

**WASHBURN INSTITUTE OF TECHNOLOGY**  
**FINANCIAL AID INFORMATION**  
**August 2011**

To apply for Federal financial aid, including Pell grants and student loans, for the 2011 – 2012 school year, complete a Free Application for Federal Student Aid (FAFSA) and submit it to the U.S. Department of Education.

**You must do this even if you received financial aid during a previous semester at Washburn Tech.**

Remember, if you are continuing in a previous program, you must have 90% attendance and at least a “C” grade average to be eligible for Federal financial aid.

Classes offered through the Continuing Education department, Practical Nursing pre-requisites, and EMT **are not eligible** for Federal financial aid.

Students must have a high school diploma or GED to apply for Federal financial aid.

You can complete the FAFSA using one of the options listed below:

1. Complete the **2011 – 2012** FAFSA on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Note: Please review the detailed information on the back of this letter to ensure you complete the entire financial aid application process.

OR

2. Complete the 2011 – 2012 FAFSA with assistance through the Financial Aid office at Washburn Tech. Please call (785) 228-6323 to schedule an appointment between April 4<sup>th</sup> and July 29<sup>th</sup>.

- You must pass the general entrance exam prior to scheduling an appointment.
- If interested in the Practical Nursing or Surgical Technology program, you must be accepted in the program prior to scheduling an appointment.
- If you do not contact the Financial Aid office to complete paperwork by July 29, 2011, you will be responsible for paying your balance due by August 1, 2011.
- **Students accepted into the LPN and Surgical Technology program must have their financial aid complete or pay balance in full by July 15, 2011.**
- If you complete the financial aid process after July 29<sup>th</sup> you may not receive your disbursement on the initially scheduled disbursement date.

The Financial Aid office is open Monday through Friday from 8:30am – 4:00pm. The phone number is (785) 228-6323.

It is the policy of Washburn Institute of Technology to assure equal education and employment opportunity to qualified individuals without regard to race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status or sexual orientation/gender identify or other factors prohibited by law. Direct questions or concerns to Ms. Carol Vogel, Equal Opportunity Director, Morgan Hall 380A, (785) 670-1509. ([carol.vogel@washburn.edu](mailto:carol.vogel@washburn.edu))

# WASHBURN INSTITUTE OF TECHNOLOGY

## FINANCIAL AID INFORMATION – Continued

Details for filing a FAFSA online:

- PIN (Personal Identification Number)
  - A PIN allows you to sign your FAFSA electronically so you do not have to mail a signature page to the U.S. Department of Education.
  - If you do not already have a PIN or have forgotten your previous PIN, you can go to [www.pin.ed.gov](http://www.pin.ed.gov) to request a new PIN.
  - If you are considered a dependent student according to the FAFSA, both you and your parent must have a PIN.
  
- Dependency status
  - If you answer “no” to every question in Step 3 on the FAFSA, you are considered a dependent student and must provide your parent(s) information.
    - This is true even if you do not live with your parent(s).
  
- School code
  - The school code for Washburn Institute of Technology is 010689. It will appear as Washburn University – Topeka.
  
- If you have questions while completing your FAFSA online, you may contact the FAFSA help desk at 800-4FEDAID or the Washburn Tech Financial Aid office at (785) 228-6323.
  
- Contact the Financial Aid office at Washburn Tech between April 4<sup>th</sup> and July 29<sup>th</sup> to schedule an appointment to review your eligibility and complete required paperwork.
  - Please allow at least one week for the results of your online FAFSA to be sent to Washburn Tech.
  - You must pass the general entrance exam prior to scheduling an appointment.
  - If interested in the Practical Nursing or Surgical Technology program, you must be accepted in the program prior to scheduling an appointment.
  - If you complete the financial aid process after July 29<sup>th</sup> you may not receive your disbursement on the initially scheduled disbursement date.
  
- If you do not contact the Financial Aid office to complete final paperwork by July 29, 2011, you will be responsible for paying your balance due by August 1, 2011.
  
- **Students accepted into the LPN and Surgical Technology program must have their financial aid complete or pay balance in full by July 15, 2011.**