SAINT Student online & kiosk model uses Global’s SAINT Student software to allow student driven packaging of Title IV for online students and using a kiosk/lab approach for ground based students -- allows up to 10 to 1 packaging ratio.

» Profilable Email Notifications Trigger Student Action
» FAFSA & eMPN Prompt Is Part of Online Application
» Website Edits and Easy Instructions Keep Students on Track
» Auto-Award for Estimated & Confirmed Award Letter Creation
» System-Driven Required Document Tracking
» Electronic File Submitted for Review via SAINT Student
» Admin Module for Tracking Student Progress

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SECTION 1

Student Registration
REGISTRATION

The SAINT Student process begins with the student’s registration. There are two types of registration.

- Self Registration
- Redirect

**Self Registration** occurs when the student creates a FA account within the SAINT Student site at the Welcome screen (shown below). Once the student successfully creates the FA account, the student will return to the login page in order to login using the student’s email address as the username and then the password.

**Note:** Both the student’s email address and password is entered within the FA account setup (next page) by the student. The password is case sensitive (not email address) and must be entered exactly how the student originally entered it in order to login successfully.
Once the student clicks the “Create FA Account” link, the student will then enter the required criteria (shown in the above screen) and click the <Submit> button at the bottom of the page. If there are any errors, the site will populate an error message with the invalid information.

**Note:** The student’s SSN and Phone number will not contain any dashes. Also, the Date of Birth must be in the following format: **mm/dd/yyyy**
The student will now enter the username and password and click the logon button.

**IMPORTANT:** The username and password was entered within the self registration page. Remember, the password is case sensitive. The student must enter both as entered in the registration process.

If the student forgets the password, then the student may click the “Forgot Password” link within this page. The student will be sent a system generated password via email instantly. The password will be sent to the email address provided within registration.

Once the student has logged in, they will encounter an outline of each milestone the student must completed (shown right).

At the bottom of each screen, the student will click <Next> to proceed to the next screen or click the <Previous> button to go back to the previous screen. The student may click the Finish Later button as well if so desired. The student will then be redirected to the login screen or campus’ homepage.

The student will be informed on the status indicators of each milestone and/or documents within the SAINT Student site.

- A check mark next to the milestone/document indicates a completed step.
- The Destination Point icon next to the milestone/document will indicate that there is action required.
SECTION 2

Financial Aid Package
VERIFY STUDENT INFORMATION

Verify Student Information

Contact Information

Email: JORCANTEST@TEST.COM

General Information

SSN: 809-82-6664
First Name: JORCANT
Last Name: TEST
Current Address: 314 44TH STREET
City/Town: BILLERCA
State/Province: MISSISSIPPI
Zip/Postal Code: 38071
Country: UNITED STATES

Is your current address the same as your permanent address?
No

Best Way to Reach You

Home Phone: (225)82-1502

Redirect Registration: This is when the student actually creates an account within the client’s home page via the internet. Once the student logs into the campus homepage there will be a link that will redirect the student into the SAINT Student site at the point of last entry. The student will not be required to login to the SAINT Student portal. Items in “gray” are pre-populated and cannot be changed in this screen.
This milestone is where the student will enter/verify the Program of Study, the budget start date, the student’s grade level, housing status, high school diploma type, and whether the student has a Bachelor’s degree.

**Note:** The Year in school does not reflect actual time the student has been in college, but how many college credits the student has completed within a specific program for financial aid purposes. For example, if the student is enrolled in a Standard Term quarter based program and has earned 45 credits the student would be a 2nd year Sophomore.

Also, note that if the student answers “Yes” to Bachelor’s Degree Received then the student will not be eligible for a Pell Grant.

**Redirect Registration:** Items in “gray” are pre-populated and cannot be changed in this screen.
The screen above is the Cash Contribution screen. The student will enter the amount (if applicable) for the amount of Cash, or any other funding the student may contribute to the cost of education for the current academic year. This may include scholarships, discounts, Employer Reimbursement, and veterans Educational benefits. The student also has the option here to reduce or remove the Stafford Loan listed.

One this page is completed, the student will click the ‘Next’ button to continue the FA process.
Within this screen the student will be introduced to the remaining steps to receive a Tentative Budget and Awards. The student will also receive information regarding the FAFSA and Dept. of Ed issued PIN.

Step 1: Apply for a Department of Education issued Personal Identification Number (PIN)

Step 2: Complete the Free Application for Federal Student Aid (FAFSA)

Step 3: Receive the Institutional Student Information Report (ISIR)

Step 4: Notification received after official Estimated Family Contribution is received EFC

Step 5: Receive Tentative Award Letter based on official EFC

Step 6: Update, Accept, or Decline Tentative Awards

Step 7: Complete required documents after Tentative Awards are accepted

Step 8: Submit package for approval
If the student selected “Yes” to the question regarding having the DOE issued PIN, and the student completed their FAFSA(s), and the ISIR(s) has been imported to SAINT Director by Global, then the student will be issued the screen below.
**COMPLETE FAFSA - APPLY FOR PIN - IF STUDENT SELECTS “NO”**

If the student selects “No”, they click the ‘Next’ button in order to move to the next page (below) to apply for a PIN.

If prompted by the Department of Education PIN website for your email address, be sure to enter an email address that they can use to respond to you. Although an email address is not required, they can respond to your request within 72 hours if you provide an email address.
The student will click the “FSA Federal Student Aid” link and be redirected to the website below in order to apply for a DOE issue PIN. The student will simply follow the DOE website in order to obtain a PIN.

**Note:** The student will not be able to complete this process unless the student’s Internet browser allows pop-up on this site. The student may need to turn off the pop-up blocker or change the setting on their internet browser.

After completion of the PIN application, the student will exit out of the PIN window and return back to the same screen within the SAINT student site. The student will click ‘Next’ and be prompted with a screen that will inform the student on the processing time of the PIN. The student will simply click the ‘Next’ button to continue.
After selecting "Next", the screen will ask the student if they have completed the FAFSA(s) for the required Award year(s).

If student selects “Yes”, then <Next>, the following screen appears.

**NOTE**: If the student selects “No”, when they click the ‘Next’ button, they will be taken back to the screen to complete the FAFSA (next page).

This screen asks if the student has received their SAR (or ISIR) for the required Award year(s). Click <Next> to proceed.
APPLY FOR FINANCIAL AID

Your online financial aid office was developed to make the financial aid process as easy and seamless as possible. However, in order for you to apply for financial aid, you must complete a FAFSA application. In this section, you will be redirected to the US Department of Education's website in a separate window.

If you have a PIN, please electronically sign the FAFSA application. If you do not have a PIN, it will be necessary for you to print the FAFSA Signature page and submit the signed page to the Student Services office. If you have applied for a PIN, but have not yet received it, it is still necessary for you to print the FAFSA Signature page and submit the signed page to the Student Services office. Once you receive your PIN, you should return to the FAFSA on the Web site, sign the FAFSA with your PIN, and submit it for processing. In either case, please print the FAFSA confirmation page and submit it to the Student Services office.

When you are done with that application, close the FAFSA window, come back to this screen, and click on the "Next" button to continue.

Important: When prompted by FAFSA on the Web for your School Code, please indicate

Click the button below to continue:

Free Application for Federal Student Aid

*** ATTENTION *** Please allow pop-ups on this site by either changing the settings on your internet browser or pop-up blocking software.
**PRELIMINARY REQUIRED DOCUMENTS ( *Input EFC - Independent/Dependent)**

**Note:** The “Input EFC” screens only appear to students who do not have the requisite ISIR(s) in the SAINT Director system.

This is the first screen of the Preliminary Required Documents. The student will click the drop down arrow and select either ‘Independent’ or ‘Dependent’. The student will then enter the Primary EFC as it is from the student’s FAFSA application.

The student may click on these links in order to get information on whether or not the student should answer Independent or Dependent or where to find their EFC.

**Note:** The student’s popup blocker must be turned off in order to be redirected to the FAFSA website.
**Parent Site Access Account**

A Dependent student will encounter a Parent Account Required screen prior to the “Preliminary Required Document” screen shown next page.

The student will enter the parent’s First Name, Last Name, and Parent Email address. Once the student clicks <Next> an email will be sent to the parent email address entered within this page. The email will contain the Parent Pin number required for Login within the SAINT Student site under Parent Login.

**Note:** The parent’s email must not be the same email address as the student’s.

---

**Parent Account Required**

Since you are a Dependent student, your parent will also need to create an account so they may access the site to complete any necessary parent documents. The parent indicated below should be the parent that will be applying for a Parent PLUS loan, if one is necessary to cover your educational costs. We will email your parent their login information after you provide this parent’s name and email address.

Fields identified by red text are required.

Parents First Name:  
Parent Last Name:  
Parent Email:  

Click the “Next” button to continue to the next step in the application process, the “Previous” button to go back to the previous step, or the “Finish Later” button to save your work to this point and logout of the system.
**Preliminary Required Documents**

Within this milestone the student will complete all required documents prior to receipt of the ISIR. The student must click on the actual document name in order to access the electronic document. These documents may include the following:

- Personal Data Sheet (PDS)
- Entrance Interview
- Credit Balance (not applicable for all schools)

These documents will indicate who should complete them under the 'Owner' column.

“S” - Student  “P” - Parent

A 📝 icon allows you to view/print the document/form for your records.

A checkmark under the status column will indicate a completed document. A dotted line indicates a document that requires action.

**Note:** The <Next> button will be grayed out until all required documents have been completed. Once all required documents have been completed, indicated by checkmarks beneath the ‘Status’ column; the student will be allowed to continue the financial aid process.
Preliminary Required Documents - Personal Data Sheet (PDS)

The student must provide three (3) complete references that include name, address, and phone number. These references may be used in the case the student is eligible for a 'Stafford Loan'. Click the <Next> button after completion.

Student will click the “I Attest” box to attest to accuracy of information provided.
Preliminary Required Documents - Entrance Interview

The Entrance Interview will begin with the Federal Stafford/Direct Loan Counseling Checklist. Below is the first screen the user will encounter.

The checklist was designed as part of the pre-loan counseling. This counseling is required for certification of a Master Promissory Note or disbursing of the FDSL (Federal Direct Student Loan) proceeds. The purpose of this form is to ensure that the student’s rights and responsibilities are clearly provided to the student.

The student will read this screen and click the “I Attest” button at the bottom of the screen to proceed.
Once the student completes the preliminary documents, a checkmark signifies completion under the ‘Status’ column.

### Preliminary Required Documents

The following documents are required to complete the financial aid process.

- **S’ = Student**
- **P’ = Parent**

**Student Documents -** Click on the document name, then complete by following the instructions on the document.

<table>
<thead>
<tr>
<th>Print</th>
<th>Status</th>
<th>Owner</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Printer Icon]</td>
<td>✔️</td>
<td>S</td>
<td>Personal Data Sheet</td>
</tr>
<tr>
<td>![Printer Icon]</td>
<td>✔️</td>
<td>S</td>
<td>Entrance Interview</td>
</tr>
</tbody>
</table>

**NOTE:** Failure to complete and submit all of the required documents timely and accurately may result in a delay or loss of funding for your educational expenses.
SELECT A LENDER

If the student’s package indicates that the student is eligible for a Federal Direct Student Loan; then the student will be presented with this screen.

Once the student clicks the ‘Select’ button, they will be redirected to the Student Loans.gov website in order to complete the MPN.

**Note:** The student will not be allowed to click the <Next> button to continue until the student is redirected to the loan website to complete the MPN. Also, the student’s popup blocker must be turned off in order to be redirected to the lender’s site.
ISIR STATUS

Once the student has clicked the “Next” button at the bottom of the Master Promissory Note completed page; the student will be presented with the Estimated Financial Aid Plan.

The Estimated Financial Plan is for each term the student will be attending. Each term will be listed with the amount of classes the student will be attending beneath each term. Also, listed below each term is the amount of Tuition and Books, and the Total charges, which is the sum of the Tuition and Books.

After the Total Charges are listed, the student’s possible funding will be listed for each term if applicable. The funds include the student’s Pell, Subsidized Loan, Unsubsidized funding, and etc. The Total funding is listed as the Sum of all Funds for each term.

The Credit or Remaining Balance will be listed. This is totaled by subtracting the Total Funding from the Total Charges. If the amount is positive then the student has a remaining balance, and if the amount is negative the student has a credit balance.
At the bottom of the screen is the option to print the financial plan and another option to print/view the “Shopping Sheet”.

The Financial Aid Shopping Sheet is a consumer tool that participating institutions will use to notify students about their financial aid package. It is a standardized form that is designed to simplify the information that prospective students receive about costs and financial aid so that they can easily compare institutions and make informed decisions about where to attend school.

### Costs in the 2013-14 year

<table>
<thead>
<tr>
<th>Estimated Cost of Attendance</th>
<th>$ 7,557 / yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$ 3,915</td>
</tr>
<tr>
<td>Housing and meals</td>
<td>$ 2,760</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$ 450</td>
</tr>
<tr>
<td>Transportation</td>
<td>$ 0</td>
</tr>
<tr>
<td>Other education costs</td>
<td>$ 432</td>
</tr>
</tbody>
</table>

### Grants and scholarships to pay for college

<table>
<thead>
<tr>
<th>Total Grants and Scholarships (net: no repayment needed)</th>
<th>$ 2,117 / yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants from your school</td>
<td>$ 0</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>$ 2,117</td>
</tr>
<tr>
<td>Grants from your state</td>
<td>$ 0</td>
</tr>
<tr>
<td>Other scholarships you can use</td>
<td>$ 0</td>
</tr>
</tbody>
</table>

### What will you pay for college

| Net Costs (Costs of attendance minus total grants and scholarships) | $ 5,440 / yr |

### Options to pay net costs

#### Work options

| Work-Study (federal, state, or institutional) | $ 0 |

#### Loan Options*

<table>
<thead>
<tr>
<th>Loan Options</th>
<th>$ 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Perkins Loan</td>
<td></td>
</tr>
<tr>
<td>Federal Direct Subsidized Loan</td>
<td>$ 2,272</td>
</tr>
<tr>
<td>Federal Direct Unsubsidized Loan</td>
<td></td>
</tr>
</tbody>
</table>

*Recommended amounts shown here. You may be eligible for a different amount. Contact your financial aid office.
ISIR Status

This screen is the last webpage of the ISIR Status milestone. This screen will inform the student of the status of the student’s Institutional Student Information Report (ISIR). If a clean ISIR has been received (an ISIR containing no C-Flags or Verification), then the file will auto-submit from this point (Note: The “auto-submit” option is client specific). This means there is no more action for the student until the file has been processed by Global. However, if the student’s ISIR is received and does contain C-Flags or Verification, then the student will click the <Next> button at the bottom of this screen in order to proceed in the final steps of the FA package.

If the student has not received the required ISIR’s, then the student will need to click the <Finish Later> button due to the student being unable to move forward (“Next” is not active).
**REVIEW TENTATIVE AWARD**

The example below illustrates the first screen a student will encounter within the Review Tentative Award milestone. This page is the Tentative Cash Contribution page, and the student is presented with another chance to enter any contributions that will be applied to the student’s academic year now that the ISIR has been received.

The loan amounts presented on this page are defaulted the maximum loan amount the student is eligible to receive according to the student’s grade level, COA, etc. If the student wants the maximum loan amount available, the student will simply leave the dollar amount as is. If the student want a lesser amount; then they will need to reduce the loan amount and then click <Next>. The Estimated Financial Plan screen will then reappear.

Once the student has completed this screen by entering a value within each text box (enter zero for no contributions), the student will click the <Next> button.

![Tentative Cash Contribution Screen](image)
Tentative Financial Plan

You have completed your initial request for financial aid. Below you will find your tentative Financial Plan. Your financial plan has been calculated using the data you entered during your package request.

Tentative Financial Plan for

Start Date: 04/21/2014

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
<th>Tuition</th>
<th>Books</th>
<th>Fees</th>
<th>Total Charges</th>
<th>Total Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>04/21/2014</td>
<td>08/18/2014</td>
<td>9</td>
<td>$3600</td>
<td>$450</td>
<td>$157.5</td>
<td>$427.5</td>
<td>$427.5</td>
</tr>
</tbody>
</table>

Credit or Remaining Balance: $427.5

Please remember that to remain eligible:

- For Title IV loans, you must be enrolled in at least a half-time basis.
- For all Title IV aid, you must maintain Standards of Academic Progress, as outlined in the institution’s catalog.

Print Shopping Sheet  Print Financial Plan

Click the "Next" button to continue to the next step in the application process, the "Previous" button to go back to the previous step, or the "Finish Later" button to save your work to this point and log out of the system.
COMPLETE REQUIRED DOCUMENTS

Within this milestone, the student will complete additional required documents that have been triggered by the receipt of the student’s ISIR. The additional required documents will be listed in this screen under the column titled “Document Name”. These documents will include verification items in case the student’s ISIR has been selected for verification, or if the student’s ISIR contains any C-Flags; the document that pertains to that C-Flag will be presented.

- The status of the additional required documents will have a line of dots under the Status column indicating that there is action required.
- The student will click on the Name of the document to access the document to be completed.

Note: The <Next> button will be disabled until all additional required docs are completed with a checkmark beneath the ‘Status’ column; therefore the student will not be able to continue the FA process until all additional required docs are completed.
WAIT FOR DOCUMENTS TO BE RECEIVED

Once the student completes all additional required documents at the ‘Complete Required Docs’ milestone, the student will be at the screen shown below. If the student was selected for verification or their ISIR contained C-Flags, then the student may be requested to provide documentation. The documentation can be attached within the site or faxed to the number provided. The student is informed of this process within this screen (next page).

To attach the document, the student will click the ‘Choose File’ button in order to access the ‘Document’ window. The student will search for the desired document that has been stored on their PC’s hard drive. Once the document has been selected, the student will click the <Attach> button to have the document linked to the file.

To fax the document(s) to the site, the student will click the ‘Print Fax Cover Sheet’ button in order to print the fax cover sheet. The student must fax the document with the fax cover sheet on top in order for the document to link to the student’s file. The fax coversheet is student specific and contains a specific bar code at the bottom of the page. This bar code must be legible in order for the document to be linked to the student’s file.

Note: The <Next> button will remain disabled until the document has been linked to the student’s file.
Uploaded document(s) must show up here to be linked to the student’s file.

Fax Documents

Please make sure the cover sheet precedes the supporting documents.

If tax documents are requested, please make sure you provide the type of document listed in Please Fax the Following Documents Box below. You will need to send the exact type of document referenced below based on the Tax Year indicated and it must meet any requirements stated.

Please allow 24 hours for the system to reflect receipt of your documents.
SUBMIT PACKAGE FOR APPROVAL

Now that the student has completed all Required milestones and documents, the student must submit the file in order for the financial aid package to be processed. Within this milestone the student will simply click the ‘I Attest’ button in order to submit the file to Global for processing.

Once the file is submitted successfully, the file status within SAINT Director will convert to a Global Review (GR) status or for some schools the file status will convert to a Student Complete (SC) status.

- **GR** - The file will populate on the files due report in order to be processed according to specific time frames.

- **SC** - The school must review budget and documents; then resubmit the file via SAINT Direct in order for the file to convert to a GR status. Once GR the file will populate on the file due report to be processed.

Note: Some campuses require a Student Authentication. For those campuses, the student will be redirected to the Student Authentication Network. Once the student completes the Authentication by entering their SSN, first two letters of their last name, date of birth, and Department of Education issued pin; the student will click submit in order to complete the process.
Once the student has successfully submitted the file, the student will be presented with the milestone screen below, which thanks the student for using the electronic system. This screen also informs the student that someone will be in contact with the student regarding their award. The student will click the ‘Next’ button in order to logout of the system and return to the ‘Login Screen’.

Once processed, the student’s file will either remain at the ‘Wait for Package Approval’ milestone in the likelihood the file has been rejected or the student will progress to the ‘Package Approval Received’ milestone in case the student’s award has been confirmed.

**Note:** If the student’s file is rejected, the student will return to the SAINT Student site in order to view the missing document and to resolve the issue. The student must again resubmit the file for a second pass review.

If the student’s file is confirmed, then they may return to the site in order to view/print the confirmed award.
REJECTED PACKAGE

If the student encounters the screen below upon once re-entering the SAINT Student site, then the file has been processed and is in a rejected status. The student will click the link in the middle of the screen in order to view the rejected comments left by Global’s Awards department. The student can then click on any milestone that has been completed to make any necessary changes; however, if the student clicks the <Next> button, the student will be logged out of the system and will return to the login screen. Once the student has resolved the issue, the student will need to click the “Submit Package for Approval” milestone from the left side of the screen in order to resubmit the file for 2nd pass approval.

Thank you for using our electronic system.

Someone will be in contact with you in a few days to confirm your awards. If you have any questions or concerns before that time, please return to the site, click the “Ask a Question” link and type in your question, or contact the Financial Aid Office of your college.

Your file has been rejected, please click here to resolve.

Click the “Next” button to logout.

Next

http://www.globalvfs.com/Student/Award.dll/ShowMDR

**** COMMENTS ****

----------
Budget / Award Letter
FR105 Information Missing or Does not Match.
This is a test file for new hire training development only. (879) 8/12/10
PACKAGE APPROVAL RECEIVED

The below screen is the “Congratulation” screen that the student will be presented with when the student’s file has been processed and the awards have been confirmed.

The student has the option to print the confirmed award letter. The student will click the <Finish> button in order to log out of the system.

![Congratulations screen](image)
**PARENT ACCOUNT**

After the student enters the parent’s Name and email address on the ‘Parent Account Required’ screen within the ‘Preliminary Req. Docs’ milestone, the parent will be sent an email with a four digit SAINT Student Identification PIN. The parent will then use the email to access the main screen of the SAINT Student site. The parent will then click on the ‘Parent Login’ link. The parent will then be presented with the ‘Parent Login Information’ screen (next page).
Within the ‘Parent Login Information’ screen shown above, the parent will enter their own email address. This email address is the same email address that the student entered within the ‘Preliminary Req. Docs’ milestone. The parent will then enter the student’s SSN using no dashes, the student’s date of birth (e.g. mm/dd/yyyy), and the 4 digit SAINT Student Login ID PIN located within the email that was sent to the parent via the SAINT Student site. The parent will then click the <Submit> button to access the parent account.

Note: The information above is not case sensitive, but each character must me correct. If the parent does not enter the information in correctly; then the parent will receive a message under the ‘Login’ button stating “The validation information entered is invalid. Please verify and re-enter.” The parent will then have to re-enter the information in correctly and click the ‘Login’ button again.

If the parent does not have the 4 digit Login ID PIN, then the parent can enter the above information except for the PIN and then click the ‘Forgot PIN’ button. A new PIN will be sent via email to the email address entered above.
These two pages illustrate the parent account screen. The parent account screen is one webpage, which the parent will complete all the required General Parent Information that is indicated in red text.

**Note:** The parent indicated on the parent account should be the parent that will be applying for a Parent PLUS loan, if one is necessary to cover the student's educational cost.
Once the parent has completed the “General Parent Information,” then they will click the <Save Changes> button. The parent must scroll to the bottom of the page in order to determine if there are documents to be completed on the Parent’s side. These documents are triggered by the receipt of the student’s ISIR when the student’s ISIR has been selected for verification via the CPS.

Once all documents and general information has been completed, the parent will click the ‘Logout’ button to exit the SAINT Student / Parent account.

### DOCUMENTS

The following documents must be completed in order to complete the student’s awarding process. These documents were generated based on the student’s ISIR as well as their awards. All documents must be completed in order to finalize the student’s financial aid processing and Award Letter.

The ‘Owner’ column indicates who must complete the document. S = Student and P = Parent. Documents with both S and P must be completed by both the Student and Parent.

View each document indicated with a ‘P’ in the Owner column by clicking the name of the document and follow the instructions to complete the document. The student will be prompted to complete documents indicated with a ‘S’ upon them logging into the student section of the website.

<table>
<thead>
<tr>
<th>Status</th>
<th>Owner</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S</td>
<td>Personal Data Sheet</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>Entrance Interview</td>
</tr>
<tr>
<td></td>
<td>P</td>
<td>Child Support Paid - Parent</td>
</tr>
</tbody>
</table>
SAINT Student Admin Site

Each user will be issued a unique and secure User name and Password.

To access the SAINT Student Admin application:

- Enter the School ID in the first field. This ID is a specific number that is assigned to the institution by Global. Each ID number will be specific to that institution (campus) only. Access to other campuses will be restricted unless otherwise requested by the client.
- Enter Username in the second field. Again this will be specific to the user(s)
- Tab to the Password field and enter user specific password and then click on the <Logon> button or hit enter to initiate log in.

SAINT Student Look Up

Once the user has logged on, the student look up screen (Student Admin Menu right) will appear.

The look up screen allows you to search for a student by Last Name or Social Security Number. The user may also search for a student using a partial search where you may type in only the first four letters of a students last name and the query will retrieve all students with that combination of letters included in their last name.

Also included on this screen below the student search feature is some features that can be accessed in this application for various tasks.

After entering a students Last name or SSN, click the “Search” field, the screen (next page) appears:
The screen above shows that the Last Name search for Smith produced a listing of students that are currently attending or beginning the financial aid process at this institution.

Displayed categories on this screen are:

- **Last Name / First / SSN**
- **To pull up a specific student, clicking on the ‘Document’ icon in front of the student’s name.**
- **Email:** This is the students email address that will be used for contact purposes. Thus, the email address the student provides to the school needs to be a **current** and **frequently checked** address.

**NOTE:** The email category is an interactive feature that allows the user to click on the desired email address which will automatically initiate the default email application on the computer enabling the user to send a quick email to this student.
THIS PAGE INTENTIONALLY LEFT BLANK
SECTION 3

SAINT Student Admin Site
SAINT Student / Admin

- **Status:** This category displays the student's current status within the financial aid process. For example, a student may be in a status of “Waiting on ISIR”, this would indicate to the user that the student may need help if too much time has elapsed that that student held in that particular status.

- **Last Log On:** This category indicates the last date and time the student had logged on to the system. This combined with the status would allow the user to view time lapses in a students completion of the FA process through each individual processing steps.

- **ID:** This is a unique ID that is assigned to the student and is only relevant to Global.

- **Active:** The active category is also an interactive function that allows the user to add or remove a student from the active list. Please note that if a student is removed from the active list the student will always appear on the list, but no further action will be performed including review of file and/or contacting the student by email or phone.
SAINT Student / Admin

STUDENT DETAILS

Located on this screen are multiple features that allow the user to view student information as well as view the completed or uncompleted status of each step in the financial aid process. Within the application status screen the user also has the ability to view documents submitted by the student, attach files, and to print a fax cover sheet to supply to students or themselves for submission of further documents to file review. These features will be covered.
AWARDS APPLICATION STATUS

The award application status section illustrates a checklist that shows milestones achieved by the student for the selected budget start date, the date and time the milestone was last visited and a check mark if that particular section of the process was completed. This section also indicates an average time it takes for students to complete each step in the process so the user can review and take action if the student has spent too much time in one area.

This feature also grants access to completed documents by clicking on the link <View> or <Print>, if available.

<table>
<thead>
<tr>
<th>Status</th>
<th>Application Status</th>
<th>Time To Complete</th>
<th>Completed Data/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Verify Student Information</td>
<td>5 mins</td>
<td>12/17/2013 7:46:46 PM</td>
</tr>
<tr>
<td>✔️</td>
<td>Verify School Information</td>
<td>5 mins</td>
<td>12/17/2013 7:47:51 PM</td>
</tr>
<tr>
<td>✔️</td>
<td>Apply For Financial Aid</td>
<td>24-72 hours</td>
<td>12/17/2013 7:55:38 PM</td>
</tr>
<tr>
<td>✔️</td>
<td>Complete FAFSA</td>
<td>40 mins</td>
<td>12/17/2013 7:55:13 PM</td>
</tr>
<tr>
<td>✔️</td>
<td>Preliminary Req. Docs</td>
<td>60 mins</td>
<td>12/17/2013 7:52:46 PM</td>
</tr>
<tr>
<td>✔️</td>
<td>Select Lender</td>
<td>5 mins</td>
<td>12/17/2013 7:54:02 PM</td>
</tr>
<tr>
<td>✔️</td>
<td>L18F Status</td>
<td>72 hours</td>
<td>12/17/2013 7:59:00 PM</td>
</tr>
<tr>
<td>✔️</td>
<td>Review Tentative Award</td>
<td>20 mins</td>
<td>12/17/2013 7:56:38 PM</td>
</tr>
<tr>
<td>✔️</td>
<td>Complete Required Docs</td>
<td>60 mins</td>
<td>12/17/2013 7:56:22 PM</td>
</tr>
<tr>
<td>✔️</td>
<td>Wait for Doc to be Received</td>
<td>24 - 72 hours</td>
<td>12/17/2013 7:56:44 PM</td>
</tr>
<tr>
<td>✔️</td>
<td>Submit package for approval</td>
<td>2 mins</td>
<td>12/17/2013 7:56:45 PM</td>
</tr>
<tr>
<td>✔️</td>
<td>Submit package for approval 2 mins</td>
<td>12/17/2013 7:56:46 PM</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Wait for Package Approval 7 Days</td>
<td>01/01/2014 8:02:04 AM</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Package Approval Received</td>
<td>20 mins</td>
<td>01/01/2014 8:02:04 AM</td>
</tr>
</tbody>
</table>

© Copyright Global Financial Aid Services, Inc.
**Attach Files**: The user here has the ability to attach documentation to the student files with the “Attach Files” option. Browse to where you have the document(s) stored (computer, network) and attach to the student’s file. A document number appears in the received window. User can also view the attachment after attaching by highlighting the document number and selecting the <View> button.

**Print Fax Cover Sheet**: If there is a document that needs to be faxed in the user can print a fax cover sheet by clicking the “Print Fax Cover Sheet” link as illustrated above.

Once a document is faxed in, the document is electronically loaded into a storage database until the Global file review department can review the file and document for accuracy and completeness.

The Fax Cover Sheet automatically populates the name of the institution, the student’s SSN, anticipated start date, printed date and award number. The form also instructs the user on how to proceed and what needs to be done to ensure the quality of the fax transmission. One of these steps includes that the bar code, not shown on this image, is unobstructed and visible.

This document also includes a section for the administrator to place notes on the documentation required and included in the fax transmission.
The award application status section illustrates a checklist that shows milestones achieved by the student for the selected budget start date, the date and time the milestone was last visited and a check mark if that particular section of the process was completed. This section also indicates an average time it takes for students to complete each step in the process so the user can review and take action if the student has spent too much time in one area.

This feature also grants access to completed documents by clicking on the link <View> or <Print> as shown above.

**NOTIFICATIONS**

The Notification link provides the user with student information as well as student notification information. This section allows the user to view what type of notification was submitted to the student and the date and time it was sent. The purpose of this feature is to enable the user to see all notification transactions that have occurred throughout the financial aid process including the review updates and basic customer service notifications.

<table>
<thead>
<tr>
<th>Notification Type</th>
<th>Sent Date/Time</th>
<th>Created Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmed Award Letter Receipt</td>
<td>05/05/2012 9:55:18 AM</td>
<td></td>
</tr>
<tr>
<td>Award Repackage</td>
<td>04/19/2012 6:00:53 AM</td>
<td>04/19/2012 6:00:53 AM</td>
</tr>
<tr>
<td>Confirmed Award Letter Receipt</td>
<td>10/03/2011 7:26:52 AM</td>
<td></td>
</tr>
<tr>
<td>Ask A Question</td>
<td>09/22/2011 9:58:30 AM</td>
<td></td>
</tr>
<tr>
<td>Award Repackage</td>
<td>12/27/2010 9:01:00 PM</td>
<td>12/27/2010 9:01:00 PM</td>
</tr>
<tr>
<td>Confirmed Award Letter Receipt</td>
<td>07/09/2010 7:20:31 PM</td>
<td></td>
</tr>
<tr>
<td>Submit Package Notification</td>
<td>06/30/2010 10:04:57 AM</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Notifications are only performed during an action or lack of action. Either of these will trigger a notification, however, not all notifications require an email or a phone call placed to the student. Some notifications are simply place holders for Global’s administration. Notification requirements are client specific per the client’s request of Global’s desired level of service.
**DEMOGRAPHICS**

The Demographics link is a collection of student information. However, there are two (2) important features under this function that are covered on the following pages.

The **Student Information** section contains many of the fields listed in the initial search screen, however, it also includes the additions of program of study, enrollment status, original start date, expected grad date, and repack date.

---

**Student Details**

Application Status  | Notifications | Demographics
Student Password Recovery

If a student has lost his/her password this link enables the administrator to send directly to the student a new password (by selecting the Send Password button in upper right of screen) that is simply a random selection of numbers, letters and signs. This feature enables the user to quickly get the student access back to the site to complete the process. Shown at bottom is an image of the conformation message prompt once the Send Password button has been selected. To proceed select <OK> or <Cancel> to negate the action.

![Student Information]

A system-generated password will be created and sent to the student's email address. Any existing password will be overwritten. Do you wish to continue?
**Change Demographic Information**

The Demographics link also allows the user to change demographic information for the student as illustrated in the lower section of the image above. The demographic information can be populated automatically through an institution sent extract, or it can be done manually from this site, SAINT Director or a combination of the two.

Typically schools will choose to use the extract to populate the demographics page. Once changes have been made to the Demographics page the administrator will select the save changes button at the bottom of the page to save all changes that have been made.

![Demographic Information Form](image-url)
STUDENT ADMIN MENU

The Student Admin Menu shown allows the user to view programs/pay periods at the institution.

Note: The Student Upload feature is no longer implemented.

The Programs/Pay Periods link provides the user with a listing of all the programs at an institution. This list includes the program ID which is specific to Global administration along with the program code and name.

This feature also allows the user to view (by selecting the <View> link above) the Pay Period information for each individually selected program as shown below.

This screen will indicate the start and end date, months, weeks, hours and whether the start date corresponds with either a full or mini term.
Appendix

Additional Required Documents Verification

Required Documents

If you would like to print any of the Required Documents for your record, you may do so from this screen. The following documents must be completed in order to complete your awarding process. These documents were generated based on your ISIR as well as your awards. All documents must be completed in order to finalize your financial aid processing and Award Letter.

'S' = Student
'P' = Parent

Documents - View each document and follow instructions

<table>
<thead>
<tr>
<th>Status</th>
<th>Owner</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>S</td>
<td>Personal Data Sheet</td>
</tr>
<tr>
<td>✔️</td>
<td>S</td>
<td>Entrance Interview</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>Student Tax Transcript</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>Student - Food Stamps/SNAP</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>Household Size - Student</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>Child Support Paid - Student</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>Identity/Statement of Education Purposes</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>High School Completion Status</td>
</tr>
</tbody>
</table>
SAINT Student / Admin

**STUDENT TAX TRANSCRIPT**

**Student Tax Transcript**

Your 2013-2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says before awarding Federal Student Aid, we may ask you to confirm the information you (and your parent(s) or spouse, if applicable) reported on your FAFSA. To verify that your provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on your IRS Tax Transcript. If there are differences, your FAFSA information may need to be corrected.

You must request your 2012 IRS Tax Transcript and once received attached or fax using the fax coversheet to the designated number. To obtain the IRS tax return transcript, go to www.IRS.gov and click on "Order a Return or Account Transcript" link or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with IRS (normally this will be the address used when you filed your 2012 IRS Tax Return). It takes 5 – 10 days for the IRS information to be received and once you receive it either attach to your electronic file or print the fax coversheet and follow the instructions. If you are married and you and your spouse filed separate in 2012 tax returns, you must submit tax transcripts for both you and your spouse.

If you are unable to request your IRS Tax Return Transcript contact your college financial aid administrator to determine if there are other options available to you to attach or fax to satisfy the verification process.

Click the "Next" button to continue, the "Previous" button to go back to the previous screen or the "Finish Later" button to save your work on the document and return to the document list to work on another document.

---

**Student Tax Transcript**

Please choose one of the following two options. If you already have your tax transcript, you will be redirected back to the main form. If you do not have your tax transcript, select the 2nd choice.

- [I Already Have my Tax Transcript](#)
- [I do not have my Tax Transcript](#)
**Using Veri-Tax to Obtain Tax Transcript (If Profiled)**

### Student Tax Transcript

Our institution utilizes Veri-Tax which is a company that offers a method to electronically request your tax return transcript from the IRS. To use this service and request your tax return transcript electronically rather than contacting the IRS directly, please complete the form below. You will receive an email directing you on how to electronically sign the request from Veri-Tax.

1a. Name shown on tax return. If a joint return, enter the name shown first.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Initial</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1b. First social security number or employer identification number.

<table>
<thead>
<tr>
<th>SSN or EIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

2a. If a joint return, enter spouse’s name.

<table>
<thead>
<tr>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

2b. Second social security number or employer identification number.

<table>
<thead>
<tr>
<th>SSN or EIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

3. Current name, address (including apt., room, or suite no.), city, state and ZIP code.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Initial</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

4. Previous address shown on the last return filed if different from line 3.

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

5. Email address - used for electronic signature.

<table>
<thead>
<tr>
<th>Email Address 1</th>
<th>Email Address 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continue With E-Signature

Finish Later   Prev   Cancel E-Signature
SNAP WORKSHEET

SNAP Worksheet - Supplemental Nutrition Assistance Program
(also referred to as Food Stamps)

Your Application has been selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm information you (and your parent or spouse, if applicable) reported on your FAFSA (Free Application for Federal Student Aid). You will need to answer the question related to you or someone in your household receiving SNAP.

Did you or anyone in your household receive SNAP in 2011 or 2012 (please select the appropriate response below):

- [ ] Yes
- [x] No

I understand that if I mark “Yes”, my school may require me to provide documentation that I or someone in my household received SNAP.

By clicking the Checkbox below you are attesting to the accuracy of the information entered on this form.

- [ ] I Attest

Click the "Next" button to continue, the "Previous" button to go back to the previous screen or the "Finish Later" button to save your work on the document and return to the document list to work on another document.
### Household Size

**Household Size - Student**

Your application has been selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm information you (and your parent or spouse, if applicable) reported on your FAFSA (Free Application for Federal Student Aid). The people in the household should be listed on the document and include the name of any post secondary educational institution that any member of the household is attending. Except in the case of a dependent student and your parent is attending college.

**Please add the people in your household below and include:**

- Your spouse, if you are married

  "Your children, if any, if you will provide more than half of their support from July 1, 2013, through June 30, 2014, or if the child would be required to provide your information if they were completing a FAFSA for 2013-2014. Include children who meet either of these standards, even if they do not live with you.

- Other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2014

**Please do not add yourself as you are already listed**

Click the "Add" button to add another family member. Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2013 and June 30, 2014

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSITY</td>
<td>TESTGUY, JORD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSITY</td>
<td>TESTGUY, JORD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

[Add button]
Please enter the details for the Family Member below. Click the "Save" button to continue, or the "Cancel" button to cancel editing this member.

First Name: 

Last Name: 

Age: 

Relation: 

SPOUSE 

Relationship: 

If this person is attending college, type the name of the college they are attending. 

Will be Enrolled at least half time? (Yes/No). 

Save  Cancel 

---

Household Size - Attestation

You must attest to the accuracy of the information provided while completing this document. Please read and make sure you understand the statements below. If you do not understand, click the "Finish Later" button and contact the Financial Aid Administration at the college for assistance. After you have checked the "Attestation Checkbox", click the "Next" button to continue.

By clicking the Checkbox below you are attesting to the accuracy of the information you provided while completing this form.

Warning: If you purposely gave false or misleading information while completing this form, you may be fined, sentenced to jail, or both.

☑ I Attest

Click the "Next" button to continue, the "Previous" button to go back to the previous screen or the "Finish Later" button to save your work on the document and return to the document list to work on another document.

Finish Later  Prev  Next
**CHILD SUPPORT PAID**

Your application has been selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm information you (and your parent or spouse, if applicable) reported on your FAFSA (Free Application for Federal Student Aid). You will need to answer the question related to payment of child support and complete the information requested.
Proof of Identity / Statement of Educational Purpose

Your Application has been selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm information you (and your parent or spouse, if applicable) reported on your FAFSA (Free Application for Federal Student Aid). To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this form and other documentation collected.

This document will need to be printed and taken to a notary along with one of the following documents:

Download Document

Copy of valid government issued photo identification, such as but not limited to
- Driver’s license;
- State issued identification (non-driver’s license);
- Passport

Notaries may be located in your local area at a bank, real-estate office, library, etc. You may locate these officials in your area and have them complete the notary section of this form.

Once you have this form notarized you may attach or fax using the fax coversheet to complete your electronic file; however, the original must be mailed to the attention of the Financial Aid Office at your school.

Your financial aid file cannot be completed for awarding and disbursements until the original document with the wet signatures are received by your college. You may complete your electronic file with the attached or faxed copy and submit for the review process; however, your file will remain at an incomplete status until the college receives the original document.

Finish Later
PROOF OF HIGH SCHOOL COMPLETION OR RECOGNIZED EQUIVALENT

Proof of High School Completion or Recognized Equivalent

Your application has been selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm information you (and your parent or spouse, if applicable) reported on your FAFSA (Free Application for Federal Student Aid). You will need to provide one of the documents listed below by attaching or faxing.

Select one of the following:
- High School Diploma
- High School Transcript with the date of completion
- General Education Development (GED) Certificate
- Homeschool Transcript (signed)
- Other

By clicking the Checkbox below you are attesting to the accuracy of the information entered on this form.

☐ I Attest

Click the "Next" button to continue, the "Previous" button to go back to the previous screen or the "Finish Later" button to save your work on the document and return to the document list to work on another document.

Finish Later

Prev Next
STUDENT NON-TAX FILER (NO INCOME REPORTED)

Student Non Tax Filer

Your 2013-2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. The law says before awarding Federal Student Aid, we may ask you to confirm the information you (and your parent(s) or spouse, if applicable) reported on your FAFSA. To verify that you provided correct information, the financial administrator at your school will compare your FAFSA with the information provided on your electronic non-filer statement. If there are differences, your FAFSA information may need to be corrected.

- The student (and, if married, the student’s spouse) was not employed and had no income earned from work in 2012.

- The student (and/or the student’s spouse if married) was employed in 2012 and has listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is attached. Attach copies of all 2012 W-2 forms issued to you (and, if married, to your spouse) by employers. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and last 4 digits of your SSN at the top.

Non-Filer Statement
Please type any additional sources in the space(s) provided

<table>
<thead>
<tr>
<th>Sources of Untaxed Income</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source 1</td>
<td>Amount 1</td>
</tr>
<tr>
<td>Source 2</td>
<td>Amount 2</td>
</tr>
<tr>
<td>Source 3</td>
<td>Amount 3</td>
</tr>
</tbody>
</table>

Student Non Tax Filer - Attestation

You must attest to the accuracy of the information provided while completing this document. Please read and make sure you understand the statements below. If you do not understand, click the "Finish Later" button and contact the Financial Aid Administration at the college for assistance. After you have checked the "Attestation Checkbox", click the "Next" button to continue.

By clicking the Checkbox below you are attesting to the accuracy of the information you provided while completing this form.

Warning: If you purposely gave false or misleading information while completing this form, you may be fined, sentenced to jail, or both.

☐ I Attest

Click the "Next" button to continue, the "Previous" button to go back to the previous screen or the "Finish Later" button to save your work on the document and return to the document list to work on another document.

© Copyright Global Financial Aid Services, Inc.
SAINT Student / Admin

**STUDENT NON-TAX FILER (INCOME REPORTED)**

The student (and/or the student's spouse if married) was employed in 2012 and has listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is attached. Attach copies of all 2012 W-2 forms issued to you (and, if married, to your spouse) by employers. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and last 4-digits of your SSN at the top.

### Non-Filer Statement

Please type any additional sources in the space(s) provided

<table>
<thead>
<tr>
<th>Sources of Untaxed Income</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source 1: ABC CONSTRUCTION</td>
<td>Amount 1: 4000.00</td>
</tr>
<tr>
<td>Source 2</td>
<td>Amount 2: 0</td>
</tr>
<tr>
<td>Source 3</td>
<td>Amount 3: 0</td>
</tr>
</tbody>
</table>

**NOTE:** Do not report income such as Social Security Benefits, Welfare (including TANF), Food Stamps, WIC, Foster Care/Adoption Assistance Payments, or Rollover Pensions.

Click the "Next" button to continue, the "Previous" button to go back to the previous screen or the "Finish Later" button to save your work on the document and return to the document list to work on another document.

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<table>
<thead>
<tr>
<th>Number</th>
<th>Effective Date</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.0</td>
<td>10-6-09</td>
<td>Initial Release</td>
</tr>
<tr>
<td>9.0</td>
<td>7-11-10</td>
<td>Updated Copyright Protection, and reformatted Contents Page.</td>
</tr>
<tr>
<td>9.0</td>
<td>9-30-10</td>
<td>Revised manual to SSVIII specification.</td>
</tr>
<tr>
<td>15.0</td>
<td>4-21-14</td>
<td>Major revision - updated all material to reflect platforms current version and new appearance</td>
</tr>
</tbody>
</table>