# STEPS FOR FEDERAL FINANCIAL AID 2026-2027

ASCENT COLLEGE

**STEP 1**

Review the information provided by the U.S. Department of Education at www.studentaid.gov or via phone at 1-800-4-FED-AID (1-800-433-3243). This information is for applying for federal and state student grants, work-study, and loans.

**STEP 2**

Get a Federal Student Aid ID. An FSA ID lets you apply, "sign" your online Free Application for Federal Student Aid (FAFSA), correct your application information and more - so keep this information both handy and safe. Go to studentaid.gov/fsaid to create your FSA ID. If you are a dependent on someone else's return or need to utilize their information, they will also need to get a Federal Student Aid ID. If their tax information is required, they must consent to IRS access on the FAFSA. This makes the process much easier and faster. If parental consent is not given, then the FAFSA may not be processed.

**STEP 3**

You will need to consent to the FAFSA accessing your IRS information. It makes the FAFSA faster and easier to fill out. You may need to collect your income tax returns, W-2 forms, and any other income records. A full list of what you need is at www.studentaid.gov. If your tax return is not completed at the time you apply, estimate the tax information and correct the information later.

**STEP 4**

Complete the 2026-2027 FAFSA application for the Fall 2026 and the Spring 2027 semesters. The fastest and easiest way is to apply online at www.studentaid.gov. If you don't already have your FSA ID, you can get it when you complete the online FAFSA. (You will need the **Ascent College School Code 041538** as you complete the application.)

**STEP 5**

After completing and submitting your FAFSA, the Department of Education (ED) will review your application and provide a decision in three to five business days. ED will prepare a Student Aid Report (SAR), from information on your FAFSA and send the results to you. Review your SAR, make changes or corrections, if necessary, and submit your SAR for reprocessing. The completed SAR will contain your Student Aid Index (SAI) which is the number used to determine your federal student aid eligibility.

# STEPS FOR FEDERAL FINANCIAL AID (CONTINUED) 2026-2027

## IF YOU PLAN TO TAKE STUDENT LOANS

**STEP 6**

Go to the website: www.studentaid.gov

- Click on Loans and Grants in the header menu to display the drop-down menu options
- Click on Master Promissory Note (MPN) and log in to start under "I'm an Undergraduate Student."
- After you have completed the Promissory Note process, return to the website home page
- Click on Loans and Grants to display the drop-down menu options
- Click on Loan Entrance Counseling
- Complete the counseling process

**STEP 7**

One week after you have completed the FAFSA process, go to the New Student Orientation webpage and click on the Portico (formerly Campus Ivy) Registration link. Complete the enrollment/registration process with Portico, our Federal Student Aid processor. A two-step verification process will be added to accounts after May 1, 2024.

**STEP 8**

Upon completion of the Portico registration process, contact the Registrar, Sonji Thee, at Student Services to finalize the Portico set-up.

**STEP 9**

After Ms. Thee has finalized your registration, you will receive a notification that you need to submit your ID. Please follow these instructions:

- Take a **side-by-side** picture of the front side of your driver's license or state ID **AND** your social security card, putting them on one page.
- Log into Portico (formerly Campus Ivy). Go to Document Tracking and click the menu tab. Click the Identification Student placeholder tab and follow the upload prompts. If you have any questions, contact Ms. Thee at sthee@ascent.edu.

**STEP 10**

Once you have completed Step 9 above, you will be notified by Portico if additional information is needed. *Note*: Thirty percent of those individuals who apply for federal assistance will be randomly selected for **verification**. If you are randomly selected for verification, you will receive a notification requesting additional documents. There is no way of predetermining if you will be selected for verification.