

2020-21 Florida Financial Aid Application

Reference Guide

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Introduction

This guide is designed to assist students with the Florida Financial Aid Application (FFAA) and help you become familiar with the layout and functionality of the FFAA.

By the end of this guide, you will be able to answer:

- Who needs to complete the FFAA?
- When can a student submit the FFAA?
- Which five state programs does the FFAA evaluate for eligibility?
- What is the deadline to submit the FFAA for the following programs: BF, CSDDV, JM, RFS and FFSS?
- What step is required before a student can access the FFAA?
- Answering Yes to which questions on the Demographic Information tab will make the CSDDV, JM, RFS and FFSS tabs available?

Florida Financial Aid Application (FFAA) Process

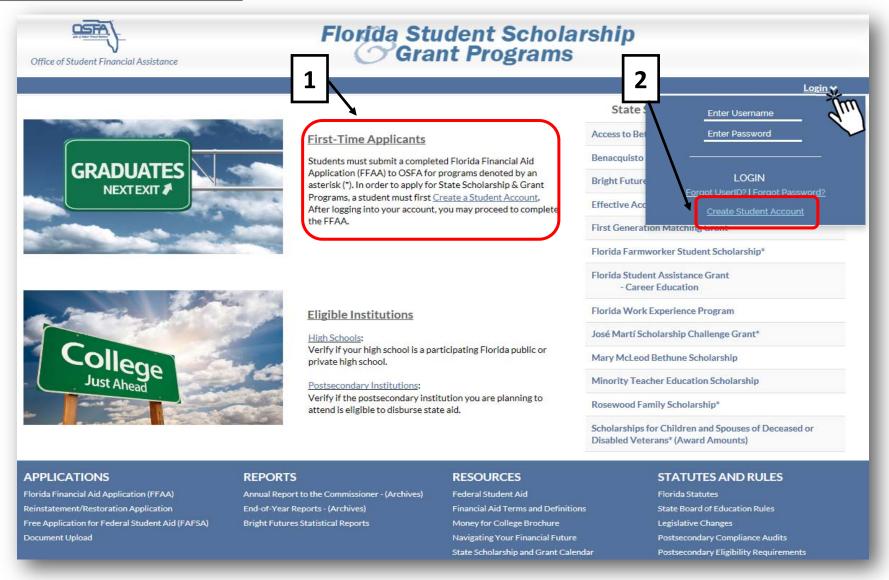
Submitting the FFAA is a three step process — **Beginning October 1:** (1) Create a Student Account, (2) Complete the Florida Financial Aid Application (FFAA) and (3) Review and Submit the FFAA.

Graduating high school seniors must submit the FFAA to be evaluated for the following state-funded scholarship and grant programs:

Program Name	Application Deadline
Florida Bright Futures (BF) Scholarship	August 31
Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV)	April 1
José Martí Scholarship Challenge Grant (JM)	April 1
Rosewood Family Scholarship (RFS)	April 1
Florida Farmworker Student Scholarship (FFSS)	April 1

Please refer to the Office of Student Financial Assistance (OSFA) website at https://www.FloridaStudentFinancialAidsg.org to review the respective Fact Sheets/Handbook for the above mentioned programs for clarity regarding program requirements, procedures and deadlines.

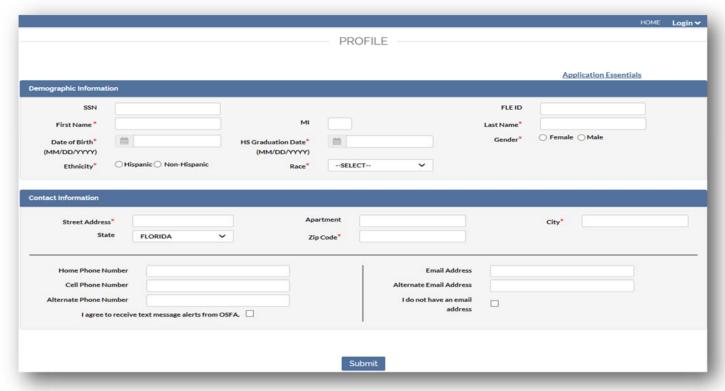
Step 1: Create Student Account



A Student Account is required to access and submit the FFAA. A user may create a Student Account, in one of two ways: (1) Select **Create a Student Account** within the **First-Time Applicant** section, or (2) Within the **Login** drop-down menu, select **Create Student Account**.

Profile Screen

The first step is to create a Student Account (Profile). Information submitted on the **Profile** screen will be reflected on the FFAA in the **Demographic Information** section.

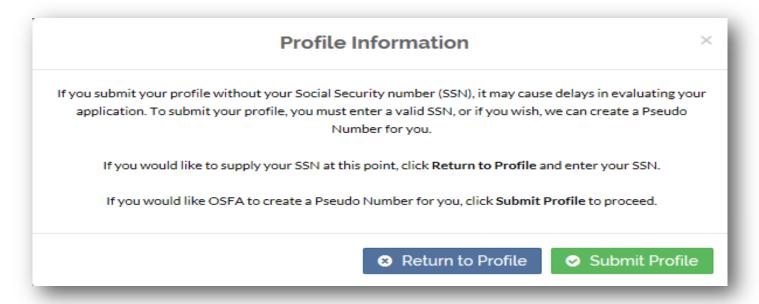


Fields denoted with an asterisk on the Profile are required. OSFA strongly encourages students to provide data that is optional, especially a student's correct Social Security number (SSN). This is helpful when retrieving login credentials in the future.

In addition, the first communication sent by OSFA will contain the student's temporary login credentials. After the first communication is sent to the student via email, OSFA will post all official/award notifications to the student's online account. If a student does not provide an email address on the Profile, OSFA will display the student's login credentials on-screen (see page 7).

As a reminder, data entered on the Profile must be the same as it appears on the student's high school transcript and test registration for matching purposes.

Profile Message Box



A student may submit a Profile without a SSN; however, it may cause delays in evaluating their application. If a SSN is used, it is critical a student verifies the accuracy of their SSN before submitting their Profile.

If attempting to submit the Profile without a SSN, a student will have an opportunity to supply their SSN before submitting the Profile by selecting **Return to Profile** when the above illustrated dialog box appears. If a student would like OSFA to create a Pseudo Number, the student must select **Submit Profile** to allow the profile to be submitted.

<u>Important</u>: If a Pseudo Number is assigned, it is strongly encouraged that a student write down the assigned Pseudo Number for future reference.

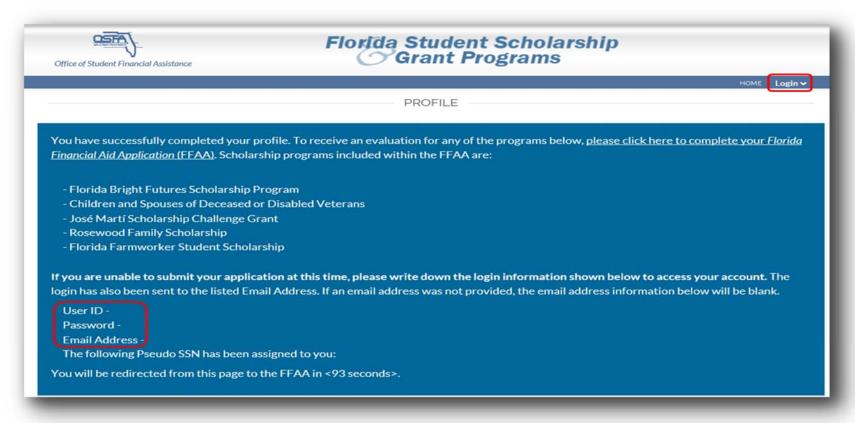
Profile Success and Login Credentials

When the Profile is successfully submitted, students will receive the following message: **Successfully submitted Profile data**.



Upon successful submission of the Profile, login credentials will be displayed temporarily (on the screen illustrated below) and emailed to the email address supplied on the Profile screen. If necessary, students are able to retrieve their login credentials using the links provided within the Login menu.

Students will have the opportunity to immediately complete and submit the FFAA or make note of their User ID and Password and complete the FFAA at a later date. **OSFA strongly encourages students to complete the FFAA immediately following the submission of their Profile.**



Step 2: Complete the Florida Financial Aid Application (FFAA)

Demographic Information Academic Background CSDDV JM RFS FFSS Submit/Acknowledgement

All students will be required to complete the two tabs listed below.

- Demographic Information
- Academic Background

The tabs listed below become available based on how students answer questions on the **Demographic Information** tab.

- Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV)
- José Martí Scholarship Challenge Grant (JM)
- Rosewood Family Scholarship (RFS)
- Florida Farmworker Student Scholarship (FFSS)

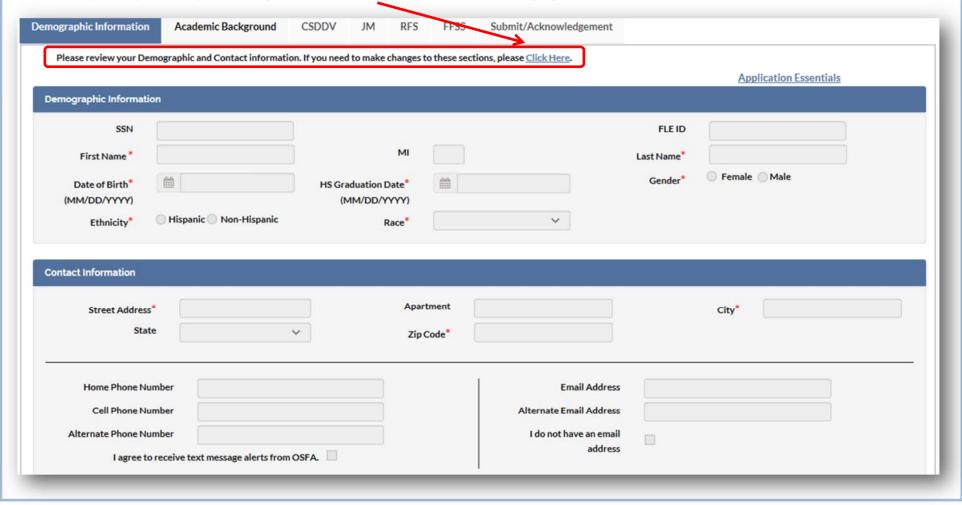
Demographic Information

Questions denoted by a red asterisk are required questions and must be answered in order to submit the FFAA.

The **Demographic Information** tab consists of three sections:

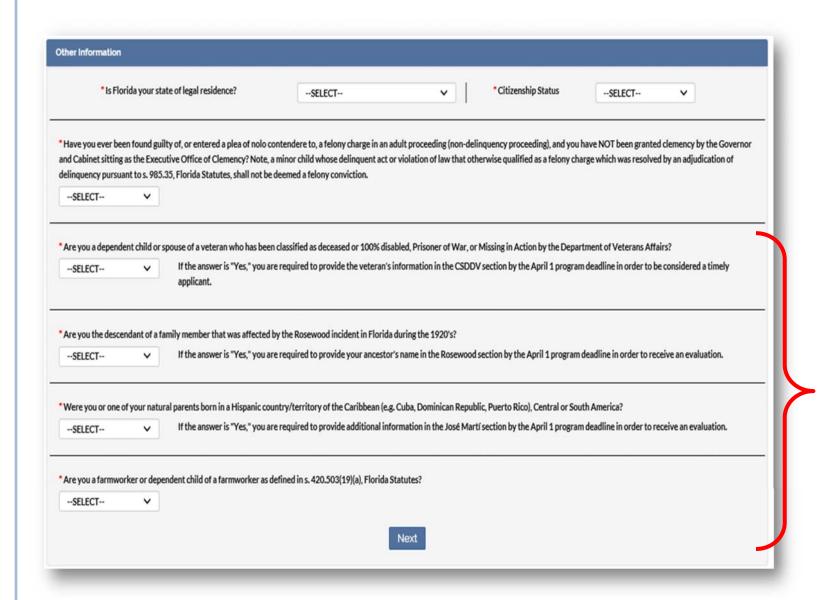
- · Demographic Information;
- Contact Information; and
- Other Information.

The **Demographic Information** and **Contact Information** sections are prefilled with information entered on the Profile screen. These sections may be updated by selecting the **Click Here** link above the **Demographic Information** section.



Other Information

In the Other Information section within the **Demographic Information** tab, all questions are required to be answered.



If an applicant answers **Yes** to any of these questions, the corresponding tab(s) (CSDDV, JM, RFS and FFSS) will be made available and the student will be required to answer all questions within the tab(s).

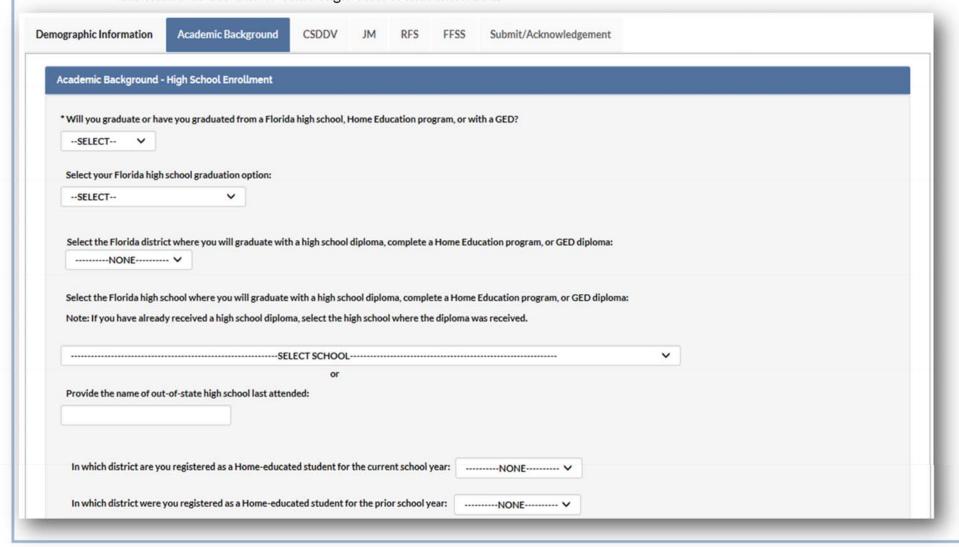
Academic Background - High School Enrollment

All applicants are required to complete the **Academic Background** tab.

Required questions are denoted with an asterisk (*). Answering these questions will dynamically change the questions.

For example: Will you graduate or have you graduated from a Florida high school, Home Education Program, or with a GED?

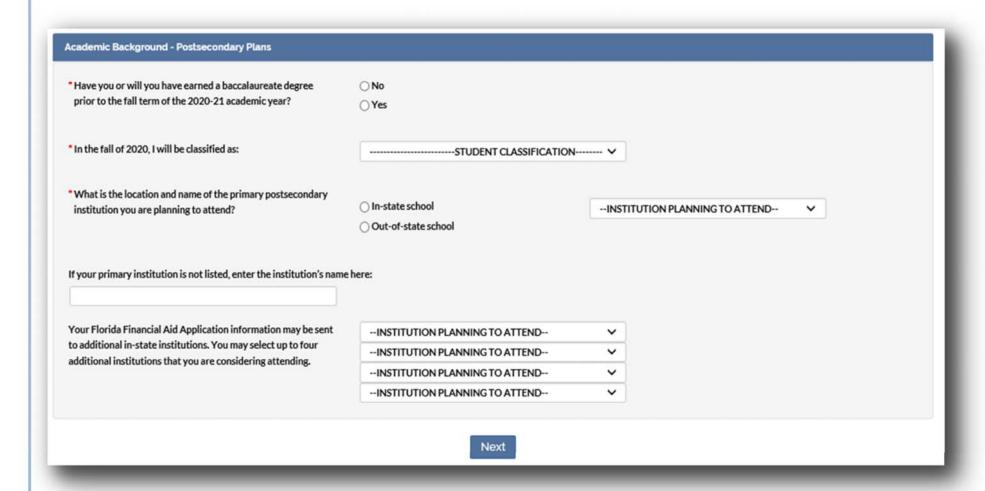
Answering **No** will remove questions pertaining to the student's Florida school and district and require a response for the name of the out-of-state high school last attended.



Academic Background - Postsecondary Plans

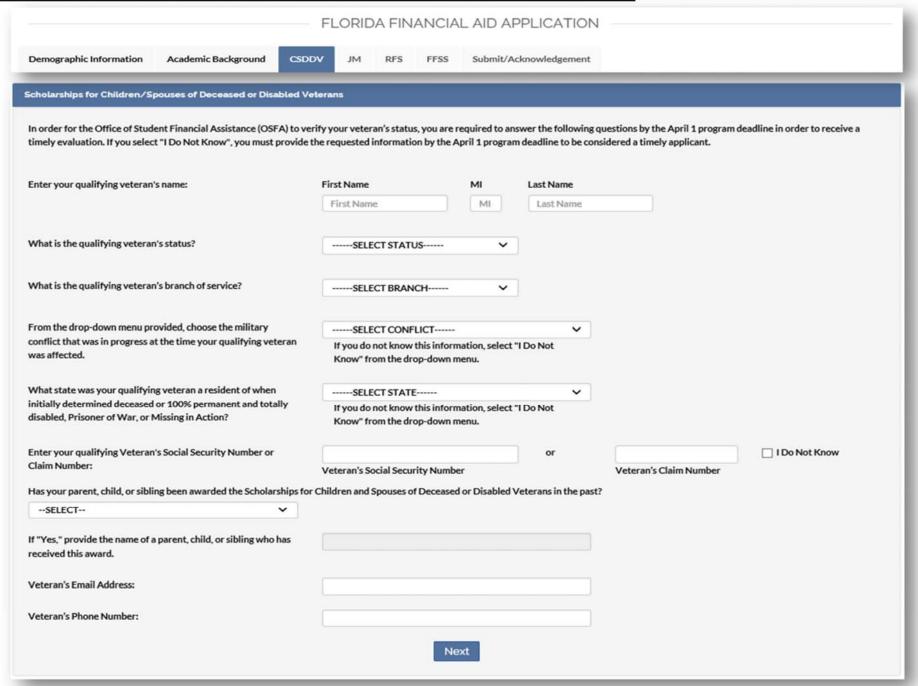
All applicants are required to complete the Academic Background - Postsecondary Plans tab.

Required questions are denoted with an asterisk (*).



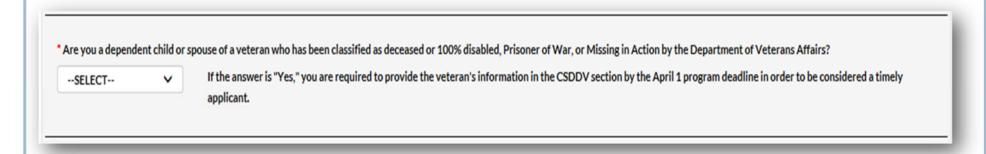
When finished, the student should choose **Next** to proceed in answering questions regarding CSDDV, JM, RFS and/or FFSS, if applicable. Otherwise, the student will be directed to the **Submit/Acknowledgement** tab to complete their application.

Scholarships for Children and Spouses of Deceased or Disabled Veterans



Scholarships for Children and Spouses of Deceased or Disabled Veterans

The tab for Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV) will only become available for applicants who answered **Yes** to the qualifying question below from the **Demographic Information** tab.



Responses to all questions on the CSDDV tab are required to proceed. If a student does not wish to be evaluated for the program, they should select **No** to the qualifying question above from the **Demographic Information** tab.

If a student selects **I Do Not Know** as a response to any question on this tab, the student will need to log in to their Student Account to update their FFAA before the program deadline to be considered a timely applicant.

José Martí Scholarship Challenge Grant

The tab for the José Martí Scholarship Challenge Grant (JM) will only become available for applicants who answered **Yes** to the qualifying question below from the **Demographic Information** tab.

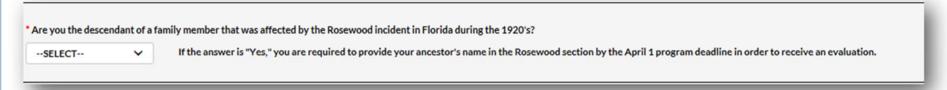


Responses to all questions on the JM tab are required to proceed. If a student does not wish to be evaluated for the program, they should select **No** to the qualifying question above from the **Demographic Information** tab.



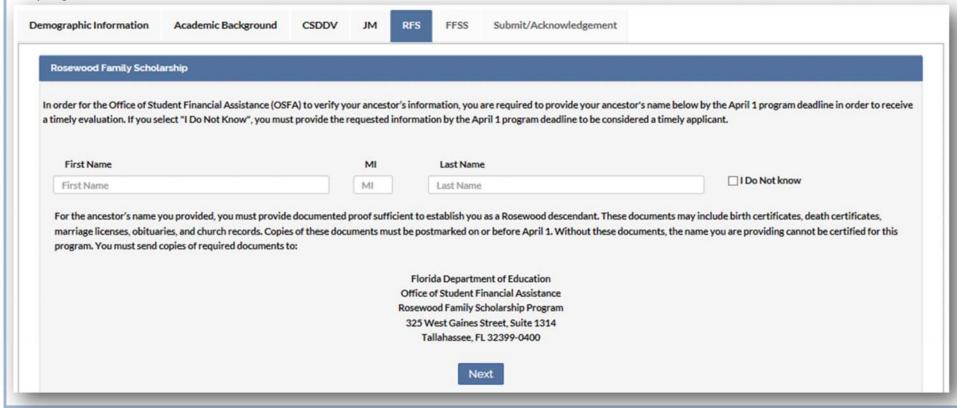
Rosewood Family Scholarship

The tab for Rosewood Family Scholarship (RFS) will only become available for applicants who answered **Yes** to the qualifying question below from the **Demographic Information** tab.



Responses to all questions on the RFS tab are required to proceed. If a student does not wish to be evaluated for the program, they should select **No** to the qualifying question above from the **Demographic Information** tab.

If a student selects **I Do Not Know** as a response, the student will need to log in to their Student Account to update their FFAA before the program deadline.



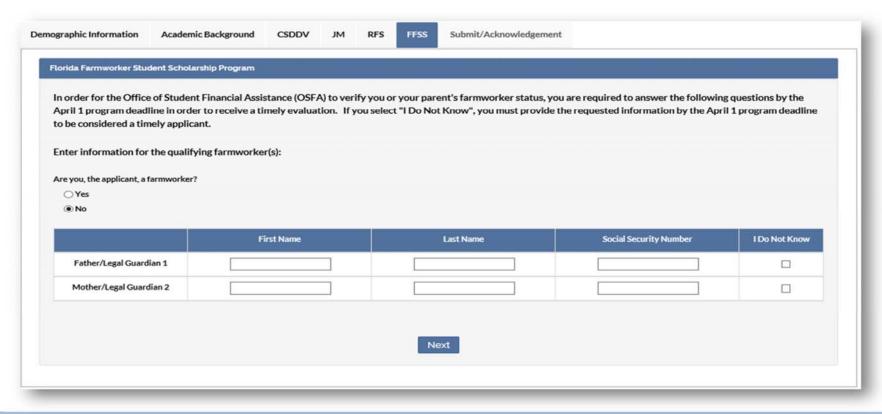
Florida Farmworker Student Scholarship

The tab for Florida Farmworker Student Scholarship (FFSS) will only become available for applicants who answered **Yes** for the Farmworker question on the **Demographic Information** tab.



In order to be evaluated for the Florida Farmworker Student Scholarship (FFSS), students must submit the following information for at least <u>one</u> Parent/Legal Guardian: First Name, Last Name **and** SSN.

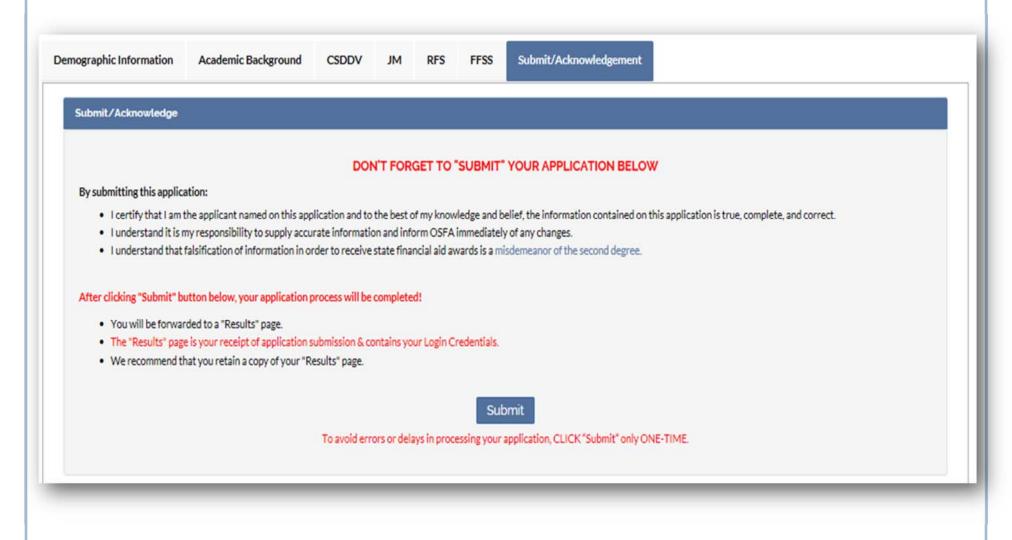
If a student selects **I Do Not Know** as a response, the student will need to log in to their Student Account to update their FFAA before the program deadline.



Step 3: Review and Submit the FFAA

Submit/Acknowledgement

On the Submit/Acknowledgement tab, select **Submit** to complete your application after all required questions are answered. After selecting **Submit**, applicants will be forwarded to a Results tab. We recommend a copy of the Results tab be printed and saved.



Results

Below is a sample view of the **Results** tab. Programs for which the student will receive an evaluation will be listed in **Table 1**. The **Ineligible Reasons** table indicates the program(s) for which the student will not receive an evaluation.

