



[www.barberandbeautyacademyofpa.com](http://www.barberandbeautyacademyofpa.com)

Fafsa School Code: 042263

This information will assist you with the application process for student financial aid at the Barber and Beauty Academy of Pa. It is designed to give you an overview of the process and provide you with the information you need to apply for aid.

The Free Application for Student Aid (FAFSA on the Web) serves as the single application for financial aid at Barber and Beauty Academy. Students who complete the aid application process are considered for federal aid.

## **TO APPLY FOR FEDERAL STUDENT AID, GO TO [STUDENTAID.GOV](http://STUDENTAID.GOV)**

### **Step 1**

#### **APPLY FOR FSA ID:**

- If you have an FSA ID and completed a 2022 - 2023 FAFSA - **go to STEP 2**
- If you have an FSA ID and have not completed a 2022-2023 FAFSA - **go to STEP 3**
- If you do not have an FSA ID, click on "Create an Account", and follow the on-screen instructions

**Note:** If you are a dependent student, both you and one of your parents will need an FSA ID

Your FSA ID serves as your electronic signature and provides access to your personal records.

### **Step 2**

#### **IF YOU HAVE ALREADY COMPLETED THE 2022 - 2023 FAFSA:**

- Click on "Apply for Aid"
- Click on "Complete the FAFSA form"
- Log in as returning user.
- Select "I am the student" and enter your FSA ID password
- Select 2022/2023 and then make FAFSA correction
- Click on tab "School Selection".
- Enter BBAPA FAFSA Code
- Sign FAFSA and Submit

**-Go to STEP 6**

## Step 3

### **DETERMINE YOUR DEPENDENCY STATUS**

If you check ANY of the following boxes on the FAFSA application, you will not have to provide parental information. If you DO NOT check any of the following boxes you will be asked to provide parental information.

- I was born before January 1, 1999
- I am serving on active duty in the U.S. Armed Forces
- Since I turned age 13, both of my parents were deceased
- I was a dependent or ward of the court since turning age 13
- I am married
- I am a veteran of the U.S. Armed Forces
- I was in foster care since turning age 13
- I am currently or I was emancipated minor
- I will be working on a master's or doctorate program (e.g., MA, MBA, MD, JD, PhD, EdD, graduate certificate)
- I now have or will have children for whom I provide more than half of their support between July 1, 2022 and June 30, 2023
- I have dependents (other than children or my spouse) who live with me and I provide more than half of their support
- I am homeless or I am at risk of being homeless
- I am currently or I was in a legal guardianship

## Step 4

### **IF YOU ARE COMPLETING A 2022-2023 FAFSA FOR THE FIRST TIME:**

Collect the financial documents and complete the FAFSA Worksheet. The FAFSA Worksheet is designed to help prepare you for the completion of the FAFSA on the Web. Be sure to gather all of the required information indicated on the front of the Worksheet before you begin this process. Organizing your financial information on the Worksheet will reduce the amount of time needed to complete your FAFSA. The worksheet can be found at: <https://studentaid.gov/sites/default/files/2022-2023-fafsa-worksheet.pdf>

## Step 5

### **COMPLETE THE 2022-2023 FAFSA ONLINE**

- Click on "Apply for Aid"
- Complete the FAFSA form.

## Step 6

### **LOAN ENTRANCE COUNSELING**

If you are borrowing for the first time from the Federal Direct Loan Program you are required to participate in loan counseling prior to receiving a Federal Direct Loan. The loan counseling is to ensure that you understand the responsibility and obligation that you are assuming when borrowing.

- Click on "Complete Aid Process"
- Click on "Complete Entrance Counseling"
- Click on "Start"
- For Student Type, select "Undergraduate Student"

## Step 7

### **COMPLETING THE ELECTRONIC MASTER PROMISSORY NOTE (EMPN)**

NOTE: The Loan Entrance Counseling or EMPN cannot be completed until your FSA ID has been established. This generally takes 3 to 5 business days from date of application for FSA ID

## Step 7 Cont

If you are a first-time borrower of a Federal Direct Loan, you will be required to complete a Master Promissory Note (MPN) before the loan funds will be disbursed.

- Click on "Complete Aid Process".
- Click on "Complete a Master Promissory Note (MPN)"
- Click on "Undergraduate Student"
- Click on "Start"

## COMPLETE DIRECT LOAN ELECTRONIC MASTER PROMISSORY NOTE (MPN)

Remember, by signing an MPN you are agreeing to pay back Direct Subsidized or Unsubsidized Loans that you receive to pay for your education. An electronic Master Promissory Note (MPN) can be completed in 6 steps for a Direct Subsidized/Unsubsidized Loan. Read the following information to understand how the electronic MPN process works. It will take around 30 minutes to complete the electronic MPN process. Make sure you allow enough time to complete the entire process in a single session. If you exit the web site before submitting your signed Subsidized/Unsubsidized MPN in Step 6 and return later, you'll have to start over at the beginning with Step 1.

## FOLLOW THE 6 STEPS BELOW TO SUBMIT A DIRECT SUBSIDIZED/UNSUBSIDIZED MPN:

### 1. INFORMATION TAB

Enter your drivers license number and state, your permanent address, email address, and phone number.

**2. SCHOOL INFORMATION** Enter the State of Barber and Beauty Academy of Pennsylvania.

### 3. Reference Information

List 2 persons with different U.S. addresses who do not live with you and who have known you for at least three years. Enter the following for the references: name, address, phone number, and relationship to you..

### 4. REVIEW THE MPN AGREEMENT

**5. REVIEW AND EDIT TAB** Review the information you provided and edit if needed.

**6. SIGN AND SUBMIT** Read the MPN, check the box at the bottom to acknowledge that you have read the MPN, understand it, and agree to it. Type your name to "Submit". You will receive a confirmation email and have the opportunity to view, save, or print a copy of your completed MPN. BBAPA will be notified in 24hrs.

## Step 8

## COMPLETE THE ANNUAL STUDENT LOAN ACKNOWLEDGMENT

You must complete the Annual Student Loan Acknowledgement to receive a Direct Subsidized or Unsubsidized Loan.

- Click on "Complete the Annual Student Loan Acknowledgment".
- Click on "Start".

## Step 9

## REQUEST A DIRECT PARENT PLUS LOAN THROUGH AN ONLINE CREDIT CHECK (PARENTS OF DEPENDENT STUDENTS ONLY) - PARENT'S INSTRUCTIONS

Your parent will need to log in with their FSA ID:

- Click on "Apply for Aid".
- Click on "Apply for a Parent PLUS Loan".
- Click on "Start".

The StudentAid.gov website is available to all student and parent borrowers to complete their on-line Student Loan application(s). The site allows a parent to complete a Direct PLUS loan and has the functionality to initiate an online credit check during the application process.

During the online application process, the parent will complete the personal information, student and loan information. During the "Loan Information" step, the parent will have options under "Loan Amount Requested."

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For each academic year, the parent may borrow up to - but not more than - the school's cost of attendance, minus the amount of other financial assistance that the student receives. The school determines the cost of attendance based on federal guidelines. It is important not to borrow more than you can afford to repay, even if you are eligible to borrow more.

**The parent has 3 options:**

- I want to borrow the maximum Direct Plus Loan amount for which I am eligible, as determined by the school.
- I would like to specify a loan amount
- I do not know the amount I want to borrow. I will contact the school.

Once the parent submits the application, the results of the credit check will be immediate and good for 180 days.

**If not approved, the borrower is asked how he/she wants to proceed:**

- Not pursuing a Direct PLUS loan,
- Obtaining an endorser, or
- Appealing the credit decision "I want to provide documentation of extenuating circumstance."

-If the borrower selects they are appealing the credit decision, the borrower will be prompted to provide an email address, and both a day and evening phone number. This response will prompt a representative from the Applicant Services Team to contact the borrower and begin the appeal process.

-Appealing the credit decision will automatically generate a package of additional information that will be mailed to the borrower.

**Step 10**

**COMPLETING THE PLUS EMPN (PARENT OF DEPENDENT STUDENTS ONLY)**

If your parent(s) are taking out a loan to pay for your education, then your parents must complete a MPN for parent. Your parent can electronically sign the Federal Direct PLUS MPN. Your parent will need to log in with their FSA ID:

- Click on "Complete Aid Process".
- Click "Complete a Master Promissory Note (MPN)".
- Click "I am a Parent of an Undergraduate Student".
- Click on "Start".

**COMPLETE DIRET LOAN ELECTRONIC PLUS MASTER PROMISSORY NOTE - PARENT'S INSTRUCTIONS**

Remember, by signing an MPN you are agreeing to pay back Direct Parent PLUS Loans that you receive to pay for your child's education.

An electronic PLUS Master Promissory Note (MPN) can be completed in 5 steps. Read the information below to understand how the electronic PLUS MPN process works. It will take around 30 minutes to complete the electronic MPN process. Make sure you allow enough time to complete the entire process in a single session. If you exit the website before submitting your signed PLUS MPN in Step 5 and return later, you'll have to start over beginning with Step 1.

**NOTE:** The Plus Master Promissory Note cannot be completed until your parent's FSA ID has been established. This generally takes 3 to 5 business days from date of application for an FSA ID. Your parent could apply for an FSA ID number at StudentAid.gov.

## **FOLLOW THE 5 STEPS BELOW TO SUBMIT A PLUS MPN:**

### **1. INFORMATION TAB**

Enter your citizenship status, drivers license number and state, your permanent address, email address, phone number, employer, the student's SSN, name and date of birth. Enter the State of Barber and Beauty Academy of Pennsylvania in Search School by name.

2. **Reference Information:** List 2 persons with different U.S. addresses who do not live with you and who have known you for at least three years. Do not use the student as a reference. Enter the following for the references: name, address, phone, number, and relationship to you.

### **3.. REVIEW THE MPN AGREEMENT**

4. **REVIEW AND EDIT TAB:** Review the information you provided and edit if needed.

5. **SIGN AND SUBMIT:** Read the MPN, check the box at the bottom to acknowledge that you have read the MPN, understand it, and agree to it. Type in your name, then click "Submit". You will receive a confirmation email and have the opportunity to view, save, or print a copy of your completed MPN. Barber and Beauty Academy of PA will be notified of your MPN completion within the next 24 hours.

## **Step 11**

### **PARENTS ANNUAL STUDENT LOAN ACKNOWLEDGEMENT**

If your parent(s) are taking out a loan to pay for your education, then your parents must complete the Annual Student Loan Acknowledgement. Your parent will need to log in using their FSA ID:

- Click on "Complete Annual Student Loan Acknowledgement".
- Click on "Start".

If you completed all of the application processes and received electronic confirmation from the Department of Education and require additional assistance please contact Financial Assistance at 800-223-3271

