



FINANCIAL AID GUIDE (2017- 2018)

What financial aid is available to me at Horizon University?

Federal student aid includes [Grants](#)—financial aid that doesn't have to be repaid (unless, for example, you withdraw from school and owe a refund), and [Loans](#)— borrowed money for college or career school; you must repay your loans, with interest. (This information was taken from <http://studentaid.ed.gov/types> in June, 2016.)

Who should apply for financial aid?

Grant awards do not have to be repaid, and therefore any student who would be eligible, but chooses not to make an application is paying more out of their own money than necessary for tuition and books.

- **Independent students** (living alone, paying their own expenses, not claimed as a dependent on anyone else's taxes in the previous year) who has not already applied for financial aid should complete the free application and submit a student interview.
- **Dependent students** (those claimed as a dependent on someone else's tax return for the previous year) could still be eligible for aid, and therefore should take the time to apply.

What is the cost to apply for federal financial aid at Horizon University?

Applying for federal financial aid is a 2-step process. Both steps are completely without cost (free); Neither the U.S. government nor the University requires any fee to be paid at any time in the financial aid application process.

What terms do I need to know before I start my application?

- **When to apply:** Students must re-apply for financial aid each academic year by completing BOTH STEPS of the 2-step application process. Although it is helpful to apply early/as soon as possible, it is recommended that you do not apply before finalizing and submitting your previous year tax returns to the IRS.
- **FAFSA** stands for "Free Application for Federal Student Aid" and it is STEP ONE of the 2-step application process. The FAFSA becomes available around March of each year.
- **VFAO** stands for "Virtual Financial Aid Office" and it is Horizon University's online financial aid application review website; it is STEP TWO of the 2-step application process, available in August of each academic year.
- **Horizon University's School Code** is **041405**
- **EFC** stands for Expected Family Contribution. It is what you are responsible for, and it is provided to you as a result of STEP ONE, once you have completed the FAFSA.

More Frequently Asked Questions

What happens if I don't provide the documents required by the VFAO? If you have missing information, your application is stalled and Horizon University is not notified. Remember, we are only notified once your application has been approved (or denied.) **It is your sole responsibility to respond to the VFAO's correspondence and requests for documentation.**

Why would the amount of aid change from my FAFSA to the VFAO? Your Estimated Financial Aid Award is subject to change if any one of the following is true:

- Information on your FAFSA was incorrect or incomplete
- Your housing, attendance, or enrollment status was incorrect or has changed
- Your federally determined financial need changed
- You receive other awards or aid not previously accounted for
- Any of your family members change their college enrollment status

When should I submit my financial aid application? Students must apply for aid each academic year by completing BOTH STEPS of the 2-step application process. Although it is helpful to apply early, it is recommended that you do not apply before submitting your previous year tax returns to the IRS.

Why didn't I receive the amount stated at the end of my FAFSA? It is important to remember that all dollar amounts provided during the application stages are estimates only and there is no guarantee of any particular amount or of any award at all until your application has been approved and a final award is made.

I want grants, but I don't need a loan. Why should I apply for them anyway? Whether you are interested in accepting loans that must be repaid or not, it is worth your consideration, because even if you are approved for them, you can decline the loans if you don't need them. However, you would still be approved for them in case your financial situation changes unexpectedly during the academic year, and you could simply change your mind to accept the loans if the need arose.

How do I apply for financial aid?

Applying for federal financial aid is a 2-step process; follow the steps below to apply. *Note: You must complete both steps in order for your application to be reviewed; completing one is not sufficient.*

STEP 1 - The Federal Application:

Go to <https://fafsa.ed.gov/> and complete the FAFSA form. The following list of information you will need to complete the FAFSA was retrieved from <https://studentaid.ed.gov/sa/fafsa/filling-out#documents> .

- Your Social Security Number
- Your driver's license number if you have one
- Your Alien Registration Number (if you are not a U.S. citizen)
- Most recent federal income tax returns, W-2s, and other records of money earned for you and your spouse (if married)
- Bank statements and records of investments (if applicable) and records of untaxed income (if applicable)
- A Federal Student Aid ID, a username and password combination to sign your FAFSA electronically.
 - (Visit <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid> to obtain a FSA ID.)

NOTE: If you are a dependent student, then you will also need most of the above information for your parent(s).

STEP 2 - The Student Interview:

Once you have completed the FAFSA and obtained your EFC, visit the Horizon University VFAO at <https://horizonuniversity.vfao.com/default.aspx>.

- You will need to create a login and password in order to access the Student Interview Center.
- Once you have logged into the VFAO, click on the **Student Interview Center** link and complete the online interview. (You will need to provide the EFC from your FAFSA in order to complete the interview.)
- You will need the following information in order to complete the interview:
 - Attendance: Full-time (12 or more credits), Three quarter time (9-<12 credits), Half time (6-<9 credits), or Less than half-time (less than 6 credits)
 - Year: Freshman, Sophomore, Junior, Senior, and Expected Graduation Date: (based on what year you list)
 - Program: The degree program you have elected to pursue –
 - Associate in Biblical Studies (ABS)
 - Bachelor in Biblical Studies (BBS)
 - Bachelor in Leadership and Ministry (BLM)
 - Bachelor in Organizational Leadership (BOL)
 - Certificate in Chaplaincy
 - Certificate in Biblical Counseling
 - Term: First terms you will be enrolled in courses (for example, Fall 2017-2018)

Note: This information should be provided in good faith. However, if a correction needs to be made later, it can be.

Now what?

- You will receive an email confirmation from the VFAO – be sure to regularly check your junk/spam folder for it.
- Sometimes additional information is required to complete your application. When necessary, the VFAO will send you emails requesting this information. Your application is placed on hold until you provide the required documents. (Note: After 5 emails, the VFAO will stop reminding you and your application becomes stalled.)
- Be sure to check your spam/junk folders regularly so you do not miss important correspondence from the VFAO.
- Horizon University is only active with your application once the review process is complete. If you have missing information, your application is stalled and Horizon University is not notified. Remember, we are only notified once your application has been approved (or denied.) **It is your responsibility to respond to the VFAO's correspondence and requests for documentation.**