

BRADFORD-UNION TECHNICAL CENTER
Instructions for processing your FAFSA
(Federal PELL Grant)

609 N. Orange Street, Starke, FL 32091
Federal School Code – 033823

2017-2018

Process your application beginning in October 2016

****You will use your 2015 Income Tax information to process your
17-18 FAFSA application****

**YOU MUST HAVE A HIGH SCHOOL DIPLOMA OR GED TO RECEIVE
FEDERAL AID**

Welcome to Bradford-Union Technical Center Financial Aid Office. We offer financial assistance through the Federal Pell Grant, a government-sponsored program. Upon completion of the application on-line, by using the web site listed below, you will receive notification of your eligibility for financial aid.

You must first set up a FSA user ID and password at www.fafsa.ed.gov - This web address is the application for filing for the FAFSA. Go to Step 2, "Filling Out a FAFSA." If this is the first time you are applying, click on the top line, "Fill out my FAFSA." If you are renewing your application from a previous year, go to "Fill out a Renewal FAFSA." Continue following the instructions given. Select the **2017-2018** school year. You will be asked for a federal school code for the school(s) you are interested in attending. The federal code for Bradford-Union Technical Center is **033823**. If you are considering more than one school, you may include other school codes as well. If you do not include our school code, your FAFSA information will not come to our school, and we will not be able to process your eligibility. It is also important to use the **Auto Retrieval Option so your IRS information** will be automatically transmitted to your application. If your file is chosen to be verified, by the Federal Government, this will save time because your information is already verified by using this option. If you cannot use this option you will need your IRS **Tax Transcript for 2015**. Your **Tax Transcript** must be printed directly from the IRS.gov website. This is the only copy of your tax information that is acceptable. If you are a dependent student you will also need your parent's IRS information. If you include an e-mail address, your FAFSA information will come to you via e-mail. If no e-mail address is given, you will receive paper confirmation in the mail. Upon completion of your application, indicate that you are signing electronically with your FSA ID number. If you are a dependent student, you will also need your parent to sign with their FSA ID. You can then print the confirmation page. Once the application process has been correctly completed, make sure you select the **SUBMIT** option. Once submitted, I should receive your eligibility status within **3-5 days**.

For federal assistance in completing your FAFSA, call 1-800-4-FEDAID (1-800-433-3243).
Please contact Lorrie Allen in Financial Aid at Bradford-Union Technical Center, at 904-966-6765 to finalize your financial aid.