

2013-2014 FAFSA RENEWAL INSTRUCTIONS

TO COMPLETE THE RENEWAL FAFSA, YOU MUST HAVE A FEDERAL PIN

Go to www.pin.ed.gov to apply for a PIN or to request a Duplicate Pin

- Go to www.fafsa.ed.gov. Click on “**Start Here**”.
- Enter the **Student Information** requested then click **Next**.
- Select **2013-2014 FAFSA Renewal** then click **Next**.
- Enter your **PIN** and **Password** then click **Next**.
- Review **Introduction Page** then click **Next**.
- Proceed through each of the following steps:
 - **Student Demographic Information**. Review and update each entry if necessary. Click **Next** to proceed at the end of each page.
 - **Student Eligibility**. Review and update each entry if necessary. Click **Next** to proceed at the end of each page.
 - **Be sure to answer **Question #23** (Drug Conviction Eligibility) **Do not leave it blank.****
 - **School Selection Summary**. PTC’s school code is **003992**. Click on **Next** to proceed.
 - **Dependency Determination**. Review and update each entry if necessary. Click **Next** to proceed at the end of each page.
 - **Parent Demographics Information (if required)**. Review and update each entry if necessary. Update finances with 2012 Income Information. Click **Next** to proceed at the end of each page.
 - **To enter your 2012 tax information, you will be given the option to use the IRS Data Retrieval Tool. This tool will transfer your tax information from the IRS directly to your FAFSA.**
 - **Student Tax/Financial Information**. Update finances with 2012 Income Information. Click **Next** to proceed at the end of each page.
 - **To enter your 2012 tax information, you will be given the option to use the IRS Data Retrieval Tool. This tool will transfer your tax information from the IRS directly to your FAFSA.**
 - **View or Print Your FAFSA Information**. Print a copy of your 2013-2014 Application Summary Report for your records. Click **Continue** to proceed.
 - **Sign & Submit**. Enter your PIN to sign your FAFSA. Read the certification statement and click on “**Submit My FAFSA Now**”.
 - **Print your 2013-2014 Confirmation Page**.
 - **EXIT FAFSA**.
- If you provided an email address, within 3-5 days you should receive an email informing you that your FAFSA has been processed.
- If an email address is not provided, you will receive a one page Student Aid Report (SAR) by mail within 5-10 days.
- PTC’s Financial Aid Office will also receive your FAFSA results. **You will be notified if additional documentation is required.**

Check your Pathway Account for Requested Documents and Award Status!

If after checking your Pathway account, additional assistance is needed, please contact the financial aid office at (864) 941-8365:

- Last name beginning with A-De—Kim Chalmers chalmers.k@ptc.edu
- Last name beginning with Di-Ke—Amelia Fricks fricks.a@ptc.edu
- Last name beginning with Ki-Ri—Grace Warner warner.g@ptc.edu
- Last name beginning with Ro-Z—Dianne Partlow partlow.d@ptc.edu
- Verification—Charlie Bouknight bouknight.c@ptc.edu
- Work Study--DeShawn Morgan morgan.d@ptc.edu