

PORTSMOUTH BEAUTY SCHOOL, INC.
DBA PORTSMOUTH BEAUTY SCHOOL OF HAIR DESIGN

FINANCIAL AID APPLICANT'S PROCEDURES & PROCESSES
FDSL – FEDERAL DIRECT STUDENT LOANS VIA THE US DEPARTMENT OF EDUCATION

IF INTERESTED IN APPLYING FOR FINANCIAL ASSISTANCE TO ATTEND THE COSMETOLOGY PROGRAM PLEASE COMPLETE THE FOLLOWING STEPS TO ENSURE A SMOOTH PROCESS.

- 1) COMPLETE THE **FAFSA (FREE APPLICATION FOR FEDERAL STUDENT AID)**.
 - A) WWW.FAFSA.ED.GOV.
 - I) THE APPLICANT'S, AS WELL AS THE APPLICANT'S PARENTAL, TAX INFORMATION WILL BE NEEDED TO COMPLETE THE FAFSA. IF COMPLETING THE 2010-2011 FAFSA (APPLYING TO ENROLL IN SCHOOL AFTER JULY 1, 2010) YOU MAY USE 2009 TAX INFORMATION. IF COMPLETING THE 2009-2010 FAFSA (APPLYING TO ENROLL BEFORE JULY 1, 2010) YOU MAY USE 2008 TAX INFORMATION.
 - B) WHEN YOU ARE NEAR COMPLETING THE APPLICATION, YOU WILL BE ASKED FOR THE "SCHOOL CODE" OF THE SCHOOL THAT YOU WISH TO ATTEND.
 - I) PORTSMOUTH BEAUTY SCHOOL'S "SCHOOL CODE" IS: **013558**.
- 2) **INSTITUTIONAL STUDENT INFORMATION REPORT**
 - A) COMPLETION OF THE FAFSA WILL PRODUCE AN **ISIR** WHICH WILL BE SENT ELECTRONICALLY TO THIS SCHOOL, AND WILL ALLOW THE FINANCIAL AID OFFICER TO PRODUCE AN INDIVIDUALIZED FINANCIAL AID AWARD LETTER FOR THE APPLICANT; THIS FAA LETTER WILL EXPLAIN WHAT AID IS AVAILABLE TO THAT APPLICANT IN THE FORMS OF LOANS, GRANTS, SCHOLARSHIPS, ETC. THE AMOUNTS NOTED ON THE FAA ARE GROSS AMOUNTS AND DO NOT INCLUDE FEES TAKEN FROM THE LENDER.
- 3) **FA DISCLOSURE FORM (MAILED TO YOU FROM PBS, INC. FA DIRECTOR, OR FOUND ON OUR WEBSITE)**
 - A) PLEASE READ THIS FORM, SIGN & RETURN TO THE SCHOOL'S FA OFFICE.
 - B) ANY QUESTIONS SHOULD BE ADDRESSED DIRECTLY TO OUR DIRECTOR PLEASE.
- 4) **FINANCIAL AID ONLINE STUDENT LOAN ENTRANCE COUNSELING**
 - A) THIS PROCESS IS MANDATORY, AND MUST BE COMPLETED BY THE APPLICANT (STUDENT – STAFFORD LOAN & PARENT – PLUS LOAN) THROUGH AN ON-LINE/ELECTRONIC PROCESS.
 - B) COMPLETE AN ENTRANCE LOAN COUNSELING ON-LINE AT THE DEPARTMENT'S WEBSITE [HTTPS://WWW.DL.ED.GOV/BORROWER/BORROWERWELCOME.PAGE.JSP](https://www.dl.ed.gov/borrower/borrowerwelcomepage.jsp)
 - I) CENTER PAGE, RIGHT – "ENTRANCE & EXIT COUNSELING" CLICK ON "GO"
 - II) FOLLOW DIRECTIONS FOR ENTRANCE COUNSELING APPROXIMATELY 20-30 MINUTES TO COMPLETE.
 - C) THE FINANCIAL AID ADMINISTRATOR WILL BE NOTIFIED ELECTRONICALLY UPON COMPLETION.
- 5) **USDOE DIRECT LENDING OF STAFFORD & PLUS (PARENTAL LOAN FOR UNDERGRADUATE STUDENTS) LOANS (FDSL PROGRAM)**
 - A) PLEASE GO TO: [HTTPS://DLENOTE.ED.GOV/EMPN/INDEX.JSP](https://dlenote.ed.gov/empn/index.jsp)
 - B) COMPLETE A STAFFORD LOAN &/OR PLUS MASTER PROMISSORY NOTE ON-LINE.
 - C) THE FINANCIAL AID ADMINISTRATOR WILL BE NOTIFIED ELECTRONICALLY UPON COMPLETION.
- 6) **PRIVATE LOANS/ALTERNATIVE LOANS**
 - A) INQUIRE WITH THE FINANCIAL AID ADMINISTRATOR.

UPDATED 03/08/2010