

A GUIDE FOR

# TCAT

# BOUND!

CLASS OF 2023

TENNESSEE SENIORS



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
DICKSON  
& CLARKSVILLE CAMPUS

# **CONGRATULATIONS...**

## **You're a Senior!**

### **What's Next?**

You have been waiting for high school graduation your whole life and now it's close. Do you plan to continue your education at TCAT Dickson's campus or the Clarksville campus? We sure hope so!

TCAT Dickson wants you to be prepared for your next steps into college.

**This guide will give you information on the following:**

**1**

**Why is TCAT Dickson Right for Me?**

**2**

**Picking Your Pathway  
TCAT Dickson Program Offerings**

**3**

**How to Apply for Enrollment at TCAT Dickson**

**4**

**How to Pay for College:  
What is Financial Aid?  
How to Complete the FAFSA  
How to Apply for Tennessee Promise**

**5**

**Student Enrollment Process  
College Checklist**

### **Staying on Track**

Staying on track to earn your high school diploma and knowing the next steps for continuing your education at TCAT Dickson are very important. In Step 5 of this guide, you will find a checklist that will help you stay organized and on track to reach your goals after graduation.

Review the entire college checklist before you begin trying to tackle each step. It is helpful to see the complete picture of everything that needs to happen before you begin completing each step. If you have any questions, contact Student Services at 615-551-2765 and we will be happy to help you through the process. Additional details are included within this guide that includes how to complete each step, such as applying and paying for college.





1

## Why is TCAT Dickson Right for Me?



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY

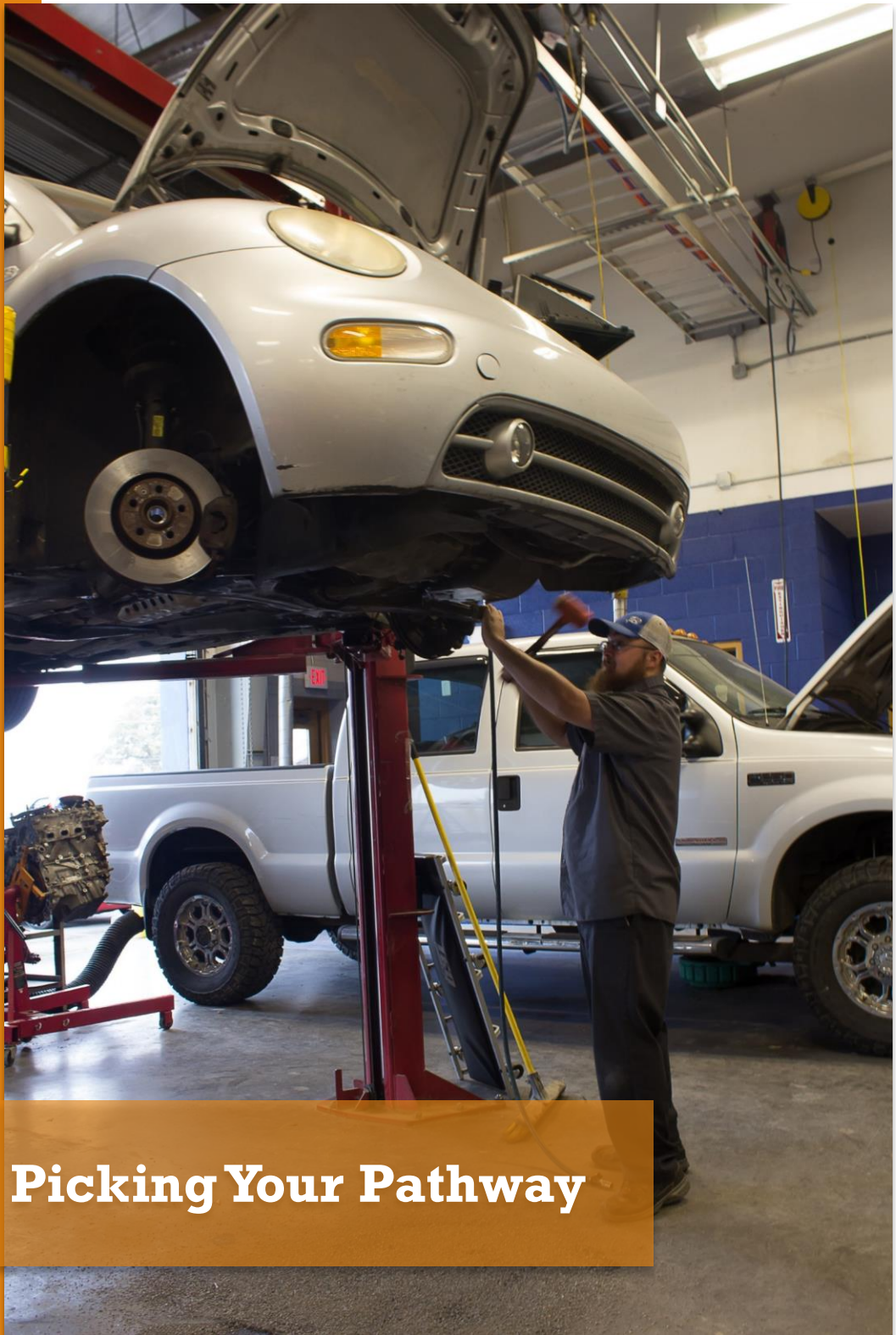
DICKSON  
& CLARKSVILLE CAMPUS

# Why is TCAT Dickson Right for Me?

ACADEMICS	ADMISSION REQUIREMENTS
16 Technical Program Offerings	No Application Fee
Training for In-Demand Careers	No Minimum GPA Requirement
College Accreditation: Council on Occupational Education	No Entrance Tests Required to Enroll for Most Programs
AFFORDABILITY	CAMPUS LOCATION/SIZE
Graduate with Zero Debt	Distance is Close to Home
Scholarships Available	Short Walk to Classrooms
TN Promise- Opportunity to Attend Tuition Free (Last Dollar Scholarship)	17-1 Student-Faculty Ratio Offering Individualized Training

# 2

## Picking Your Pathway



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY

DICKSON  
& CLARKSVILLE CAMPUS



# Picking Your Pathway!

TCAT Dickson offers the following programs:



Automotive Technology



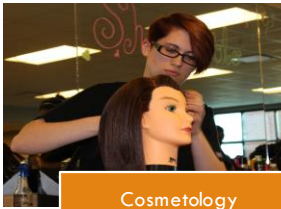
Building Construction Technology



Computer Information Technology



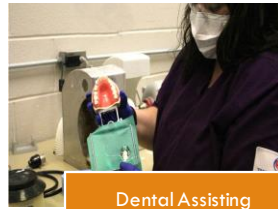
Computer-Aided Design Technology



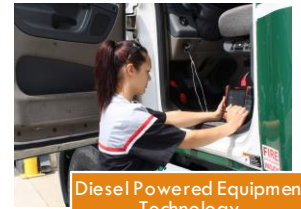
Cosmetology



Criminal Justice: Correctional Officer



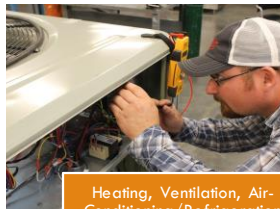
Dental Assisting



Diesel Powered Equipment Technology



Digital Graphic Design



Heating, Ventilation, Air-Conditioning/Refrigeration



Industrial Electrical Maintenance/Mechatronics



Machine Tool Technology



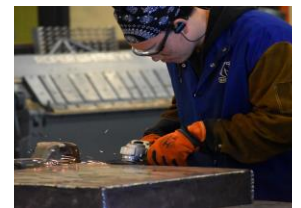
Mechatronics



Pharmacy Technology



Practical Nursing





3

## How to Apply



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY

DICKSON  
& CLARKSVILLE CAMPUS

# How to Apply for Admissions

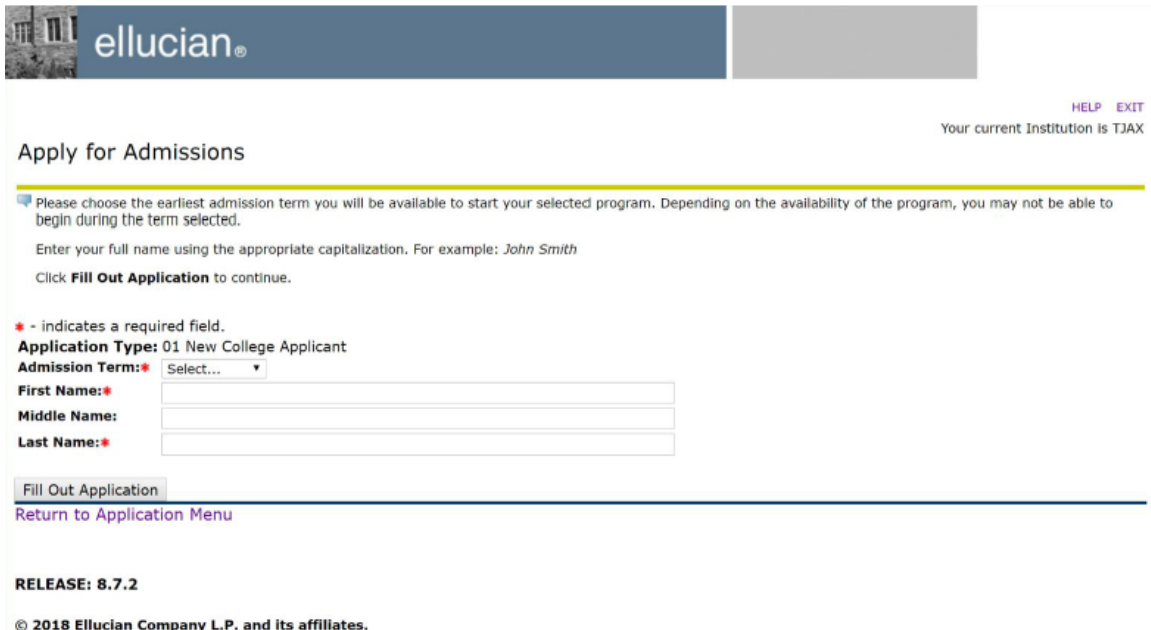


## Colleges of Applied Technology

### Apply for Admissions

The Admission Term is asking the applicant to choose their earliest availability for enrollment. The applicant's full name is requested.

Admission Terms in the drop-down box are available based on dates maintained at the TBR Service Center.

A screenshot of the ellucian application portal. The header includes the ellucian logo and navigation links for HELP and EXIT. The user is logged in as TJAX. The main heading is 'Apply for Admissions'. A message box states: 'Please choose the earliest admission term you will be available to start your selected program. Depending on the availability of the program, you may not be able to begin during the term selected. Enter your full name using the appropriate capitalization. For example: John Smith. Click Fill Out Application to continue.' Below this, a note indicates that an asterisk (\*) denotes a required field. The application details show 'Application Type: 01 New College Applicant' and 'Admission Term: Select...' with a dropdown arrow. There are three input fields for 'First Name', 'Middle Name', and 'Last Name', each with an asterisk. At the bottom, there is a 'Fill Out Application' button and a 'Return to Application Menu' link. The footer includes the version 'RELEASE: 8.7.2' and the copyright '© 2018 Ellucian Company L.P. and its affiliates.'

ellucian®

HELP EXIT  
Your current Institution is TJAX

### Apply for Admissions

Please choose the earliest admission term you will be available to start your selected program. Depending on the availability of the program, you may not be able to begin during the term selected.

Enter your full name using the appropriate capitalization. For example: *John Smith*

Click **Fill Out Application** to continue.

\* - indicates a required field.

**Application Type:** 01 New College Applicant

**Admission Term:** \* Select... ▼

**First Name:** \*

**Middle Name:**

**Last Name:** \*

Fill Out Application

[Return to Application Menu](#)

**RELEASE: 8.7.2**

© 2018 Ellucian Company L.P. and its affiliates.



# How to Apply - Checklist



## Colleges of Applied Technology

### Application Checklist

This screen shows the applicant sections of the application that have or have not been completed.

If a section(s) has not been completed the system will not allow the application to be complete. This **Application Checklist** may be accessed from any of the sections listed.

The screenshot shows the 'ellucian' logo in the top left corner. On the right side, there are links for 'HELP' and 'EXIT', and a message stating 'Your current Institution is TKNX'. The main heading is 'Application Checklist'. Below this, a yellow bar contains the instruction: 'Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish. Select **Application is Complete** when you have completed the application. Select **Finish Later** if you would like to finish your application later.'

The checklist items are arranged in two columns:

- ✓ Name
- ✓ Personal Information
- 📘 Mailing Address
- 📘 Permanent Address
- 📘 Program of Study
- 📘 Prior College
- 📘 High School
- ✓ Immunization Questions
- ✓ Additional Questions

At the bottom of the checklist items, there are two buttons: 'Application is Complete' and 'Finish Later'.

Below the buttons, there is a link: 'Email for questions about the checklist.'

A disclaimer follows: 'The Tennessee College of Applied Technology does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the College.'

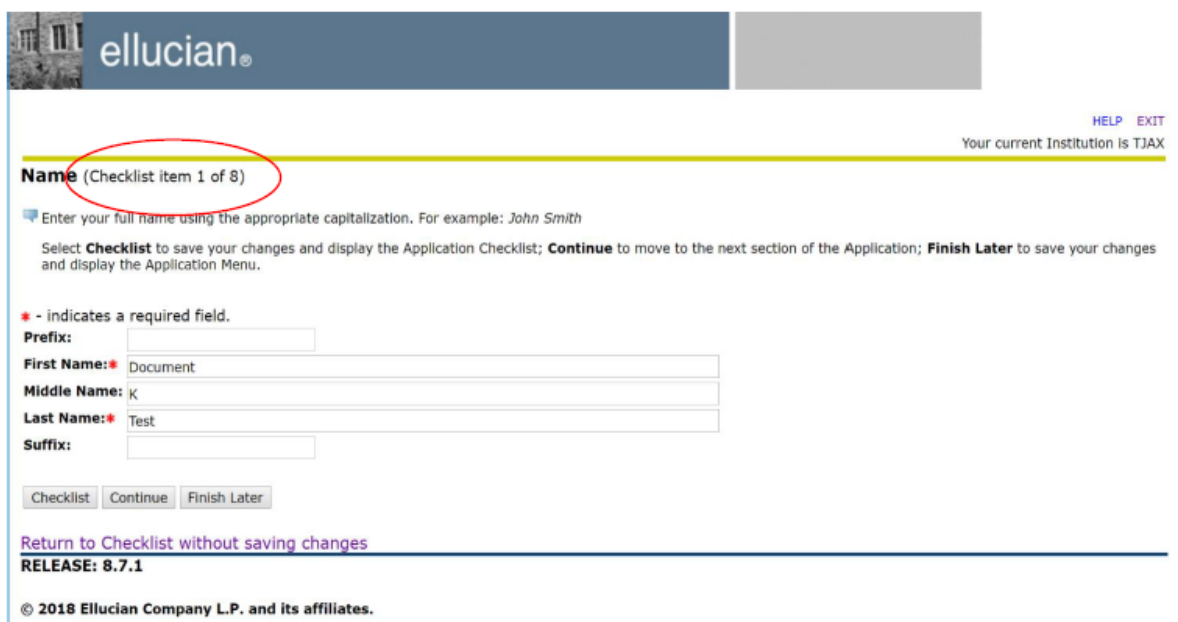
At the bottom, it says 'RELEASE: 8.7.2' and '© 2018 Ellucian Company L.P. and its affiliates.'

# How to Apply – Checklist #1

As an applicant moves through the sections of the application, the status of their progress is shown.

## Name

This section will display the name entered at the time of login. It may be changed at any time before the applicant submits the application.



The screenshot shows the Ellucian application interface. At the top, there is a header with the Ellucian logo and a grey box. Below the header, there is a navigation bar with "HELP" and "EXIT" links. The main content area is titled "Name (Checklist item 1 of 8)". Below the title, there is a text input field for the name. To the right of the input field, there is a button labeled "Checklist". Below the input field, there is a text input field for the prefix. Below the prefix field, there are three text input fields for the first name, middle name, and last name. Below the last name field, there is a text input field for the suffix. Below the suffix field, there are three buttons: "Checklist", "Continue", and "Finish Later". Below the buttons, there is a link that says "Return to Checklist without saving changes". At the bottom of the page, there is a footer that says "RELEASE: 8.7.1" and "© 2018 Ellucian Company L.P. and its affiliates."

ellucian®

HELP EXIT  
Your current Institution is TJAX

**Name** (Checklist item 1 of 8)

Enter your full name using the appropriate capitalization. For example: *John Smith*

Select **Checklist** to save your changes and display the Application Checklist; **Continue** to move to the next section of the Application; **Finish Later** to save your changes and display the Application Menu.

\* - indicates a required field.

Prefix:

First Name: \*

Middle Name: \*

Last Name: \*

Suffix:

[Return to Checklist without saving changes](#)

RELEASE: 8.7.1

© 2018 Ellucian Company L.P. and its affiliates.

# How to Apply – Checklist #2

## Mailing Address

The applicant's mailing address is required. This address should be where the applicant receives their mail.

**NOTE:** The Phone Number field is formatted differently than what is accustomed. The first box is for area code, second box for seven (7) digit number, the third box is for a telephone extension. Any corrections to an applicant's application may be corrected in the form SPAIDEN once the application has been loaded.

The screenshot shows the 'ellucian' application interface. At the top, there's a header with the 'ellucian' logo and a navigation bar with 'HELP' and 'EXIT' links. Below the header, a yellow bar indicates 'Your current Institution is TJAX'. The main section is titled 'Mailing Address (Checklist Item 2 of 8)'. It includes instructions: 'Enter your Mailing Address Information.' and 'Select **Checklist** to save your changes and display the Application Checklist; **Continue** to move to the next section of the Application; **Finish Later** to save your changes and display the Application Menu.' A note states '\* - indicates a required field.' The form fields are: 'Street Line 1:\*' (containing 'Box 12'), 'Street Line 2:', 'Street Line 3:', 'City:\*' (containing 'Lebanon'), 'State:\*' (containing 'Tennessee'), 'Zip Code:\*' (containing '37090'), 'County:' (containing 'None'), and 'Phone Number (xxxxxx)-(xxxxxxxxxxx) (xxxxxxxxxx extension):' (containing '731' and '3947033'). A red oval highlights the phone number fields. At the bottom, there are three buttons: 'Checklist', 'Continue', and 'Finish Later'. Below the buttons, there is a link 'Return to Checklist without saving changes' and the text 'RELEASE: 8.7.1'.

ellucian®

HELP EXIT  
Your current Institution is TJAX

**Mailing Address** (Checklist Item 2 of 8)

Enter your Mailing Address Information.

Select **Checklist** to save your changes and display the Application Checklist; **Continue** to move to the next section of the Application; **Finish Later** to save your changes and display the Application Menu.

\* - indicates a required field.

**Mailing**

**Street Line 1:\*** Box 12

**Street Line 2:**

**Street Line 3:**

**City:\*** Lebanon

**State:\*** Tennessee

**Zip Code:\*** 37090

**County:** None

**Phone Number (xxxxxx)-(xxxxxxxxxxx) (xxxxxxxxxx extension):** 731 - 3947033

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)


RELEASE: 8.7.1



# How to Apply – Checklist #3

## Permanent Address

A Permanent Address is optional.

ellucian®

HELP EXIT  
Your current Institution is TJAX

---

### Permanent Address (Checklist item 3 of 8)

Enter your Permanent Address Information if it is different from your Mailing Address. This information is optional.  
Do not enter a Post Office Box as your permanent address. A Post Office Box can only be used as a mailing address.  
Select **Checklist** to save your changes and display the Application Checklist; **Continue** to move to the next section of the Application; **Finish Later** to save your changes and display the Application Menu.

**Permanent**  
**Street Line 1:**   
**Street Line 2:**   
**Street Line 3:**   
**City:**   
**State/Province:**   
**Zip Code:**   
**County:**   
**Phone Number (xxxxxx)-(xxxxxxxxxxx) (xxxxxxxxxx extension):**  -

[Return to Checklist without saving changes](#)

---

RFI F&SF: R.7.1

# How to Apply – Checklist #4



## Colleges of Applied Technology

### Personal Information

Personal information is requested from the applicant.

**NOTE:** The instructions for the applicant informs them to contact the Admissions Office if they do not have a Social Security Number.

If an applicant does not have a Social Security Number and contacts the Admissions Office, the applicant will be asked to complete a paper application located in the Admissions Office. This application will need to be manually entered by a staff member (see section on Manual Entry of Admission Application).

**Personal Information** (Checklist item 2 of 9)

Enter your Personal Information.

Your Social Security Number is required for Financial Aid processing and tax purposes. If you do not have a Social Security Number, please contact the Admission Office.

Select **Checklist** to save your changes and display the Application Checklist; **Continue** to move to the next section of the Application; **Finish Later** to save your changes and display the Application Menu.

\* indicates a required field.

SSN (XXXXXXXX):

Birth Date:  Month:  Day:  Year (YYYY):

Email:

Verify e-mail address:

Gender: ☐ Male ☐ Female

Citizenship:

What is your ethnicity?

While this question is optional, we encourage you to provide this information.

☐ Hispanic or Latino  
☒ Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

While this question is optional, we encourage you to provide this information.

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Pacific Islander	White
<input type="checkbox"/> Alaska Native <input type="checkbox"/> American Indian	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input checked="" type="checkbox"/> White

Are you seeking credit for prior education, training or work experience? ☐ Yes ☒ No

Are you currently serving in the U.S. Armed Forces? ☐ Yes ☒ No

Have you previously served in the U.S. Armed Forces? ☐ Yes ☒ No

Is your parent or spouse a current or former member of the U.S. Armed Forces? ☐ Yes ☒ No

# How to Apply – Checklist #5



## Colleges of Applied Technology

### Program of Study

The applicant will choose the Program of Study from the drop-down box.

The programs are specific to each College of Applied Technology and to each Applicant Type. Some programs of study have concentrations that an applicant may choose by selecting the **Enter Other Majors, Minors and Concentrations** button. This is optional and may be added later administratively through the Admissions Application form SAAADMS.



ellucian®

[HELP](#) [EXIT](#)

Your current Institution Is TJAX

#### Program of Study (Checklist item 5 of 8)

Select your Program of Study. If applicable, select a Concentration.

Select **Checklist** to save your changes and display the Application Checklist; **Continue** to move to the next section of the Application; **Finish Later** to save your changes and display the Application Menu.

\* - Indicates a required field.

Program of Study: \* None

Enter Other Majors, Minors and Concentrations

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

RELEASE: 8.7.1

© 2018 Ellucian Company L.P. and its affiliates.



# How to Apply – Checklist #6

## Prior College

An applicant's prior college is not required unless the **Application Type** is **02 Returning TCAT Applicant**.

It is preferred that the applicant use the feature **Lookup College Code** to populate the college's information, yet nothing prevents the data from being manually entered in the form. It will not prevent the applicant from submitting their application. If entered, the applicant's prior college information may be viewed in the form **SOAPCOL**.

More than one college may be entered by selecting the **Enter or View another College or Degree**.



ellucian®

[HELP](#) [EXIT](#)

Your current Institution is TJAX

### Prior College (Checklist item 6 of 8)

Use the **Lookup College Code** link to search for your prior college code. If you cannot find your college through the lookup page enter the information below.

Select **Checklist** to save your changes and display the Application Checklist; **Continue** to move to the next section of the Application; **Finish Later** to save your changes and display the Application Menu.

College School Code:  [Lookup College Code](#)

#### If College not found:

College Name:

Street1:

Street2:

Street3:

City:

College State:

None

Zip Code:

College Degree:

None

If not found, enter degree:

[Enter or View another College or Degree](#)

[Checklist](#)

[Continue](#)

[Finish Later](#)

[Return to Checklist without saving changes](#)

RELEASE: 8.7.1


© 2018 Ellucian Company L.P. and its affiliates.

# How to Apply – Checklist #7

## High School

High school information is optional unless the **Application Type** is **03 Dual Enrollment**. The **Lookup High School Code** is preferred; however, manual entry of the high school information does not prevent the applicant from submitting their completed application.

If applicable, a check box is available if the applicant is Home School. A specific code is populated and no additional information is needed.

ellucian®

HELP EXIT  
Your current Institution is TKNX

---

### High School (Checklist item 7 of 9)

Use the **Lookup High School Code** link to search for your last attended High School.

- If you cannot find your high school through the lookup page, enter the information below.
- If you are a Home School student, only check the Home School box below.
- If you have a High School Equivalency, please enter the following school code XXX.

Select **Checklist** to save your changes and display the Application Checklist; **Continue** to move to the next section of the Application; **Finish Later** to save your changes and display the Application Menu.

Home School (check for yes): ☒

High School Code:  [Lookup High School Code](#)

**If School not found:**

High School Name:

High School Street1:

High School Street2:

High School Street3:

High School City:

High School State:

High School Zip Code:

Graduation Date: Month  Day  Year (YYYY)

GPA:

# How to Apply – Checklist #8



## Colleges of Applied Technology

### Immunization Questions

Immunization information and approved questions have been incorporated into the Admissions Application. A response is required for each item and the selected response is populated to the box to the right.

Additional information about the immunization is available by clicking the link 'Click here for more information'.

[HELP](#) [EXIT](#)  
Your current Institution is TKNX

---

#### Immunization Questions (Checklist item 8 of 9)

The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning measles, mumps, rubella, varicella, and hepatitis B infections to all students matriculating for the first time. Tennessee law requires that such students complete and sign a waiver form provided by the institution that includes detailed information about these diseases. The required information below includes the risk factors and dangers of these diseases as well as information on the availability and effectiveness of vaccines for persons who are at-risk for these diseases. The information concerning each disease is from the Centers for Disease Control and the American College Health Association.

The law does not require that students receive vaccination for enrollment. Furthermore, the institution is not required by law to provide vaccination and/or reimbursement for the vaccine.

★ - indicates a required field.

##### A. Hepatitis B (HBV) Immunization

[Click here for more information](#)

I hereby certify I have read the above information regarding Hepatitis B (HBV), and that I have:

- ☒ A. Had the entire series of the Hepatitis B vaccine
- ☐ B. Elected not to receive the Hepatitis B vaccine
- ☐ C. Elected to receive the Hepatitis B vaccine and/or am in the process of receiving the complete three dose series of the Hepatitis B vaccine

★

##### B. Measles, Mumps, and Rubella (MMR) and Varicella Immunizations

[Click here for more information](#)

I hereby certify I have read the above information regarding Measles, Mumps, and Rubella (MMR) and Varicella, and that I have:

- ☐ A. Had the entire series of the MMR and Varicella vaccines
- ☐ B. Elected not to receive the MMR and Varicella vaccines
- ☐ C. Elected to receive the and/or am in the process of receiving the complete series of the MMR and Varicella vaccine

★

---

[Return to Checklist without saving changes](#)

The Tennessee College of Applied Technology does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and



# How to Apply – Checklist #9



## Colleges of Applied Technology

### Additional Questions

Responses to the **Additional Questions** are required.

The first two questions require the applicant to certify their status with the Selective Service.

The response to the incarceration question is used by the Financial Aid office.

If an application must be manually entered, these questions will need to be entered as shown and the applicant's response in the form **SAAQUAN – Application Questions and Answers** (see section on Manual Entry of Admission Application).



[HELP](#) [EXIT](#)

Your current Institution is TJAX

### Additional Questions (Checklist item 8 of 8)

Please respond to the following questions.

When completing sections, selecting **Checklist** saves your changes and displays the Application Checklist. **Continue** moves to the next section. **Finish Later** saves your changes and displays the Application Menu. Use the **Return to Checklist** without saving changes link to navigate to different sections.

★ - indicates a required field.

- ★ All male US citizens and non-citizens who take up residency in the United States of America before their 26th birthday must register with Selective Service prior to registering for classes. This requirement does not apply to veterans and others exempt by federal law. Have you registered for the United States Selective Service? Select ▼
- ★ If you are not registered for selective service, is it because you are one of the following categories: female, active duty in armed services, male over 26 years of age, not yet 18 years of age, born before 1960, Permanent Resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands? Yes No
- ★ Are you currently incarcerated and serving a criminal sentence in a federal or state penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor)? Yes No

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

RELEASE: 8.7.1

# How to Apply – Submission



## Colleges of Applied Technology

### Application Checklist

When all sections have been completed, noted by the red check marks, the applicant is able to submit their application by selecting **Application is Complete**.

The selection of **Finish Later** does not submit the application and allows the applicant to modify any of the sections and submit later.

Application Checklist

Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.

Select **Application is Complete** when you have completed the application. Select **Finish Later** if you would like to finish your application later.

✓ Name      ✓ Program of Study  
✓ Mailing Address      ✓ Prior College  
✓ Permanent Address      ✓ High School  
✓ Personal Information      ✓ Additional Questions

Application is Complete    Finish Later

[Email for questions about the checklist.](#)

RELEASE: 8.7.2

Selecting **Finish Later** returns the applicant to the **Application Menu**. This screen shows the status of the application whether it is in progress or submitted.

Application Menu

Applications in Progress

Admission Term	Application Type	Application Preference	Field of Study	Date Created	Last Section Updated
Spring 2019 New	01 New College Applicant Create a new application	Not entered	Chester County - Practical Nursing - Day	Aug 25, 2018	<a href="#">Additional Questions</a>

[Email Admissions](#)

[Return to Homepage](#)

RELEASE: 8.7.2

# How to Apply – Terms Agreement



## Colleges of Applied Technology

### Admissions Agreement

The applicant confirms the information entered by selecting I agree to the terms.

Selecting I do not agree will not allow the application to be submitted and returns to the Application Menu.

After selecting I agree to the terms, the Signature Page screen informs the applicant that their application has been submitted. The message informs of additional documentation that may be required and future communication will be through their account or via email.

The applicant may return to the Application Menu or Exit.

# How to Apply – Signature Page



## Colleges of Applied Technology

### Admissions Agreement

The applicant confirms the information entered by selecting **I agree to the terms**.

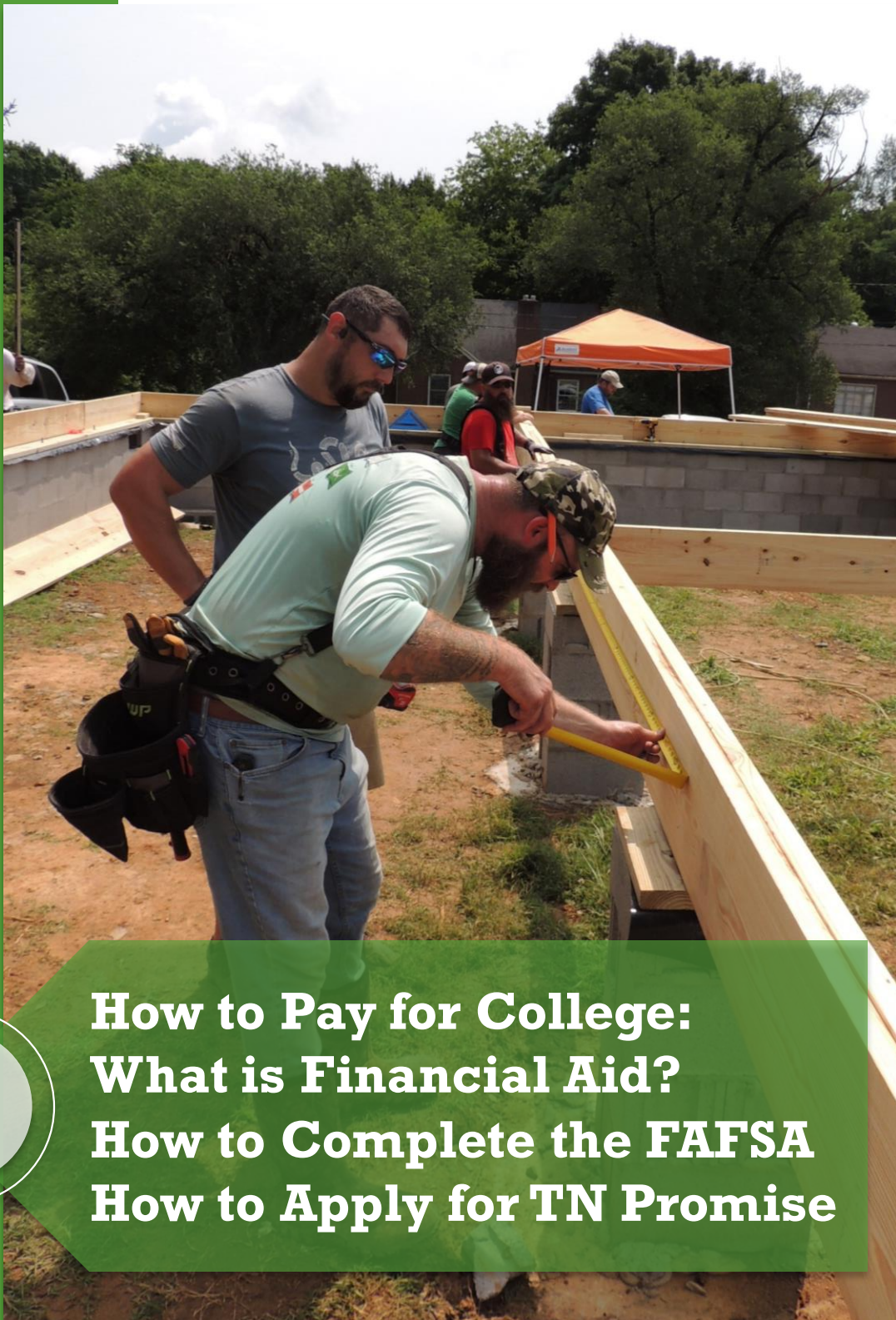
Selecting **I do not agree** will not allow the application to be submitted and returns to the **Application Menu**.

The screenshot shows the 'Admissions Agreement' page. At the top left is the 'ellucian.' logo. In the top right corner, there are links for 'HELP' and 'EXIT', and a message 'Your current Institution is TJAX'. The main heading is 'Admissions Agreement'. Below it, a paragraph states: 'You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact the Admissions Office.' This is followed by a bolded statement: 'I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the college or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.' Below this are two radio button options: 'I agree to the terms' (which is selected) and 'I do not agree'. At the bottom left, it says 'RELEASE: 8.7.2' and '© 2018 Ellucian Company L.P. and its affiliates.'

After selecting **I agree to the terms**, the **Signature Page** screen informs the applicant that their application has been submitted. The message informs of additional documentation that may be required and future communication will be through their account or via email.

The applicant may return to the **Application Menu** or **Exit**.

The screenshot shows the 'Signature Page'. At the top left is the 'ellucian.' logo. In the top right corner, there are links for 'HELP' and 'EXIT', and a message 'Your current Institution is TJAX'. The main heading is 'Signature Page'. Below it, a paragraph says: 'Thank you for submitting your application to the Tennessee College of Applied Technology!'. This is followed by a paragraph: 'Your application will be reviewed by the Admissions Office within two business days and additional documentation may be required. To view any required documents and to check the status of your application, log back in to your account using the Login ID and PIN you created.' Then, another paragraph: 'Congratulations on completing this first step! We look forward to helping you achieve your technical education and career goals. Future communication may be made through your account or via email.' Below this is a link 'Return to Application Menu' which is circled in red. At the bottom left, it says 'RELEASE: 8.7.2' and '© 2018 Ellucian Company L.P. and its affiliates.'



4

**How to Pay for College:  
What is Financial Aid?  
How to Complete the FAFSA  
How to Apply for TN Promise**



**TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY**  
— DICKSON —  
& CLARKSVILLE CAMPUS



# Paying for College

If you are concerned about how to pay for college, consider this:

- In Tennessee, every resident has the opportunity to attend a technical college tuition-free through Tennessee Promise.
- There is help available. Financial aid can make paying for school possible!
- Your education is a long-term investment for your career success. On average, college graduates earn more than those with a high school diploma.

## What is Financial Aid?

Financial aid is money to help you pay for college. It may be in the form of grants, scholarships, work-study programs, or a combination. The aid comes from federal and state governments, colleges, and private organizations.

Applying to receive financial aid is a separate process from applying for admission to TCAT; you have to complete both. For all government aid, apply by completing the FAFSA.

## Primary Sources of Financial Aid



**GRANTS** are free money that doesn't have to be repaid. Grants come from state and federal government as well as from colleges. Generally, grants are based on financial need which means they are awarded based on your family's size and income. One example of a grant is the Pell Grant. For the current year, the maximum grant available to eligible students with the most financial need was \$6,495. To be eligible, you must be a U.S. citizen or eligible non-citizen and complete the FAFSA application.



**SCHOLARSHIPS** are also free money and come from a variety of resources such as state and federal governments to colleges and private companies or organizations. Scholarships may be awarded based on your financial need, academic achievement, community service, and county of residence.



**WORK-STUDY** allows you to receive funds through part-time employment at the college while you are enrolled. Students apply for Work-Study by submitting the FAFSA and an employment application with Student Services.



**THIRD-PARTY COMMUNITY AGENCIES** are agreements by an agency to pay all or a portion of a student's tuition and fees. An example of this is the Workforce Innovation and Opportunity Act (WIOA) program. See the included Adult and Dislocated Worker WIOA Program flyer for more information.

# Tennessee State Financial Aid

To qualify for a state scholarship or grant, a student **must complete the FAFSA**, be a U.S. citizen or an eligible non-citizen (with some exceptions) and be a Tennessee resident one year prior to the application deadline. In Tennessee, to be eligible for the most amount of scholarship money and financial aid, every senior must complete the FAFSA **before March 1**.

## Wilder-Naifeh Technical Skills Grant

(TN Lottery scholarship)

The award amount is up to \$2,000 per academic year.

- *Requirements:*  
Available to anyone who enrolls in a certificate or diploma program at a Tennessee College of Applied Technology and meets the residency requirements

## Tennessee Promise

The Tennessee Promise is a scholarship and mentoring program that allows Tennessee students to attend a technical college tuition-free. It provides students a last-dollar scholarship meaning the scholarship will cover the cost of tuition and mandatory fees not covered by the Pell Grant, Wilder-Naifeh Grant, or the Tennessee Student Assistance Award.

*Requirements:*

- Apply for the scholarship
- Complete the FAFSA
- Attend a mandatory mentor meeting
- Apply to TCAT
- Complete and report eight hours of community service per term

## Tennessee Student Assistance Award (TSAA)

The amount of the award for TCAT students is \$2,000. This amount changes often based on THEC's available funds. Priority for this award is given to U.S. citizens.



# Applying for the Tennessee Promise

To apply for the Tennessee Promise Scholarship, you must first create a student account in the TSAC Portal. Remember, if you are a dual enrollment student, you probably already have a TSAC student account. You will use the same log in information to apply for the Tennessee Promise. It is extremely important that you save your log in information for the TSAC Portal because this portal allows you to not only apply for the Tennessee Promise but also for other scholarships from the State of Tennessee.

To create a student account for the TSAC portal:

1. Visit [www.tn.gov/tsacstudentportal](http://www.tn.gov/tsacstudentportal)
2. Click the TSAC Student Portal box
3. Click "Register", and if this is your first visit, Click "Create a Log in"
4. Enter the required information including:
  - a. Your first and last name *exactly* as it appears on your Social Security card
  - b. Your Social Security number
  - c. Your date of birth
  - d. Your email address



**It is extremely important that all information is entered correctly. Please check it before submitting and do not guess your Social Security number.**

**Failure to provide accurate information will cause a delay in determining your scholarship eligibility or potential loss of an award.**

Applying for the Tennessee Promise is not complete once a student portal account has been created. You must also submit the scholarship application.

## To apply for the scholarship, you must:

1. Re-enter your Username and Password and answer the challenge question
2. Accept the "User Agreement"
3. Click the "Apply" button
4. Select the Tennessee Promise Scholarship and submit the online application

## TSAC PORTAL INFORMATION

TSAC Portal Username: \_\_\_\_\_ TSAC Portal Password: \_\_\_\_\_

Challenge Question 1: \_\_\_\_\_

Answer: \_\_\_\_\_

Challenge Question 2: \_\_\_\_\_

Answer: \_\_\_\_\_

Challenge Question 3: \_\_\_\_\_

Answer: \_\_\_\_\_



T E N N E S S E E

# Promise

## Frequently Asked Questions

### **Who is eligible for Tennessee Promise?**

Any high school senior who graduates from a Tennessee eligible high school or completes a Tennessee home school program can apply for the Promise. Students will apply in early fall of their high school senior year and begin working with a mentor and attending mandatory meetings in their counties by January. While the Tennessee Promise is available to all students regardless of socioeconomic status, partnering organizations will work with high school guidance counselors to target at-risk students who would otherwise not pursue any education beyond high school. The program will launch with the graduating class of 2015.

### **How many students are projected to apply and enter a community or technical college with Tennessee Promise?**

More than 25,000 students are expected to apply, which represents 40 percent of graduating seniors. All applicants will receive a mentor. While more than 25,000 high school seniors are expected to apply each year, many students will use Tennessee Promise as a safety net. In other words, they will take advantage of the resources offered by Tennessee Promise partnering organizations (e.g., FAFSA filing assistance, mentor encouragement) but pursue a college outside of Tennessee Promise eligibility. Typically, the number of students entering will be half of those applying at any given high school.

### **At what schools can you use Tennessee Promise?**

Students can use the Tennessee Promise at any of Tennessee's 24 colleges of applied technology (TCATs), 13 community colleges or any in-state independent or four-year public university offering an associate's degree.

### **Why does Tennessee Promise only cover technical certificates, diplomas, and two--year degrees?**

There are several reasons why we have focused the Tennessee Promise on certificate and two-year programs:

1. While we will need more of all degrees, forecasts show that much of our increased workforce demand will be in skills provided at our TCATs and community colleges.
2. TCATs and community colleges are cost effective and allow the state to offer last-dollar funds to all students. On average, annual tuition at Tennessee community colleges is \$4,000 compared to \$8,000 at four-year schools.
3. Students who earn an associate's degree and transfer to a four-year university will save up to 50 percent in tuition and fees.
4. Roughly 70 percent of first-time full-time freshmen entering Tennessee's public community colleges require remediation. TCATs and community colleges provide an effective foundation for students to complete any learning support requirements.

### **How will a student enroll in Tennessee Promise?**

Once a partnering organization is setup in a county or LEA, it will work closely with high school counselors to heighten awareness of the program. Organizations will attend college nights and fairs to ensure all students know about Tennessee Promise and have the opportunity to apply.

## **STUDENT REQUIREMENTS**

### **What are the student requirements?**

To receive Tennessee Promise, a student must:

- Participate and meet all requirements of a Tennessee Promise partnering organization.
- Apply senior year and meet established application deadlines.
- Attend all scheduled team meetings and a mandatory college orientation.

4. Begin at the postsecondary institution in the fall directly following high school graduation and remain at an eligible institution for consecutive semesters. (A student may begin at his/her postsecondary institution in the spring or summer directly following high school graduation; however, the student will be responsible for incurred tuition and fees until fall.)
5. Maintain at least 12 hours each semester.
6. Attend a postsecondary institution for consecutive semesters. (If a student withdraws from all classes during the semester, he/she will no longer be eligible.)
7. Complete the Free Application for Federal Student Aid (FAFSA) by February 1st of each year beginning in high school and throughout his/her postsecondary experience
8. Maintain satisfactory academic progress. At most institutions, this is the equivalent of maintaining a 2.0 GPA each semester.
9. Complete at least eight hours of community service each semester.
10. Failure to complete a requirement will result in loss of eligibility.

#### **Do non-US citizens qualify for Tennessee Promise?**

No. In order to qualify, students must be able to complete the FAFSA as well as qualify for in-state tuition.

#### **Why isn't Tennessee Promise available for non-traditional students too?**

We simply don't have the money to also provide free community college for all returning adults. Meanwhile, there are many things that we are doing for our non-traditional students now.

### **FUNDING**

#### **What is the cost of funding Tennessee Promise?**

The estimated annual cost of Tennessee Promise is \$34 million to provide students with five consecutive semesters. The fifth semester addresses the nearly 70 percent of Tennessee high school graduates enrolling in community college who require at least one remedial class.

#### **How will the Tennessee Promise be funded?**

The Tennessee Promise will be funded within existing resources by interest from the newly established Tennessee Promise endowment and by changing the HOPE award for students attending community colleges from \$2,000 per year to \$3,000 per year, while reducing the award amount at the four--year institutions for freshmen and sophomores from \$4,000 per year to \$3,000 per year. The endowment will continue to grow as any net lottery proceeds above the general shortfall reserve will be added to the Tennessee Promise endowment.

#### **What does Tennessee Promise fund?**

Tennessee Promise is a last-dollar scholarship that funds any leftover tuition and fees at TCATs, two-year, and four-year schools offering associate's degrees once all other aid, with the exception of loans and work-study, has been applied. Tennessee Promise funds cannot be used for books or cost of attendance fees. Cost of attendance fees include costs like travel and gas expenses.

#### **How will the funds be administered?**

After students meet all Tennessee Promise requirements and all other financial aid, with the exception of loans and work-study has been exhausted, the Tennessee Student Assistance Corporation (TSAC) will send the funds directly to the institutions. The process for payment will be very similar to the distribution of TSAA grants and lottery scholarships.

#### **When does the student get the cash for the scholarship?**

Students never directly receive funding from Tennessee Promise. The partnering organizations will provide a final list of Promise students to TSAC. TSAC will then send the funds directly to the colleges each semester.

### **PARTNERING ORGANIZATIONS REQUIREMENTS**

#### **What are the requirements of a partnering organization that will administer Tennessee Promise?**

In order to administer Tennessee Promise funds, an organization must:



1. Operate as a college access and success program serving Tennessee students and adopt the student requirements of the Tennessee Promise scholarship.
2. Partner with Tennessee community and technical colleges.
3. Offer a mentoring program to students with a maximum 10:1 student to mentor ratio.
4. Organize local or regional advisory councils to serve as advocates for the program.
5. Sustain operations without state funding.
6. Partnering organizations must also have a commitment to college access and completion.

#### **How will partnering organizations measure effectiveness?**

Tennessee Promise partnering organizations will report data by high school, county, and postsecondary institution where appropriate. Below are measures TSAC will utilize to determine a partnering organization's effectiveness:

- (1) scholarship cost per student,
- (2) college-going rate,
- (3) percent first generation,
- (4) percent low-income,
- (5) ACT composite and sub-scores,
- (6) GPA,
- (7) FAFSA filing rate,
- (8) outside funding,
- (9) attempted/completed hours, and
- (10) retention rates (fall-spring; fall-fall)
- (11) transfer rates
- (12) completion rates.

### **MENTOR AND COMMUNITY INVOLVEMENT**

#### **How many mentors will be needed to administer Tennessee Promise?**

Tennessee Promise will work with partnering organizations to secure at least 5,000 volunteer mentors to work with its applicants.

#### **Who qualifies as a mentor?**

Tennessee Promise partnering organizations determine the specifics of mentoring; however, at a minimum, a mentor must be at least 21 years old and provide information for a background check. The mentor applies online to participate with a partnering organization. The mentor will choose a high school and receive up to 10 students to mentor. The role of the mentor is to eliminate the barriers associated with college access by serving as an encourager and task master. Partnering organizations will host mandatory student meetings in each county where mentors and students will interact. All mentors must be trained by a partnering organization prior to mentoring Tennessee Promise students.

#### **How does Tennessee Promise encourage local participation?**

After meeting with local stakeholders in each county to launch Tennessee Promise, partnering organizations will establish local or regional advisory councils. Each council will consist of at least five members who will be responsible for raising awareness of the program as well as recruiting local mentors. The members on each advisory council should include a community college president, a TCAT director, a business leader, an education advocate, and an elected official.

- 
- i. Tennessee Promise defines an eligible high school as TN public secondary school; private secondary school that is located in the state and is approved by the state board of ed. as a Category 1, 2, or 3; a secondary school operated by the DOD on a military base that is located in whole or part in TN; an out-of-state public secondary school located in a county bordering TN that residents are authorized to attend.
  - ii. A student who completed high school in a Tennessee home school associated with a church-related school as defined by § 49-50-801 and registered with the Tennessee local school district that the student would otherwise attend or an independent home school student whose parent or guardian has given notice to the local director of a Tennessee school district under § 49-6-3050(b)(1) of intent to conduct a home school.

# ADULT AND DISLOCATED WORKER

## WIOA PROGRAM

WIOA also helps  
recent high  
school graduates!

### WHO QUALIFIES FOR WIOA?

- ADULT- An individual that is on SNAP (EBT) or Low-Income
- DISLOCATED WORKER- An individual who is drawing or has drawn Unemployment in the last 6 months

### HOW CAN ADULT OR DW WIOA HELP?

*Current situations don't have to be destinations. WIOA works with community partners to help adults achieve their academic and employment goals. We help YOU build a better YOU.*

**WIOA** provides financial help, as well as valuable educational, training through various resources and support services- all designed to help us build a better future.

Our trained and qualified staff will help adults:

- Plan their career strategy.
- Achieve their HiSet or other post-secondary credentials
- Work toward practical job skills, independence and personal responsibility.
- Prepare for long-term success.

### WIOA CAN GET YOU CONNECTED

*We know that achieving goals can be a challenge without a strong support system! That's why **WIOA** was created – to meet adults where they are and give them an extra boost to get them where they want to go!*

### WIOA CAN HELP

- **Financial Assistance**- Tuition/Supportive Services for Post-Secondary Training (College/Tech School).
- **Work Start-up cost**- (Boots, Shoes, Clothes, etc)
- **Career Mentoring**- Provide practical advice on careers and how to pursue them.
- **OJT**- On the job training

For more information, please contact your local American Job Center

Houston County – (931) 289-4127  
Humphreys County – (931) 296-5872  
Stewart County – (931) 232-5035  
Cheatham County – (615) 792-2520  
Dickson County – (615) 446-0229

Davidson County – (615) 253-8920  
Rutherford County – (615) 898-8081  
Montgomery County – (931) 802-2176  
Wilson County – (615) 444-9355  
Trousdale County – (615) 374-3513



# Federal Student Aid

## What is federal student aid?

Federal student aid comes from the federal government—specifically, the U.S. Department of Education. It's money that helps a student pay for higher education expenses. Federal student aid covers such expenses as tuition and fees, books and supplies, and transportation. There are three main types of federal student aid: grants, work-study, and loans. TCAT Dickson does not participate in the student loan option.

## Who gets federal student aid?

Every student who meets certain eligibility requirements can get some type of federal aid, regardless of age or family income. Some of the most basic eligibility requirements that you must meet are:

- Demonstrate financial need, for most programs
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- Register (if you haven't already) with Selective Service if you are a male between ages 18–25
- Be enrolled or accepted for enrollment in an eligible degree or certificate program
- Maintain satisfactory academic progress while enrolled in college

The full list of eligibility requirements is available at <https://www.StudentAid.gov/eligibility>.

## How do you apply for federal student aid?

To apply for federal student aid, you must complete the Free Application for Federal Student Aid (FAFSA).



# Federal Student Aid



**TCAT Dickson's School Code: 013955**

## **Favorite FAFSA Links:**

<https://studentaid.gov/articles/things-you-need-for-fafsa/>

List of paperwork and information needed

<https://studentaid.gov/h/apply-for-aid>

Link to the FAFSA form

<https://studentaid.gov/apply-for-aid/fafsa/filling-out>

How to prepare to do the FAFSA (how to get FSA ID, how to determine dependency status, how to sign and submit the form)

<https://studentaid.gov/sites/default/files/fafsa-process.png>

Graphic showing the whole FAFSA process

<https://studentaid.gov/apply-for-aid/fafsa/filling-out/help>

Frequently asked questions for students and parents; also has contact information for the help center

<https://www.nitrocollege.com/fafsa-application>

Step by step breakdown of every question on the FAFSA with screenshots

# What Types of Federal Student Aid are Available?

Program and Type of Aid	Program Information	Award Amount (Subject to Change)
Federal Pell Grant A grant does not need to be repaid.	For students with financial need who have not earned a bachelor's or professional degree. (StudentAid.gov/Pell-grant)	Amounts change annually. Currently, the maximum award amount is \$7,395
Federal Supplemental Educational Opportunity Grant (FSEOG)	For students with exceptional financial need; federal Pell Grant recipients take priority; funds depend on availability at school. (StudentAid.gov/fseog)	Up to \$4,000
Federal Work-Study  Work study is money earned through a job and doesn't have to be repaid.	For TCAT students, part-time jobs are available on-campus. Money is earned while attending school.  Your total work-study award depends on: -When you apply -Your level of financial need -Your school's funding level (StudentAid.gov/workstudy)	No annual minimum or maximum amounts





# Pre-FAFSA Information

Before you sit down to file the FAFSA, it is important that you take the time to gather all of the information you will need. Use this checklist to make sure you have everything you need with you when you get ready to file the FAFSA.

## Information

- ☐ Your personal email address and cell phone number
- ☐ Parent's email address and cell phone number
- ☐ If you are a Tennessee resident, the month and year you began living in Tennessee
- ☐ If your parents are Tennessee residents, the month and year your parents began living in Tennessee
- ☐ Your Social Security number
- ☐ Your parents' Social Security numbers
- ☐ If you are not a U.S. citizen, your permanent resident/green card
- ☐ Your parents' dates of birth
- ☐ Your driver's license or state ID, if you have one
- ☐ The month and year your parents were married, divorced, or separated
- ☐ The highest level of school your parents completed

## Documents

- ☐ W-2 forms for you and your parents
- ☐ Federal income tax forms for you and your parents from two years prior
- ☐ Most current statements from all accounts (checking, savings, investments, etc.)
- ☐ Child support paid or received
- ☐ Value of investments, farms, or business
- ☐ Other prior year benefits (workers comp, military, clergy)

# Filing the FAFSA

Most federal and state financial aid programs require you to complete the Free Application for Federal Student Aid (FAFSA). Filing the FAFSA is free! We've made it easy for you to gather the information you will need to complete the FAFSA. The FAFSA is an important part of your higher education journey, and it might even mean free money to cover your college costs.

## 1. Get your FSA ID (you and your parent).

- Creating an FSA ID takes about fifteen minutes and should be done in advance of completing the FAFSA form online.
- The FSA ID will also follow you through all of your college career, so make certain that you are correctly entering the information and using an email and phone number that will not change after you graduate high school or move to another residence.

## 2. Complete the FAFSA (with your parent).

- When you and your parent/guardian are ready to complete the FAFSA, you will need your parent/guardian and yourself to have an FSA ID. Go back to step 1 if you and your parent/guardian have not yet created an FSA ID.
- The FAFSA requires financial information from your parents/guardians so that the Federal Government knows whether or not you are eligible for financial aid. Colleges also look at these numbers to offer you additional financial support and resources to help you succeed after you have been admitted.
- Your high school counselor and college financial aid department will be an incredible support to you as you go through the process.
- You will have to complete the FAFSA each academic year to receive financial aid from TN Promise, the Federal Government, and your college so make sure that you know how to complete the form.

## 3. Review your Student Aid Report (SAR).

- After your FAFSA has been received by the Federal Government and your TCAT, it is important to review all components of the Student Aid Report.
- Your Estimated Family Contribution (EFC) is the dollar that the Federal Government believes your family can annually pay for college expenses. The lower the EFC, the more likely you will earn Pell Grant dollars.
- Estimated awards on the Student Aid report do not reflect actual awards.



**Remember – Filing the FAFSA is a requirement for all state scholarships, including the Tennessee Promise. Make sure you complete the FAFSA by the published deadline to remain eligible to receive the Tennessee Promise Scholarship.**

# Step 1: The FSA ID

The first step to completing your FAFSA is to create an FSA ID (a username and password). Your FSA ID gives you access to Federal Student Aid's online system and serves as your legal signature. Only create an FSA ID using your own personal information and for your own exclusive use.

You'll use your FSA ID every year you are in college to complete the FAFSA and review your federal student aid. Fill in this form as you create your FSA ID so you have the information when you need it to log in later. The student's email address and password should be used for the student's FSA ID.

To create an FSA ID, go to: <https://studentaid.gov/fsa-id/create-account/launch>

## Student Information

Email Address: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

CHALLENGE QUESTION	ANSWER

## Parent Information (If Applicable)\*

\*Note – If your parents have created an FSA ID for themselves when applying for aid for an older sibling, they will use the same FSA ID to help you file your FAFSA.

Email Address: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

CHALLENGE QUESTION	ANSWER

THIS INFORMATION SHOULD BE KEPT CONFIDENTIAL AND STORED IN A SECURE LOCATION

## Step 2: Filing the FAFSA

After creating your FSA ID, the next step is to file your FAFSA! There are two ways that you can file your FAFSA:

1. Online at <https://studentaid.gov/h/apply-for-aid/fafsa>
2. Through the myStudentAid Mobile App. Download the app in the Apple App store (iOS) or Google Play (Android)

If you need help filing the FAFSA, contact the TCAT Financial Aid Department at 615-551-8757 to find out when you and your family can get assistance completing the form.

When filing the FAFSA, questions often arise about dependency status, parental information, and citizenship status. Below, you will find some charts to help you answer those questions.

### What is my dependency status?

The following statements will determine your dependency status for the FAFSA.

#### Mark any that are true.

- ☐ I am homeless or at risk of being homeless.
- ☐ Since I turned age 13, both of my parents were deceased.
- ☐ I was a dependent or ward of the court since turning 13.
- ☐ I am currently or I was in legal guardianship.
- ☐ I am currently or I was an emancipated minor.
- ☐ I was in foster care since turning age 13.
- ☐ I am married.
- ☐ I now have or will have children for whom I provide more than half of their support.
- ☐ I have dependents (other than children or my spouse) who live with me and I provide more than half of their support.
- ☐ I am serving on active duty in the U.S. Armed Forces.

If you marked any of the statements, you are independent and will not provide parental information on the FAFSA.

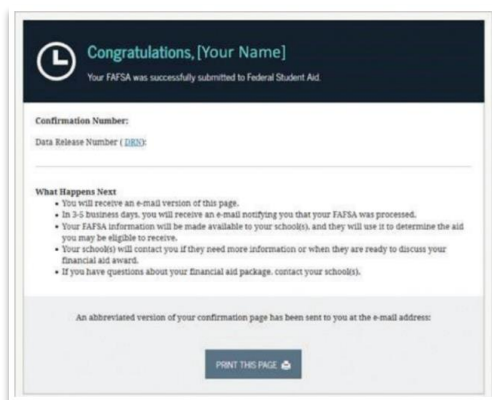
If none of the statements are true, you are a dependent student and must provide parental information on the FAFSA. Dependent students are required to include parent information on the FAFSA. Use the guide on the next page to figure out which parent's information to include on the FAFSA.

*Adapted from Federal Student Aid "Do I have to provide my parents information on the FAFSA" infographic. [studentaid.gov](https://studentaid.gov)*

# After Completing the FAFSA

## 1. Review Your FAFSA Confirmation Page

After you complete the FAFSA form online and select “SUBMIT,” you’ll see a confirmation page like the one below. This is not your financial aid offer. You’ll get that separately from the school(s) you apply to and get into. Your school(s) calculate your aid.

A screenshot of the FAFSA Confirmation Page. At the top, it says "Congratulations, [Your Name]" and "Your FAFSA was successfully submitted to Federal Student Aid." Below this, it displays the "Confirmation Number:" and "Data Release Number (DRN):". A section titled "What Happens Next" lists several bullet points: "You will receive an e-mail version of this page.", "In 3-5 business days, you will receive an e-mail notifying you that your FAFSA was processed.", "Your FAFSA information will be made available to your school(s), and they will use it to determine the aid you may be eligible to receive.", "Your school(s) will contact you if they need more information or when they are ready to discuss your financial aid award.", and "If you have questions about your financial aid package, contact your school(s).". At the bottom, it states "An abbreviated version of your confirmation page has been sent to you at the e-mail address:" and includes a "PRINT THIS PAGE" button.

The confirmation page provides federal aid estimates based on the information you provided on your FAFSA form. It's important to know that these figures are truly estimates and assume the information you provided on the FAFSA form is correct. To calculate the actual amount of aid you're eligible for, your school will take into account other factors, such as the cost to attend the school. Additionally, these estimates only take into account federal aid and not outside scholarships or state and institutional financial assistance you may also be eligible for.

## 2. Review Your Expected Family Contribution (EFC)

The information you report on your FAFSA form is used to calculate your EFC. It's very important to note that the EFC is not the amount of money your family will have to pay for college. Instead, the EFC is an index number used by financial aid offices to calculate your financial need. The formula they use is:

Cost of attendance – Expected family contribution = Your financial “need”

Each school will do its best to meet your financial need. Some schools may meet 100 percent of your financial need, and other schools may only meet 10 percent—it just depends on the school and the financial aid they have available that year. You should complete the FAFSA form annually because there are many factors that can change from year to year.

## 3. Be on the Lookout for Your Aid Offer(s)

The FAFSA form is made available on October 1st. Even if you submit it early, that doesn't mean you'll get an aid offer right away. Each school has a different schedule for awarding and paying out financial aid.

Remember that your school disburses your aid, not the “FAFSA people” (Federal Student Aid). Contact your school's financial aid office for details about when they send out aid offers. If you want to see an estimate of your school's average annual cost, visit [CollegeScorecard.ed.gov](http://CollegeScorecard.ed.gov). If you want to report significant changes in your family or financial situation, contact your school's financial aid office.



# Step 3: Review my Student Aid Report (SAR)

What is it, how do I get one, and why is it important?

## What is the SAR?

The Student Aid Report (SAR) summarizes the information you submitted on your FAFSA and provides information about financial aid eligibility based on that information. A sample SAR is shown on the next page.

## How and when will I get my SAR?

After you submit your Free Application for Federal Student Aid (FAFSA), you'll get your personal SAR (within three days if you complete the FAFSA online; within three weeks if you mail the paper FAFSA). Whether you receive your SAR online or through the mail depends on whether you provide an email address on your FAFSA. If you provide a valid email address, you'll receive an email with instructions on how to access an online copy of your SAR. If you have an FSA ID (username and password) and your FAFSA has been processed, you can log in at [www.fafsa.gov](http://www.fafsa.gov) to view your SAR information regardless of how you filed the FAFSA. The school(s) you list on your FAFSA will have access to your SAR data electronically within a day after it is processed.

## What information does a SAR contain (and not contain)?

The SAR won't tell you how much financial aid you'll get, but if your application is complete, an Expected Family Contribution (EFC) will display in the upper right-hand corner of your SAR and your estimated Pell Grant amount will be provided. If your application is incomplete, your SAR will not include an EFC or Pell amount, but it will tell you what you need to do to resolve any issues.

The SAR also contains a four-digit Data Release Number (DRN), which appears on the first page in the upper right corner of the SAR. You will need the DRN if you allow your college to change information on your FAFSA.

## What am I supposed to do with my SAR?

When you get your SAR, review it carefully to make sure it's correct and complete. Take a copy of it to your college/career counselor to get help reviewing it. The school(s) you listed on your FAFSA will use SAR information to determine your eligibility for federal and state financial aid. A school may ask you to verify the accuracy of the data you provide on the FAFSA, so you need to be sure the information is correct.

If you don't have any changes to make to the information listed on your SAR, just keep it for your records.

## What if my SAR does not list an EFC?

If your EFC is blank on your SAR or if there is a "C" after the number, you need to make corrections to your FAFSA. It is extremely important that you make these corrections to your FAFSA to receive financial aid. Your SAR will provide you with details about the errors in your FAFSA.

## What if there is an asterisk (\*) next to my EFC?

If there is an asterisk (\*) next to your EFC, this means that your FAFSA has been selected for verification. Being selected for verification is quite common. This just means that you will need to work with your college to complete a few extra steps to verify the information you provided on your FAFSA.

# Sample SAR

Federal Student Aid  
An OFFICE of the U.S. DEPARTMENT of EDUCATION

FAFSA.gov

Form Approved  
OMB No. 1845-0001  
App. Exp. 12/31/2021

2020-2021

El

The SAR summarizes the information you submitted on your 2020-2021 Free Application for Federal Student Aid.

Application Receipt Date:	10/29/2019	XXX-XX-XXXX
Processed Date:	10/30/2019	EFC: 1218
		DRN: XXXX

Comments About Your Information

Learn about [federal tax benefits for education](#), including the American Opportunity Tax Credit (AOTC).

There are issues with your FAFSA information that need to be resolved before your eligibility can be determined, and make any corrections if necessary by clicking 'Make FAFSA Corrections' on the 'My FAFSA' page.

You reported that you will either have a bachelor's degree by July 1, 2020 (Item 28) or will be working on a degree. Graduate students are eligible for most types of federal aid, but generally not the Federal Pell Grant.

WHAT YOU MUST DO NOW (Use the checklist below to make sure that all of your issues are resolved.)

Your first parent's name as reported on your FAFSA does not match the name in the Social Security Administration's (SSA) records for your first parent's Social Security Number (SSN). Therefore, you must correct your first parent's SSN (Item 60) or name (Items 61 and 62) on the 'My FAFSA' page to make the correction. If your parent's name is correct, you must confirm it by re-entering your parent's name on the 'My FAFSA' page. If you confirm your parent's name, your parent should also contact the SSA to make sure they correct it. You can call 1-800-772-1213 or by visiting <https://socialsecurity.gov>.

Your second parent's name as reported on your FAFSA does not match the name in the Social Security Administration's (SSA) records for your second parent's Social Security Number (SSN). Therefore, you must correct your second parent's SSN (Item 64) or name (Items 65 and 66). Click 'Make FAFSA Corrections' on the 'My FAFSA' page to make the correction. If your parent's name is correct, you must confirm it by re-entering your parent's last name and first name initial in Items 65 and 66. If you confirm your parent's name, your parent should also contact the SSA to make sure they correct it in their records. The SSA can be contacted by calling 1-800-772-1213 or by visiting <https://socialsecurity.gov>.

Your parent could not sign your FAFSA or the SAR corrections you submitted. Your parent may be able to sign electronically. If your parent is not able to sign, see your school's financial aid office or High School Counselor.

If you need to make corrections to your information, click 'Make FAFSA Corrections' on the 'My FAFSA' page using your FSA ID. If you need additional help with your SAR, contact your school's financial aid office or click the 'Help' icon on the FAFSA home page. If your mailing address or e-mail address changes, you can make the corrections on the 'My FAFSA' page.

This is your Expected Family Contribution. The number may be all zeros, or a combination of zeros and other numbers, but if it is blank or there is "C" after the number, you need to make corrections to your FAFSA or you won't get any aid. The details are in the body of the SAR Below.

Although you are instructed to use the "checklist" below, it's not formatted like a checklist; read everything below this instruction very carefully and do what it says! Your FAFSA is not considered "complete" until you do.

If you are chosen for verification, it will appear here. This is very common. Contact your selected school's financial aid office for further instructions. You will not be awarded any financial aid until verification is complete.

You must log back into the FAFSA to make any corrections indicated above.

# Making Corrections on Your FAFSA

After filing the FAFSA, use the following checklist and flow chart on the next page to make sure that your FAFSA is complete, does not require corrections, and that your financial information has been sent to the correct college.

Log in to the FAFSA with your FSA ID: Is your chosen college listed on your FAFSA? If not, make changes to your FAFSA to ensure that school is on your list so that your college gets your financial aid information.

Click “View or Print Your Student Aid Report” and review the information: Look closely at lines 18, 29, 30, and 69.

Line 18: Student’s legal state of residence. Make sure that you filled out that you’re a resident of Tennessee (TN) to receive state financial aid.

Line 29: Student’s grade level. You should answer “**Never attended college/1st year.**” Other answers might make the system think you are a student who is working on an advanced degree and may disqualify you from financial aid that is meant for students working on a certificate, diploma, associate or bachelor’s degree.

Line 30: Type of degree or certificate. Depending on the college you’ve chosen, you’ll want to select one of the following options:

- 1st bachelor’s degree (if you plan on attending a four-year university for a bachelor’s degree)
- Associate degree, general education/transfer program (if you plan on attending a community college and later transferring or if you are using Tennessee Promise towards an associate degree at a four-year university)
- **Certificate/diploma, occupational/technical education program of less than two years (if you are enrolling in a TCAT, a technical school, or a trade school)**

Line 69: Parent’s legal state of residence. Make sure that you’ve filled out that your parents live in Tennessee, as this is important for establishing that you are a Tennessee resident for state aid and in-state tuition.

Log in to your TSAC student portal <https://www.tn.gov/collegepays/tsac-student-portal.html>: Which college did you list on your account? If that college does not match the college you plan to attend, change it. The college listed on your TSAC student portal is the college that will receive your scholarship money for state financial aid like the Tennessee Promise.

Check your mail or call your campus to speak to financial aid. Ask them to confirm that your financial aid documents are complete. They be sending your information in the mail during the summer, so be sure to open any mail from them and complete action items before the deadlines.

# FAFSA Verification -

## Did you receive an EFC?

### START

Access your SAR (Student Aid Report) by logging in to [www.fafsa.gov](http://www.fafsa.gov) with your FSA ID. Select the "View or Print your Student Aid Report" option at the bottom of the screen. Is there a number next to the EFC?

### YES

Does the EFC number have an asterisk (\*) next to it?

### YES

An asterisk next to the EFC number means that you have been selected for verification. Verification is not a mistake that you made, it is just another step in the process of receiving your full amount of financial aid. You will need a copy of your parent's federal income tax transcript and may need to send additional information to your college of choice. Talk to your college's financial aid office if you have questions about verification. Be sure to check your college's student portal to see if any additional information or forms must be submitted before you register for classes.

### NO

You have not been selected for verification. Make sure that you are checking your college's student portal, your student email, and/or your mail for important enrollment information.

### NO

Information is missing on your FAFSA and it is incomplete. Review page 1 of the SAR to determine what information needs to be corrected. You will need to sign into the FAFSA with your FSA ID and select "Make FAFSA Corrections" to complete your FAFSA. After making corrections, you will need to submit the FAFSA. If you provided an email address, another SAR will be available within three to five days online. If you did not provide an email address, a paper SAR will be mailed to your address.



5

## Student Enrollment Process College Checklist



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY

DICKSON  
& CLARKSVILLE CAMPUS



# Student Enrollment Process



## 1 APPLY FOR ADMISSION

- Go to [www.tcatdickson.edu](http://www.tcatdickson.edu), select “Future Students”, “Admissions”, and then “Apply Now”. If this is the student’s first time applying, select “First time user account creation” to access the application.
- Upon login, select an application type:
  - >>New College Applicant if this is the student’s first time applying to this TCAT.
    - Previous Dual Enrolled and Special Industry students should complete the new college applicant option.
  - >>Returning TCAT Applicant if the student was previously enrolled at this TCAT.
  - >>Dual enrollment if the student is currently enrolled in high school and plans to take dual enrollment courses.
  - >>Special Industry/Supplemental if the student is enrolling in a special industry or supplemental course.
- Complete all applicable sections and requirements then select “Application is complete” to submit.
- To view the status of your application and/or required admissions documents, login using the link at <https://tcatdickson.edu/future-students/admissions>.

## 2 REVIEW YOUR EMAIL AND CONFIRM ACCESS/ACCEPTANCE

- Information is sent via email from a No-Reply email address. These emails are not spam as they contain important instructions.
  - >>Activate and check your account frequently. College issued email is the official method of communication at the TCAT.
- Email notification is sent if an applicant’s choice of program does not currently have availability.
- If the applicant is accepted, they must follow instructions in the email to login to the student portal and confirm acceptance.
- If the student applied for financial aid and is eligible, they will receive an award notice via campus email.

## 3 APPLY FOR FINANCIAL AID (OPENS YEARLY OCTOBER 1)

- Complete a FAFSA at [www.fafsa.gov](http://www.fafsa.gov). Students select their TCAT’s school code when completing the application. TCAT Dickson’s school code is 013955.
- Application information is sent to the TCAT listed on the FAFSA. Financial aid processing begins after submission of an application for admission and acceptance. Award notices are sent via campus email, after confirmation of attendance.

## 4 FINANCIAL AID REQUIREMENTS/ADDITIONAL RESOURCES

- Students are notified via campus email or may view information through the My TCAT portal, if randomly selected for the verification process. A list of documents is included that a student must submit to complete the verification process. Financial aid is not finalized until verification is complete.
- For more information, visit <https://tcatdickson.edu/future-students/fafsa-verification>.
- If a student is receiving additional financial aid resources, they must contact the Financial Aid Office.

## 5 COMPLETE NEW STUDENT ORIENTATION AND REGISTER FOR COURSES

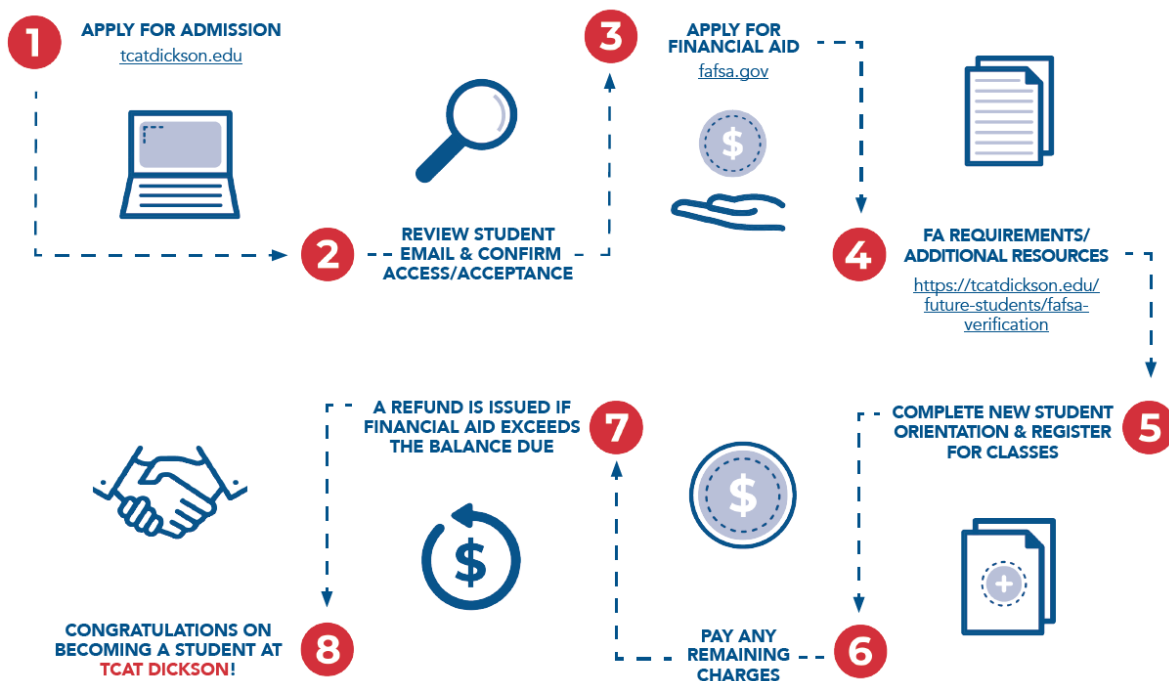
- The TCAT will contact the student to complete New Student Orientation.
- After orientation, the student registers for courses via the student portal. Sign-in, select Registration icon, then Register for Classes icon, then select the Register for Classes link. From there select the appropriate term, then review the “Block” and select “Submit” if correct. Otherwise, contact the Student Services Office.

## 6 PAY ANY REMAINING CHARGES

- If a student has charges not covered by financial aid, they must pay to attend class. For more information regarding payment of fees, visit <https://tcatdickson.edu/future-students/payment-and-refunds>.

## 7 A REFUND IS ISSUED IF FINANCIAL AID EXCEEDS THE BALANCE DUE

- Financial aid disbursements begin 30 days after the first day of class. If a student's amount of aid awarded exceeds the balance due, a direct deposit or check for the amount will be issued to the student within 14 days of disbursement.
- Direct deposit is the fastest method of receiving a refund. View directions for signing up for direct deposit at <https://tcatdata.tbr.edu/sites/default/files/Direct%20Deposit%20Instructions.pdf>.
- A student will see a direct deposit/check refund date in the student portal. However, this date indicates refund processing, not the date the institutions release funds.



Tennessee College of Applied Technology Dickson does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age status as a protected veteran, or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities.

The following person has been designated to handle inquiries regarding nondiscrimination policies:

Laura Travis, Vice President  
TitleIX@tcatdickson.edu  
Main Campus  
740 Highway 46 South  
Dickson, TN 37055  
615-551-8923

The Tennessee College of Applied Technology Dickson's policy on nondiscrimination can be found at <https://tcatdickson.edu/about/non-discrimination-statement>.

# College Checklist

Congratulations on all of your hard work that has gotten you to this point...planning your next steps to continue your education. If you have decided to enroll at TCAT Dickson, review the following checklist to make sure you have completed all of the necessary steps to enroll.

- ☐ Tour one of our 16 exciting programs to select your chosen career path.
- ☐ Complete an online enrollment application. Depending on the popularity of your selected program, there may be a waiting list. (<https://tcatdickson.edu/future-students/admissions>)
- ☐ Send official documents if needed. For example, Practical Nursing students must submit a final high school transcript and specific immunization records.
- ☐ If you are male and 18 years old or older, register for Selective Service ([www.sss.gov/register](http://www.sss.gov/register))
- ☐ Set up campus email (instructions will be emailed after application is submitted)
- ☐ Complete Free Application for Federal Student Aid (FAFSA) **October-January** (<https://studentaid.gov/h/apply-for-aid>) **TCAT Dickson School Code: 013955**
- ☐ Correct any errors on your FAFSA and complete verification if selected. (TCAT Financial aid will notify you by your school email.)
- ☐ Financial Aid Questions? Contact: [Jordan.Parrish@tcatdickson.edu](mailto:Jordan.Parrish@tcatdickson.edu)
- ☐ Complete Tennessee Promise application **November 1<sup>st</sup>** <https://www.tn.gov/content/tn/collegepays/tsac-student-portal.html>
- ☐ Complete Tennessee Promise meeting and service requirements each term
- ☐ Attend new student orientation. Once a seat is available, applicants will be notified by phone/email. At orientation, applicants will learn the necessary policies/procedures to make them a successful student.
- ☐ Confirm your seat. Once you have been notified a seat is available, you will be asked to log in to your student portal and confirm you will be enrolling.
- ☐ Register for Classes. Instructions will be provided in your enrollment packet how to register for classes online. You will not select individual courses but will enroll in a program that has all courses assigned.
- ☐ Make arrangements for transportation to and from college.
- ☐ Check your student email address and portal continually.
- ☐ Plan for additional costs. There are more expenses associated with college than just tuition. Make sure you have a plan to pay for items like books and transportation throughout the school year.

NOW YOU'RE READY FOR  
**WHAT'S  
NEXT!**



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
— DICKSON —  
& CLARKSVILLE CAMPUS