

Career Institute Young Adult Program

Certification Financial Project



Project Purpose: this project will help you understand how to design a plan to figure out financial assistance for your career training and education.

Goals:

- ❖ Learn about financial aid options such as FAFSA, Chaffee Grant, Scholarships, and planning with family members
- ❖ Understand how your career institute training account can assist you in your training and education
- ❖ Understand how student loans work
- ❖ Attend a financial aid workshop at the school of your interest
- ❖ Develop a budget to help you save for school and programs

Check off list:

- Complete the Pre and Post assessment before and after the completion of the project
- Complete a detailed budget and timeline on how to finance your current and future career goals
- Register through Fastweb to complete one scholarship application
- Attach information from a financial aid workshop
- Complete the Action Plan
- Type the Business Letter
- Complete the Stipend Request Form

Certification Financing Project

Congratulations, you have decided to further your education by attending college. The next step is figuring out how you will pay for your education. As a student you have many options for financing your future; grants, scholarships, loans and even paying out of pocket. It will be essential that you take advantage of all of the resources available to you. The application process involved for acquiring these funds can get confusing at times but this project will help guide you through it.

Free Money

As mentioned above there are many different ways to pay for school, and one of the most common ways is through Educational Grants. Grants are financial assistance that does not have to be paid back. That's right, money you don't pay back! Below is a list of grants, spend some time familiarizing yourself with them.

Federal Student Aid

<http://studentaid.ed.gov/PORTALSWebApp/students/english/aboutus.jsp>

California Chafee Grant

<https://www.chafee.csac.ca.gov/default.aspx>

Federal Supplemental Educational Opportunity Grant (SEOG)

<http://www.ed.gov/programs/fseog/index.html>

Cal Grant A

<http://www.calgrants.org/index.cfm?navid=11>

Cal Grant B

<http://www.calgrants.org/index.cfm?navid=11>

Cal Grant C

<http://www.calgrants.org/index.cfm?navid=11>

Federal Work-Study (FWS)

<http://www.ed.gov/programs/fws/index.html>

When you finish familiarizing yourself with the various types of grants please fill out the worksheet on the next page.

Directions: Use your newly gained knowledge to write a few sentences summarizing each type of grant.

Federal Student Aid: _____

California Chafee Grant: _____

Federal Supplemental Educational Opportunity Grant (SEOG): _____

Cal Grant A: _____

Cal Grant B: _____

Cal Grant C: _____

Federal Work-Study (FWS): _____

Now that you are familiar with some of the most common grants the next step is to submit a FAFSA

Free Application for Federal Student Aid (FAFSA): The Starting Point

All colleges will require you to navigate to www.fafsa.gov to fill-out a **FAFSA application** for the school year you intend to apply for financial aid (the FAFSA application is **free**).

For example, if you plan on applying for the upcoming 2010 fall semester/quarter, you will need to **complete the 2010-2011 application**. Be sure to know which schools will receive your financial aid information. Even if you believe you will not receive financial assistance, the FAFSA application will help you qualify for special grants (money you don't pay back), student loans, and work study.

*NOTE: 2010-2011 application will be available January 1, 2010 and the **DEADLINE** varies by school.*

What Information will I need to complete the FAFSA application?

<input type="checkbox"/>	Your Social Security Number. Be sure it is correct!
<input type="checkbox"/>	Your driver's license (if any)
<input type="checkbox"/>	Your 2009 W-2 Forms and other records of money earned
<input type="checkbox"/>	Your (and your spouse's, if you are married) 2009 Federal Income Tax Return. <ul style="list-style-type: none"> ▪ IRS 1040, 1040A, 1040 EZ ▪ Foreign Tax Return, or ▪ Tax Return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia, or Palau
<input type="checkbox"/>	Your Parents' 2009 Federal Income Tax Return (if you are a dependent student)
<input type="checkbox"/>	Your 2009 untaxed income records <ul style="list-style-type: none"> ▪ Veterans benefits records ▪ Child support received ▪ Worker's compensation
<input type="checkbox"/>	Your current bank statements
<input type="checkbox"/>	Your current business and investment mortgage information, business and farm records, stock, bond and other investment records
<input type="checkbox"/>	Your alien registration or permanent resident card (if you are not a U.S. citizen)

Time Saving Suggestions

Gather the documents you need.

Start with your Social Security Number, driver's license, income tax returns, bank statements, and investment records.

Print a FAFSA on the Web Worksheet.

Write in your answers and gather your parents' information then transfer the data to FAFSA on the Web.

Plan how to sign your FAFSA.

Sign electronically with a Personal Identification Number (PIN) or by mailing in a signature page *before the deadline*.

Apply for a PIN now!

Speed up the process by signing your FAFSA electronically with your PIN. Your parent can sign electronically too.

Check your eligibility for federal student aid.

The website provides an interactive worksheet that can pre-determine what your eligibility will be, with an explanation.

Note important deadlines.

To meet the Federal Student Aid deadline:

- Apply as early as possible beginning January 1st of each year.
- Schools and states have their own deadlines. Contact them for exact deadline dates.

Each of the schools that will receive your FAFSA will develop different financial aid awards for you. The best way to understand how each school will interpret your FAFSA results is to attend a financial aid workshop.

<i>Name of School</i>	<i>Next Available Workshop</i>	<i>Person to contact</i>

*****Activity: If you will be applying for financial aid, you will need to print out the confirmation page indicating that you have completed the application OR a letter explaining why you will not be applying for financial assistance through FAFSA.**

Scholarships

Scholarships are also a great way to pay for education. However, there is a misconception that there are only scholarships for student's going to college. In reality, there are hundreds of thousands of scholarships for almost anyone going into any type of education and/or career. Knowing how to go about looking for those scholarships and completing them is hard work, and if done right, are worth your effort.

1. Start Researching Scholarships Early

The more time you put into a scholarship search, the more options there'll be. You will need to devote time to research scholarships, request information and application materials, and complete applications.

2. Read Eligibility Requirements Carefully

Because there are countless scholarship opportunities, you will need to read the eligibility requirements carefully. Applying to scholarships that can apply directly to you will increase your chances of winning prize money.

3. Organize All Scholarship Materials

Create a separate file for each scholarship and file by application date. Keep a calendar of application deadlines and follow-up appointments.

Some scholarships require you to provide some combination of the following:

School Transcript

Standardized test score

Financial aid forms, such as the FAFSA or PROFILE

Parent's financial information, including tax returns

One or more essays

One or more letters of recommendation

Proof of eligibility (e.g. membership credentials)

You may also need to prepare for a personal interview. For students competing for talent-based scholarships, an audition, performance, or portfolio may be required.

4. Proofread Applications Carefully

Use a computer's spelling and grammar check features to scan for any careless mistakes, however, it's also a good idea to ask others—a Teacher, Career Mentor, or other professional—to read the essays and share thoughts and ideas.

5. Don't Leave Items Blank

Blank items will slow down the processing of your application. You should contact scholarship sponsors with questions on how to fill out any part of the application if you are unsure.

6. Follow Instructions to the Letter

Make sure you do not go over the length limit for the essay. Another application don't: sending supporting materials that are not requested in the application.

7. Make Sure the Application is Legible

Type or print application forms and essays.

8. Make Copies of Everything

If application materials are lost, having copies on hand will make it much easier to resend the application quickly.

9. Double-Check the Application

If you will be reusing material (such as a cover letter or essay) from another scholarship application, be especially careful it doesn't have any incorrect names or blank fields. Do not forget to * and date the application.

10. Get Your Applications in Early

Missing deadlines means missing out. Consider using certified mail and/or return receipt.

****This information plus more can be found on the College Board website (www.collegeboard.com)***

.....**Scholarships Continued**.....

Below you will see a list of scholarship websites to help give you a better idea of how many scholarships are available. More importantly, you should visit each website to see which scholarships you qualify for.

www.4financialaid.com

www.blackstudentfund.com

www.cashe.com

www.chase.com/educationfirst

www.collegefund.org

www.collegeboard.org

www.collegefunds.net

www.collegenet.com/match25

www.studentedge.com

www.collegescholarships.com

www.collegeview.com

www.cs.cmu.edu

www.embarc.com

www.faam.org

www.fastaid.com

www.fastweb.com

www.fie.com/molis/scholar.htm

www.finaid.org

www.freschinfo.com

www.gmsp.org

www.hispanicfund.org

www.hsf.net

www.mapping-your-future.org

www.nasfaa.org

www.ncaa.org

www.plato.org

www.salliemae.com/scholar

www.scholarships.com

www.targetusa.com

www.thecoco-company.com

www.uncf.org

www.yahoo.com/educational

www.jackierobinson.org

www.scholarshipexperts.com

www.studentscholarshipsearch.com

www.scholarshipamerica.org

www.cappex.com

Now, let's use the information you have been provided to understand how these scholarship websites work.

Directions: Follow the steps below to create your own scholarship profile

- 1) *Make sure to have an email address*
- 2) *Navigate to www.fastweb.com*
- 3) *Complete the questions to start a Scholarship Search*
- 4) *Answer the questions to complete a Scholarship profile*
- 5) *Create a User Name and Password*
- 6) *Choose and print one scholarship application that you intend to complete*
- 7) *Attach a completed application to this project*

*NOTE: If you are having trouble completing an application, contact the Scholarship foundation offering the scholarship **first** and then your Career Mentor if you still have questions.*

Student Loans

Student loans can sound like a very scary form of financial assistance; however, it is because of student loans that many types of students are able to complete their education. The purpose of student loans is to help students cover any additional educational costs that were not covered by grants and scholarships. For some students, this might mean that their entire school tuition was covered, but they won't have enough money available to cover books and living expenses at school. This is where most student loans are used to help cover cost while completing a program/degree. **HOWEVER**, each student loan has something completely different to offer and they require extensive consideration to determine which one will be the best for you.

There are four types of education loans available for student costs:

- **Subsidized loans**
- **Unsubsidized loans**
- **Direct PLUS loans**
- **Private student loans**

Navigate to the Direct Loans website to learn more about student loans

<http://www.ed.gov/offices/OSFAP/DirectLoan/about.html>

Vocabulary words you should know about student loans:

Default--Default occurs when your loan is delinquent for 270 days or more. At that point, the guarantor purchases your loan and is responsible for collecting the debt on behalf of the U.S. Department of Education. (not good)

Delinquency--Delinquency occurs when your loan payment is past due or late. This is not a good thing, since it will lower your credit score and ability to qualify for any loans.

Deferment-- Deferment is an authorized period of time during which you may postpone monthly principal and/or interest payments. The federal government makes interest payments on subsidized Stafford loans during authorized deferment periods. You are responsible for interest that accrues on PLUS and unsubsidized Stafford loans during any deferment and have the option of making interest payments to avoid capitalization.

Forbearance-- Forbearance is an authorized period of time during which a lender agrees to temporarily postpone payments or reduce your payment amount if you intend to repay the loan but are having temporary financial difficulties. You're still responsible for the accrued interest during forbearance.

Capitalization-- If you don't pay the interest that accrues on your loan while you're in school or during a deferment or forbearance, the unpaid interest is added to the principal balance of your loan. Once the unpaid interest is added, it increases the total amount of your loan and the monthly payment.

Consolidation-- Loan consolidation allows borrowers to combine all of their federal education loans into a single loan. The program allows borrowers to make a single monthly payment and extend the repayment period (up to 30 years depending on the loan amount).

Differentiate and compare education student loans

Compare and contrast the different types of student loans that are available to you, so that you can narrow down your decision process. Student education loans are different in terms of grace period, payment terms, interest rate and/or penalties.

** The absolute best way to determine which student loan(s) are best for you is to talk to your financial aid counselor. Each school has trained professionals/counselors in financial aid assistance to give you up-to-date information about what is available to you.*

THE GOLDEN RULE ABOUT STUDENT LOANS

ONLY BORROW WHAT YOU ABSOLUTELY NEED!!!!!!!!!!!!!!!!!!!!

Remember, student loans are the best type of loan to have, but make sure you only borrow what you need because you will have to repay back every penny with interest. Not only that, the less you borrow, the faster you will be able to pay it back.

Ideas on Additional Funding

Family Members, Friends, & Community Members

Presenting family members, friends, and community members with a plan of your educational goals is a great start for. Not only that, but you should also present a budget on what you have figured out yourself to persuade your point. Think of it as a business plan and you are trying to convince investor to invest in your future; specifically explaining how their contribution will be used to help you complete your educational goals. The more prepared and well-thought out your educational goals are, the easier it will be for your family members, friends, and community members to want to make a contribution.

Save!

If you are currently working or plan to work while in school, set up a budget to help you save towards being able to pay for classes, books, tests, and/or materials. Remember, slow and steady wins the race, so don't feel pressure to set aside large quantities of money to build your fund. Whatever you can save (\$1, \$5, \$25) will help cover for any school materials. Also, it helps to set up a savings account to make sure you don't accidentally spend it.

For example, if you were to save \$20 each week by cutting out un-necessary purchases, for a year, you can save \$960 for the following school year. Imagine how much more you could save if you reminded yourself to save! This could also help towards not having to take out student loans or not have to borrow as much.

Part-Time/Summer/Seasonal Job

Look into part-time/summer/season jobs that won't interfere with your schooling, give you work experience, yet help you have money.

Career Institute Training Account

Schedule an appointment with your Career Mentor to see if your current training account can help cover some costs.

Financial Needs Assessment

School Expenses		College Aid	
Tuition	\$ _____	Scholarships	\$ _____
Fees	\$ _____	Grants	\$ _____
Room / Board	\$ _____	Government Loans	\$ _____
Computer / Software	\$ _____	Private Loans	\$ _____
Books	\$ _____	Parent Contribution	\$ _____
Supplies	\$ _____	Work Study	\$ _____
Transportation	\$ _____	Off-Campus Work	\$ _____
Recreation	\$ _____	Gift Money	\$ _____
Holiday Travel	\$ _____	Savings	\$ _____
Misc.	\$ _____	Misc.	\$ _____
Total	\$ _____	Total	\$ _____
Financing Gap		_____	

Say Student College Financing Network:
 Includes: www.SayScholarships.com for scholarship search — www.SayEducate.com for college search

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Business Letter

Begin your letter by typing today's date on the top left-hand side of the page. Type your return address, then the address to where the letter is being sent. Go down 2 spaces and type the person's name or department. Go down 2 spaces, indent 5 spaces, and begin typing your letter.

[Insert Today's Date]

Go down 2 spaces

First & Last Name

Your Address

City, State, Zip Code

Go down 2 spaces

Career Institute

Career Mentor Name, Job Title

10722 Arrow Route Suite 808

Rancho Cucamonga, CA 91730

(909) 481-0270

Go down 2 spaces

Dear Career Mentor:

Go down 2 spaces

Write a paragraph introducing the different things you were able to complete at the end of this project.

Go down 2 spaces

In this part of the letter you can give examples of what you learned, while enrolling into your certification training program. You can also talk about your career plan and if you have any alternatives.

Go down 2 spaces

In this part of your letter you would finish by talking about what you have learned while completing this project. Here are some topics you can use as examples; I now know why college or vocational training is important. You may want to talk about what you experienced when apply for financial aid, how you plan on paying for you education or training, and how this will improve your life.

Go down 2 spaces

Sincerely,

Go down 4 spaces

[Sign your name here]

First & Last Name

Action Plan

Project: _____

State three things that you have learned while completing this project, and explain how you will apply them into your daily life.

Knowledge/ Skills Learned	How Will You Apply It