically from the IRS to help you complete the FAFSA® form. If you don't provide consent and approval, you will not be eligible for federal student aid, including grants and loans. You must provide consent and approval even if you didn't file a U.S. federal tax return or any tax return.

→ Get your 2023 tax return information for the 2025–26 FAFSA form.
→ Federal tax information is used to determine your eligibility for federal student aid.
→ Tax return information is required to complete the FAFSA form.

By accepting below, I consent to the disclosure of information about me, as described below, and further affirmatively approve of the receipt and use of my federal tax information and to the U.S. Department of Education (ED)'s redisclosure of my federal tax information, as described below. By accepting below, I consent to and affirmatively approve of, as applicable, the following:

1. Consent to share your tax data when prompted on the FAFSA.
2. Manually answer any remaining tax questions using your **1040** tax return form.
3. Sign and submit your FAFSA— both **student** and **parent** must sign (if applicable).
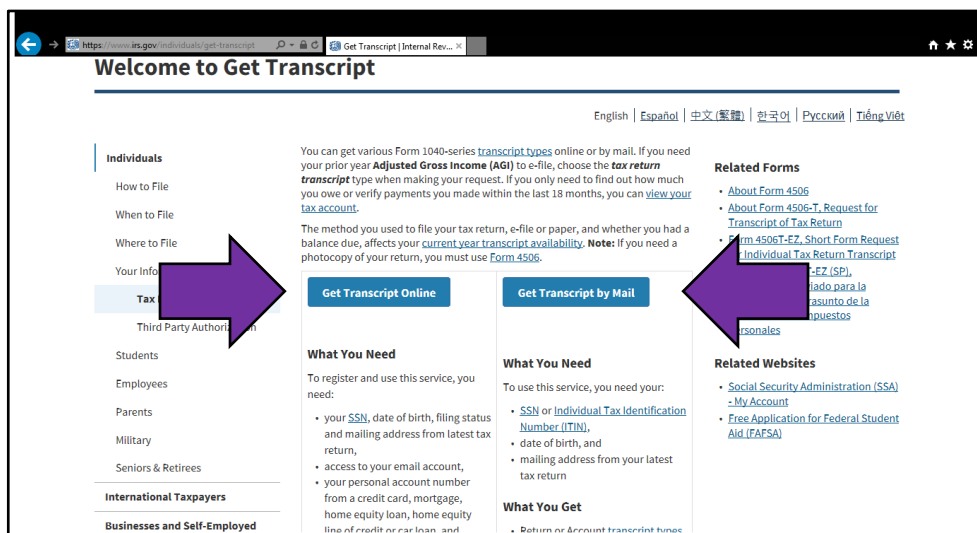
Requesting a Tax Return Transcript

If selected for **verification**, you may be asked to submit your **IRS Tax Return Transcript**.

1. Go to **irs.gov** → Click **Get Your Tax Record**.
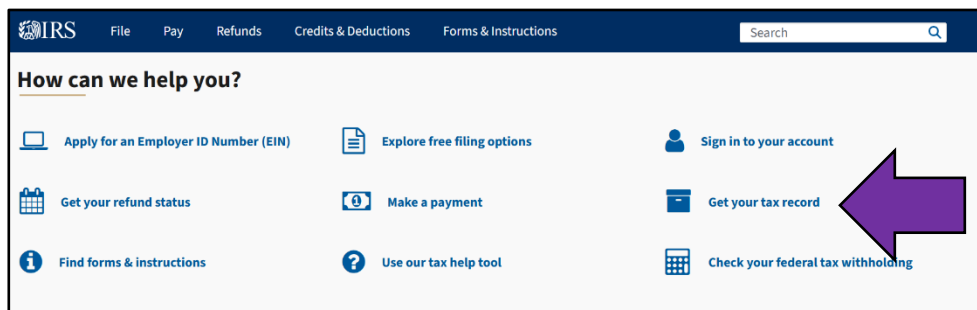
2. Choose one:
   o **Get Transcript Online** (faster): Log in or create an account.
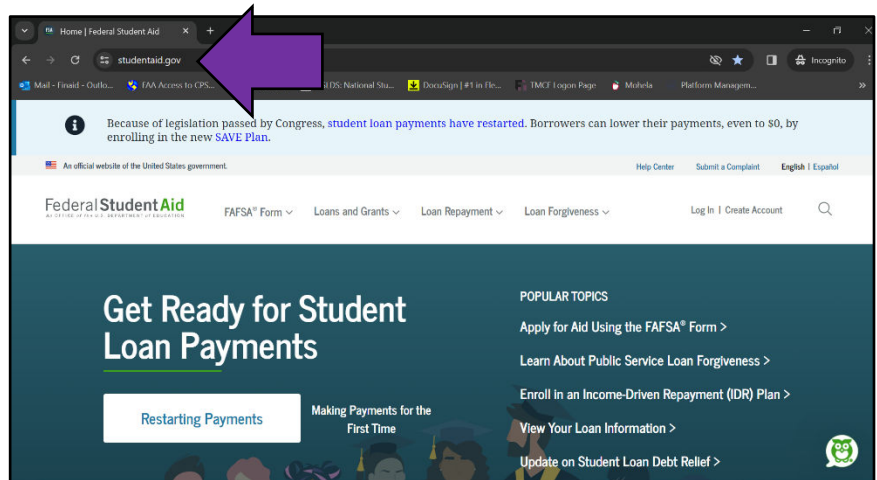   o **Get Transcript by Mail**: Receive it within 5–10 business days.

3. Submit your Tax Return Transcript:
   o Upload via **DocuSign** or
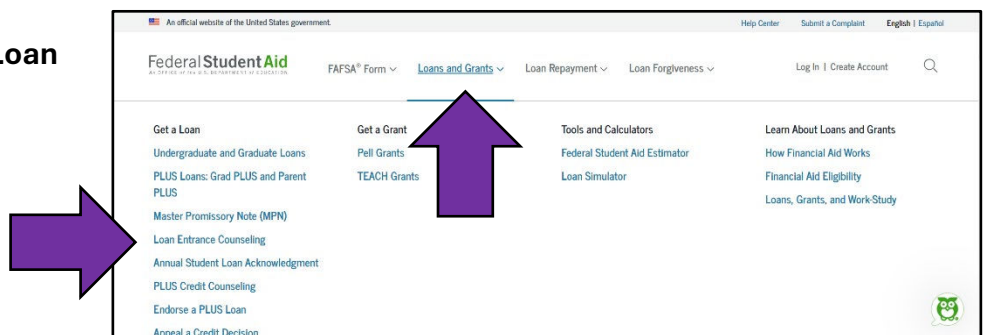   o Email to **finaid@pqc.edu** (photo or PDF, front and back).

You can also call **1-800-829-1040** or visit a **Taxpayer Assistance Center** if needed.

Completing Loan Entrance Counseling

1. Go to **studentaid.gov**.

2. Under **Loans & Grants**, select **Loan Entrance Counseling**.

3. Log in with your **FSA ID**.

4. Add **Paul Quinn College** as your school.

5. Complete all 6 required modules, including knowledge checks.
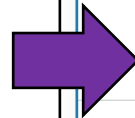
Entrance Counseling Modules

Review what you'll learn in each module and select "Start" for the first module to begin.

Estimate the Cost of Your Education

Learn about direct and indirect costs, and how managing your education costs can ultimately reduce your student loan burden.

[Start]

What's in this module?

1. What is the total cost of your program?

2. How your school's cost of attendance is calculated

Paying for Your Education

Learn the basics about financial aid, student loans, and what your options are.
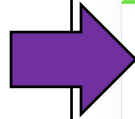
< Return To Module Selection

Check Your Knowledge

Question 1 of 3

Please read the following questions carefully and choose an answer from the choices below. After you select an answer, select "Continue."

Check Your Knowledge

What document explains your rights and responsibilities as a federal student loan borrower?

(●) Your *Master Promissory Note*

(○) Your billing statement

(○) Your financial aid offer

6. Submit the application and send a **courtesy email** to **finaid@pqc.edu**.

Processing may take 2–3 business days. Must be enrolled in **at least 6 credit hours** to receive loans.

✓

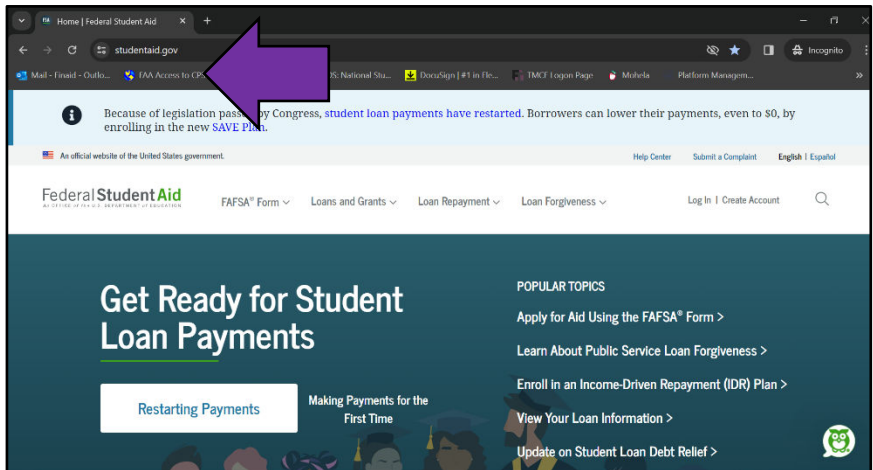**Juanita, You've Successfully Completed Entrance Counseling!**

The school(s) you selected will be notified of your entrance counseling completion within the next 24 hours.
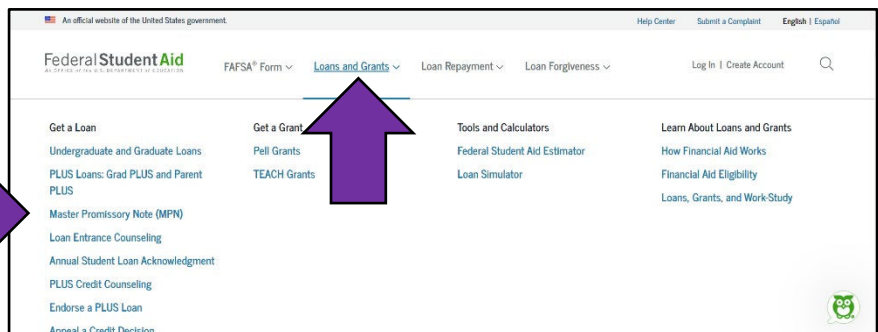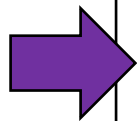
[Go To My Documents]

View/Print Borrower's Rights and Responsibilities Statement for Direct Subsidized and Unsubsidized Loans ↗
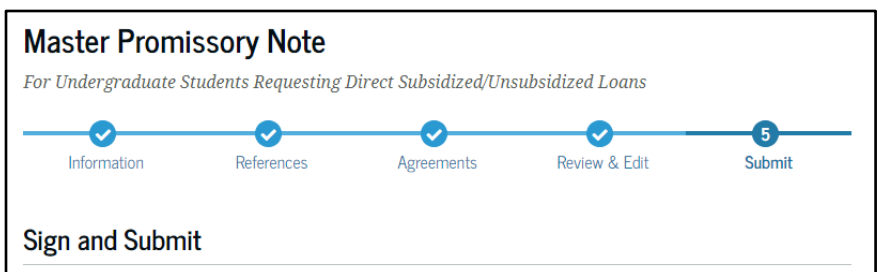
Completing the Master Promissory Note (MPN)

1. Go to **studentaid.gov**.

2. Under **Loans & Grants**, select **Master Promissory Note (MPN)**.

3. Select the correct loan type (e.g., **Subsidized/Unsubsidized** for undergrads).

4. Log in and complete all 5 steps.

5. Add **Paul Quinn College** as your school.

6. After submission, send a **courtesy email** to **finaid@pqc.edu**.

Allow 2–3 business days for processing.

Applying for a PLUS Loan (Parent or Grad)

The.Parent.PLUS.Loan.is.commonly.used.at.Paul.Quinn.as.a.resource.for.parents.to.help. fund.their.student's.education¡.If.a.parent.is.willing.to.apply.for.the.PLUS.Loan.a.credit. check.will.be.processed.by.the.Department.of.Education¡

- If.approved?the.PLUS.Loan.will.be.taken.under.the.parent's.terms.and. conditions¡.
- If.denied?the.student.will.be.eligible.to.access.additional.unsubsidized.loan¡. However?funding.is.limited¡

The.Graduate.PLUS.Loan.is.a.student.loan issued.by.the.U¡S¡.Department.of.Education¡.It's. designed.to.help.graduate.and.professional.students.finance.their.education¡
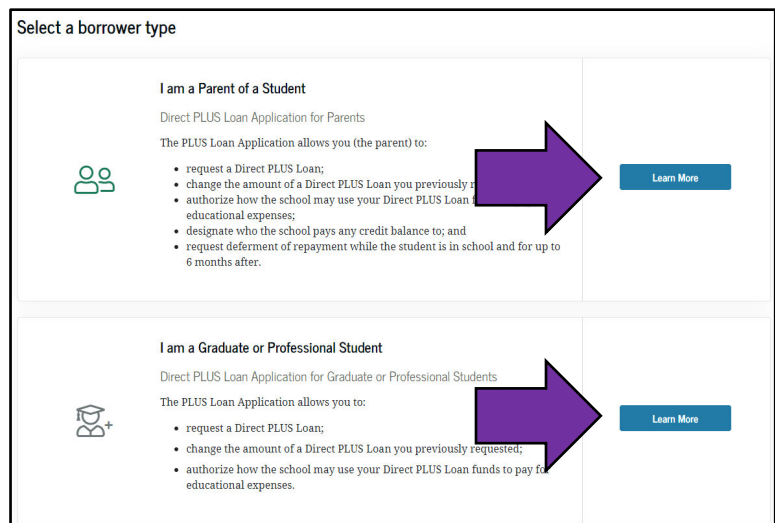
1. Go to **studentaid.gov**.
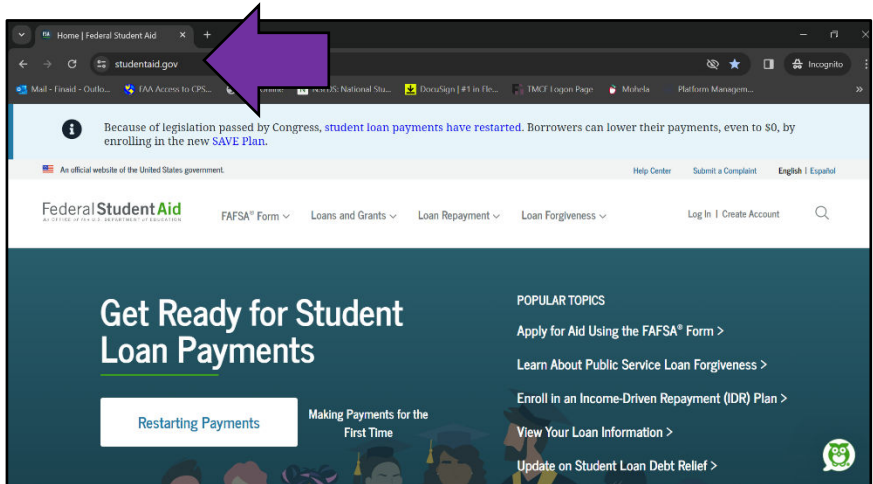
2. Under **Loans & Grants**, select **PLUS Loan: Grad PLUS and Parent PLUS.**
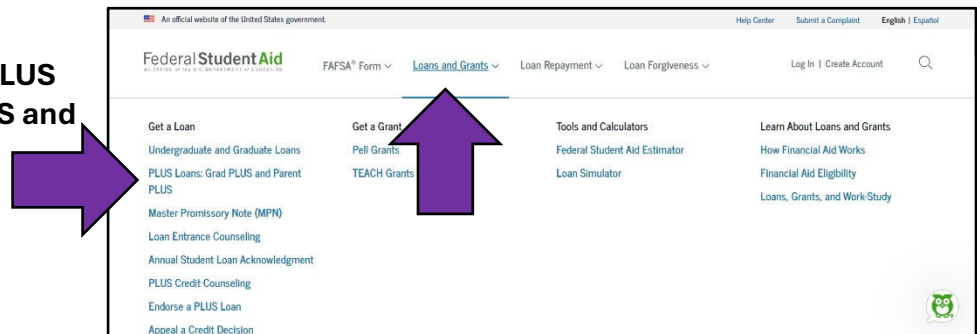
3. Click **Log in to Start**:
   o **Parents** must use **their own FSA ID**.
   o **Graduate students** use their **student FSA ID**.
4. Complete the PLUS application and credit check.
5. If **approved,** complete the PLUS MPN.
6. If **denied,** students may qualify for **additional unsubsidized loans**.

Email a screenshot of your approval or denial to **finaid@pqc.edu** for proper processing.

Final Notes & Must-Know Checklist

Before you're fully set, make sure you've completed the following:

✅ Reset your **FSA ID** credentials (if needed)
✅ Submitted your **FAFSA** with IRS Data linked
✅ Provided any required **IRS Tax Return Transcript**
✅ Completed **Loan Entrance Counseling**
✅ Submitted the **Master Promissory Note (MPN)**
✅ Applied for and submitted your **PLUS Loan** decision (if applicable)

Questions? We're here to help!

Email: **finaid@pqc.edu** | Phone: **214-379-5502**

This guide is here to make your financial aid process smoother and stress-free. Complete your steps early, stay informed, and remember—we're cheering you on every step of the way!