ARMY EMERGENCY RELIEF
2023-2024 MG James Ursano Scholarship Program for
Dependent Children of Active, Retired and Deceased Soldiers

2023-2024 FAFSA Instructions

The FAFSA (Free Application for Federal Student Aid) is an annual application used to determine your federal financial aid eligibility. The FAFSA is available on 1 October for the following school year. The Student Aid Report (SAR) from the FAFSA is used by AER to determine your scholarship eligibility and award amount.

PROCEDURE:

1. Complete the **2023-2024** FAFSA application online as soon as possible after 1 October, at https://studentaid.gov/h/apply-for-aid/fafsa using your and your parent's 2021 tax returns. **You must include income for both the student and parent**. Be sure to read **"Who is Considered a Parent?"** on the FAFSA website here: https://studentaid.gov/help/who-is-parent.

2. Use the IRS Data Retrieval Tool for easier processing. The Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the FAFSA. Students and parents may transfer the data directly into their FAFSA. If you are eligible to use the IRS Data Retrieval Tool, we highly recommend using the tool for several reasons:

    •   It's the easiest way to provide your tax data.
    •   It's the best way of ensuring that your FAFSA has accurate tax information.
    •   You won't need to provide a copy of your or your parents' tax returns to your college for verification.

    If you do not use the IRS Data Retrieval Tool to provide tax information and your college requests a copy of your tax return or your parent's tax return, you may be required to obtain an official tax transcript from the IRS. Help filling out the FAFSA is available at https://studentaid.gov/apply-for-aid/fafsa/filling-out

3. After you submit the FAFSA, you should receive an email from FAFSA within 3 to 5 days with instructions on how to access an online copy of your Student Aid Report (SAR) which will include your Expected Family Contribution (EFC). If you do not provide a valid email address on your FAFSA application, your SAR will be mailed to you within 7 to 10 days. You can also retrieve the SAR by logging onto the FAFSA website. After login, click View Processed Information and choose the pdf version of the SAR. Save it on your computer.

4. The SAR should then be uploaded directly into your AER scholarship application. All pages of the SAR must be submitted as one document. We do not accept the FAFSA confirmation or acknowledgement pages; uploading anything other than the complete SAR will render your application incomplete.

EXCEPTIONS:

•   If your FAFSA application is incomplete, your SAR will not include an EFC, but will display text that specifies any issues that need to be resolved. **Ensure your SAR shows a number for the EFC before uploading your SAR into your scholarship application.**

•   If your FAFSA application is selected for verification (this will be noted on the SAR), you may be required to complete the verification process through your school's financial aid office. (See the Data Retrieval Tool information above). Your school will notify you if this is required.

•   We will notify you if we find any issues with your SAR or if we need clarification of any items. We may request your tax returns or an updated SAR if corrections must be made.

•   If you make changes to your FAFSA after you have submitted your AER scholarship application, you may email your updated SAR to scholarships@aerhq.org.

PLEASE NOTE: Your AER scholarship application will not be considered complete until all FAFSA exception issues have been resolved and all required documents have been submitted. The deadline is midnight 1 April 2023.