STATE GRANT FORM
USER GUIDE
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Introduction

The Pennsylvania State Grant Form (SGF) is an online interactive application for the State Grant Program. It is designed to collect state-specific information that is not collected on the Free Application for Federal Student Aid (FAFSA®) and to expedite processing of this information. In general, this form is not needed for renewal applicants.

Students have two ways to access the State Grant Form.

- From a link on the FAFSA on the Web (FOTW®) Confirmation page. Refer to the From the FAFSA on the Web (FOTW) Application section of this document for more information.
- From a link on the Grants public website, www.pheaa.org. This website is also referred to as the student or consumer portal. Refer to the From the PHEAA Website section of this document for more information.

Students are directed to the Getting Started page, where they can create an account or log in if they already have an account.
Accessing the Pennsylvania State Grant Form

Follow the steps described in the following sections to access the State Grant Form from the FAFSA on the Web application or from the PHEAA website.

**From the FAFSA on the Web (FOTW) Application**

1. Click the **Start your state application to apply for Pennsylvania state-based financial aid** link at the bottom of the screen. Refer to the **Getting Started** section of this document for step-by-step instructions for completing the State Grant Form.
From the PHEAA Website

1. Enter the following URL in a Web browser: www.pheaa.org.

The PHEAA home page displays.

2. Click Funding Opportunities, State Grant Program and then Apply/Renew.

OR

Click Sign In at the top corner of the screen.
The Pennsylvania State Grant Program: Apply/Renew page displays.

3. Click **Get Started Now** under **Step 2** of the instructions.
Getting Started

From the Getting Started page, students can create an account or log in if they already have an account.

The Getting Started window provides the student with information needed to complete the application. Click the pa529.com link or the paable.gov link to access a copy of a recent account statement for the college savings program. Click the free download link to download the latest version of Adobe Reader, which is required for viewing and printing the State Grant Form.

1. Click the Print this page link to may print this page.

2. Click the Continue button.
The **Account Access Sign In** page displays.

3. In the **Username** field, enter the user name.

4. In the **Password** field, enter the user’s password.

5. Click the **Sign In** button.
The **Account Access** page displays with a security question.

Use this page to answer the security question and determine whether to opt out of the security question in the future.

**NOTE:** This page displays if the user has not opted to have the computer remembered.

6. Enter the response to the security question. *This field is required.*

7. Click **Yes (recommended for home computers)** to remember the computer to avoid answering security questions for each login or **No** to not remember this computer. *This field is required.*

   **NOTE:** Security questions are required when the user forgets the password and it needs to be reset.

8. Click the **Continue >>** button.
The **Please Verify Your Contact Information** page displays.
9. The Country field displays United States (or a U.S. Territory). Click List Other Countries to select another country from a drop-down list if needed. This field is required.

10. In the Street Address fields, update one or two lines of the permanent street address. The first line of the street address is required.

11. In the City/Town field, update the name of the city or town. This field is required.

12. In the State/Region field, select the state or region from the drop-down arrow. This field is required.

13. In the ZIP/Postal Code field, update the ZIP or postal code for the permanent address. This field is required.

14. In the Primary Phone field, update the primary phone number. This field is required.

15. The Account Recovery Settings and Primary Account Email section displays the primary email and security questions for the account. Click Change Email to change the email address on the account or click Change Security Questions & Answers to change the security questions and answers.

16. Click The Above Information is Correct after any changes are made.

**NOTE:** Click Remind Me Later to verify the demographic and account recovery and email information later.
The **Pennsylvania State Grant Form – State Grant Form Selection** page displays.

**NOTE:** This page only displays if more than one State Grant Form is available to be completed for different academic years. For example, the 2019-20 State Grant Form and the 2020-21 State Grant Form may be displayed to the student prior to April 1, 2020.

17. Click the **Continue >>** button under the desired academic year for the State Grant Form. This example uses the 2019-20 State Grant Form.
The **Provide Information** page of the Pennsylvania State Grant Form displays.

The first page of the Pennsylvania State Grant Form is used by the student to enter personal demographic, high school, and college information.
Student Information

The student’s personal information is captured from the FAFSA application. The student’s financial status, independent or dependent, will determine which questions are required for the Pennsylvania State Grant.

1. In the Student Information section, verify the personal demographic information that was provided by the FAFSA application.

2. For assistance in correcting personal information, click the Some of my information is incorrect link next to the question mark icon.

3. In the Email Address field, enter the email address to be used for receiving grant information. This field is required.

4. In the Confirm Email Address field, retype the email address as entered in the Email Address field. This field is required.

   NOTE: The email address must be retyped to confirm it instead of it being copied and pasted in this field.

5. Continue on this screen to the questions pertaining to military service and residency.
6. Answer the **Are you a veteran of the U.S. Armed Forces?** question. Select **Yes** or **No**, indicating whether the student is a veteran. *This field is required.* For assistance, click the **Help me decide** link.

7. Answer the **In what state is your true, fixed, and permanent home?** question. Click the drop-down arrow to select the state where the student permanently resides. *This field is required.* For assistance, click the **I'm not sure** link.

8. Answer the **What month/year did you begin living in the state above?** question. Enter the two-digit month and four-digit year when the student began permanent residence in the state listed above. *This field is required.*

9. Answer the **What state issued your Driver's License or State-Issued ID?** question. Click the drop-down arrow to select the appropriate state where the student’s license or ID was issued. *This field is required.*

**NOTE:** For dependent students, the following is also required:

10. Answer the **In what state is your parents’ true, fixed, and permanent home?** question. Click the down arrow to select the appropriate state where the parents permanently reside. *This field is required.* For a description of the question, click the **I'm not sure** link.
11. Answer the **What month/year did your parents begin living in the state above?** question. Enter the month and year when the parents began living in the state entered above. *This field is required.*

**NOTE:** For married independent students or veterans, the following is also required:

![Social Security Number Input](image)

12. In the **Spouse's Social Security #** field, enter the Social Security number of the student’s spouse. Click the **My spouse doesn’t have an SSN** link if the spouse does not have a Social Security number. *This field is required.*

13. If the student is no longer married, check the **I’m no longer married** box below and leave the **Spouse’s Social Security #** field blank.

14. Continue with the **High School** and **College** sections.

![High School and College Sections](image)

The **High School** section requests information pertaining to type of diploma, graduation date, location and name of the high school from which the student graduated or will graduate.
15. In the **My diploma was or will be through** field, select the type of diploma the student has or will receive. *This field is required.* For more information about types of diplomas, click the **Help me decide** link. This example uses **An American High School Diploma**.

16. In the **Month/Year of Graduation** field, enter the two-digit month and four-digit year the student has or will graduate from high school. *This field is required.*

17. In the **High School State** field, click the drop-down arrow to select the state where the student’s high school is located. *This field is required.*

18. In the **High School** field, click the drop-down arrow to select the name of the student’s high school. If the high school’s name is not listed, select **Not Listed** from the drop-down arrow. *This field is required.*

**NOTE:** Items that appear for completion in the **High School** section are contingent on the type of diploma selected. The example shown in the screen above depicts what displays when **An American High School Diploma** is selected for **My diploma was or will be through**. Refer to **Appendix A – Other Types of Diplomas** for examples of the views that appear when the other types of diplomas are selected, including home school options.

When **Not Listed** is selected, the **School Name** and **School City** fields display.

19. In the **School Name** field, enter the name of the student’s high school. *This is required.*

20. In the **School City** field, enter the name of the city where the high school is located. *This is required.*
The **College** section is used to enter information pertaining to the college location, college name, the student’s program of study and the student’s enrollment status. For additional examples of college fields, refer to **Appendix B – Other College Fields** at the end of this document.

The **Most Likely to Attend** field displays the student’s first choice of college from the FAFSA application, if available. *This field is required.* For assistance on college choice, click the **I’m not sure** link.

21. Click the **Change College** button to select a different choice for college.

The **College** section redisplays with the **College State** and new **Most Likely to Attend** fields.

22. In the **College State** field, click the down arrow to select the state where the student’s current choice of college is located. *This field is required.*

23. In the **Most Likely to Attend** field, click the drop-down arrow to select the current choice of college. *This field is required.*

24. In the **Program of Study** field, click the drop-down arrow to select the student’s intended program of study. *This field is required.*

25. In the **Enrollment Status** field, click the drop-down arrow to select the student’s anticipated enrollment status while attending the college. *This field is required.* For more information about enrollment status, click the **Help me decide** link.
When **Not Listed** is selected, the **College Name** and **College City** fields display.

26. In the **College Name** field, enter the name of the college. *This field is required.*

27. In the **College City** field, enter the name of the city where the college is located. *This field is required.*

28. In the **Enrollment Status** field, click the drop-down arrow to select the student’s anticipated enrollment status while attending the college. *This field is required.* For more information about enrollment status, click the **Help me decide** link.

29. Click the **Continue >>** button.

**NOTE:** The student can click the **Exit Application** button to leave the application at any time; however, information entered during the session will be lost. If any required information is missing when the student clicks the **Continue>>** button, the screen redispays the application with a list of errors at the top.
The **Student Living Situation** window displays. If the student is dependent, **Living With Spouse** is not an option.

The Grant system uses this information to verify whose financial information is required versus whose information was supplied. The response to this question may also be used to collect additional information from dependent students who have extenuating circumstances and who do not normally live with their parents.

1. In the **I am best described as**: list, select the living situation that best describes the student. For more information about the living situation, click the first **Help me decide** link. For more information about the **In the Care Of A Person/Appointed Entity** option, click the second **Help me decide** link. *This section is required.*

2. Click the **Continue >>** button.
**Student Employment Status**

The **Student Employment Status** window displays if the student is independent.

1. In the **I am currently** list, select the employment status of the student. *This section is required.*

2. Click the **Continue >>** button.
If the student is married and had entered a spouse’s Social Security number, the student must also enter the spouse’s employment.

3. In the **My spouse is currently** list, select the employment status of the spouse. *This section is required if it is displayed.*

4. Click the **Continue >>** button.
**Parent Employment Status**

The **Parent Employment Status** window displays if the student is a dependent.

1. In the **Employment Status of Father/Stepparent/Parent 1** list, select the employment status of the student’s father, stepparent or first parent on the application. *This section is required.*

2. In the **Employment Status of Mother/Stepparent/Parent 2** field, select the employment status of the student’s mother, stepparent or second parent. *This section is required.*

3. Click the **Continue >>** button.
**Student Savings Programs**

The **Student Savings Programs** window displays.

1. Select **Yes** or **No** to indicate whether the student or parents have a savings account through a PA 529 or PA ABLE Savings Program.

2. Click the **Continue >>** button if **No** is selected.
When **Yes** is selected, an additional question displays.

3. Select **Yes** or **No** to indicate whether the amount of any PA 529 or PA ABLE Savings Program contributions were reported on the FAFSA.

4. Click the **Continue >>** button if **No** is selected.

If **Yes** is selected, the dollar field displays to enter the value of the PA 529 or PA ABLE Savings Program.

5. In the dollar field, enter the whole dollar amount of the value of the PA 529 or PA ABLE Savings Program. For details about where this amount can be found, click the **Where can I find this amount?** link.

6. Click the **Continue >>** button.
Verify Information

The Verify Information window displays.

The top of the screen displays the Student Information.
The student is asked to verify entered data, agree to receive **PA Forward Student Loan Information** and agree to the **Rights and Responsibilities Certification Document** at the bottom of the screen and submit the application.

1. Click the **Edit** link in the right corner of any section to make changes to the data for that section if necessary.

2. Under the **PA Forward Student Loan Information** section and check the statement that the student agrees to receive PA Forward marketing materials.

3. Click the **View Rights and Responsibilities** button. If unable to open the Rights and Responsibilities, click the **Can't open document?** link. Adobe Acrobat must be installed in order to open the document.
The **Rights and Responsibilities Certification Document** displays in a new tab.

![Image of Rights and Responsibilities Certification Document]

This document may be printed or saved as needed.

4. Scroll to read the document.

5. Close the tab for the document in the web browser to return to the State Grant Form.
The **Verify Information** screen redisplay. The screen example below displays only the **Rights and Responsibilities** section.

6. Under the **Rights and Responsibilities** section, check *I have read and agree to the Rights and Responsibilities of this application.*

7. Click the **Submit My Info >>** button. Refer to the **Confirmation** section for the next steps.

**NOTE:** The student will not be able to return to the application to complete items once the application is submitted.
Confirmation

If the student connected to the State Grant Form through the FAFSA on the Web or if PHEAA has a State Grant record for the student and has verified that the FAFSA is appropriately signed, the Confirmation page displays the message that the State Grant Form was successfully submitted.

The student is not required to sign the form and return it to PHEAA.

1. Click the Print PA State Grant Form for your records button to open and print the State Grant Form.
The **Open** or **Save** prompt displays.

2. Click **Open**.
The Pennsylvania State Grant Form displays as a PDF document.

3. Print or save the form.

4. Click the X at the top of the PDF to close it.
The **Confirmation** window redisplay.

5. At the bottom of the **Confirmation** window, click the **Exit Application** button.

**NOTE:** The **Complete Your 20XX-XX State Grant Form** button may display if another State Grant Form is available to be completed or has been completed and signatures have not yet been received. Click this button to complete another State Grant Form.
The **Have you completed the actions you need to take now?** message is displayed.

6. Click the **Yes, exit the application** button to sign out of the Pennsylvania State Grant Form and Account Access. Or, click the **No, return to application** button to return to the Pennsylvania State Grant Form application.
Confirmation - Need Signature

An alternate Confirmation window displays with information on further actions the student needs to take in cases where PHEAA has a State Grant record but does not have the appropriate FAFSA signatures on file. This example displays the information about viewing and printing the signature page.

1. Under the Actions You Need To Take Now section, click the View/Print - PA State Grant Signature Page button to view and print the PA State Grant Form.
The Open or Save prompt displays.

2. Click Open.
The Pennsylvania State Grant Form displays as a PDF document.

The **Statement of Certification and Authorization** on the first page of the form contains the lines for the student’s signature and the parent’s signature, if the student is a dependent. A parent signature is required for dependent students.
The second page of the form contains the summary of the student’s information. This summary information may vary depending on whether the student is independent or dependent.

3. Print the PDF and sign the **Statement of Certification and Authorization** where indicated. The signature page of the form is to be mailed to the agency at the address indicated on that page.

4. Click the X at the top of the PDF to close it.
The **Confirmation** window redisplay.

5. At the bottom of the **Confirmation** window, click the **Exit Application** button.

**NOTE:** The **Complete Your 20XX-XX State Grant Form** button may display if another State Grant Form is available to be completed or has been completed and signatures have not yet been received. Click this button to complete another State Grant Form.
The **Have you completed the actions you need to take now?** message displays.

6. Click the **Yes, exit the application** button to sign out of the Pennsylvania State Grant Form and Account Access. Or, click the **No, return to application** button to return to the Pennsylvania State Grant Form application.
Returning to the Application

If a student previously submitted a State Grant application, has not returned the signature form and has not returned to the FAFSA on the Web to provide the appropriate signatures, they will receive a reminder email or letter to return to the State Grant web application to read and agree to the Rights and Responsibilities.

On the State Grant web application, the student is prompted to select the application year. The Rights and Responsibilities screen displays with the message to finish the State Grant application.

The top of the screen displays a message that the student must agree to the latest Rights and Responsibilities to finish the application process.

1. Click the View Rights and Responsibilities button. If unable to open the Rights and Responsibilities, click the Can't open document? link. Adobe Acrobat must be installed in order to open the document.
The **Rights and Responsibilities Certification Document** displays in a new tab.

This document may be printed or saved as needed.

2. Scroll to read the document.

3. Close the tab for the document in the web browser to return to the State Grant Form.
The **Verify Information** screen redisplay. The screen example below displays only the **Rights and Responsibilities** section.

4. Under the **Rights and Responsibilities** section, check **I have read and agree to the Rights and Responsibilities of this application.**

5. Click the **Submit My Info >>** button.

   **NOTE:** The student will not be able to return to the application to complete items once the application is submitted.

If State Grant records indicate that the student signed the FAFSA, refer to the **Successfully Submitted** section in this document for more details. If signatures are still required to complete the student’s State Grant application, refer to the **Signatures Required** section in this document for more details.
Successfully Submitted

If the student successfully signed the FAFSA application, signatures are no longer required on the State Grant application. The Rights and Responsibilities screen displays with the message that the State Grant information was successfully submitted.

1. Click the Exit Application button to exit the application and website.

   NOTE: The Complete Your 20XX-XX State Grant Form button may display if another State Grant Form is available to be completed or has been completed and signatures have not yet been received. Click this button to complete another State Grant Form.
Signatures Required

If signature(s) are still required to complete the State Grant application, the **Confirmation** screen displays to print and save the signature page.

1. Under the **Actions You Need To Take Now** section, click the **View/Print - PA State Grant Signature Page** button to view and print the PA State Grant Signature Page.
The Open or Save prompt displays.

2. Click Open.
The Pennsylvania State Grant Form displays as a PDF document.

3. Print the PDF and sign the **Statement of Certification and Authorization** where indicated. The signature page of the form is to be mailed to the agency at the address indicated on that page.

4. Click the **X** at the top of the PDF to close it.
The **Confirmation** screen redisplay.

![Image of Confirmation screen](image-url)

5. At the bottom of the **Confirmation** window, click the **Exit Application** button.

**NOTE:** The **Complete Your 20XX-XX State Grant Form** button may display if another State Grant Form is available to be completed. Click this button to complete another State Grant Form.
The **Have you completed the actions you need to take now?** message is displayed.

6. Click the **Yes, exit the application** button to sign out of the Pennsylvania State Grant Form and Account Access. Or, click the **No, return to application** button to return to the Pennsylvania State Grant Form application.
Confirmation Email

When the application has been submitted successfully, a confirmation email is sent to the student to explain the processing time for the application and where to check the status of the application.

Public: 2019-20 PA State Grant Confirmation
StateGrantsandSpecialProgramsTest
To: Student

WHY WE ARE CONTACTING YOU
This email is to confirm that your 2019-20 PA State Grant information was successfully submitted using our online application. PHEAA will continue processing your application.

ACTIONS YOU NEED TO TAKE NOW
Return any correspondence from us requesting additional information.

WHAT HAPPENS NOW?

- PHEAA will determine eligibility based on financial information contained in your grant record for the appropriate academic year.
- Announcement of eligibility will begin in May 2019. PHEAA will send you an email regarding your eligibility around this time.
- If you need to make corrections, wait 3-5 days after completing the FAFSA to allow us to prepare your information. To make corrections to your enrollment, use the “Update School Information” link on your Pennsylvania State Grant Status in Account Access. For information on making other corrections, please visit “State Grant Program” on pheaa.org.
- If you would like to periodically check on the status of your grant eligibility, you may do so at any time through PHEAA’s secure sign in at http://www.pheaa.org/PA_State_Grant_information

Receipt of this communication and/or use of Account Access does not automatically qualify you for any financial aid or student grant award. AES/PHEAA and its affiliates reserve the right to invalidate your request for financial aid or student grant award which is not submitted properly. Any request and/or application which is submitted must first be reviewed and approved by AES/PHEAA and/or its affiliates before becoming effective.

*** Please do not reply to this email. This is an automated email generated from an unmonitored email account. If you have questions, direct them to granthelp@pheaa.org
Appendix A – Other Types of Diplomas

This appendix shows the views of the High School section that result when the type of diploma selected is other than a high school diploma.

GED Certificate

The Month/Year GED Received field displays when A General Education Equivalency Diploma is selected for My diploma was or will be through.

1. Enter the two-digit month and four-digit year the General Education Equivalency Diploma (GED) certificate was received. This field is required.

2. Continue processing the college information as needed.
Home Schooling

When Home Schooling is selected for My diploma was or will be through, only the Month/Year of Graduation field displays.

1. In the Month/Year of Graduation field, enter the two-digit month and four-digit year the student has or will graduate. This field is required.

   NOTE: If the graduation date is entered as 10/2014, a question displays to ask if the student graduated on 10/31/2014 to determine if the student is still eligible for the supervisor-issued diploma option. If the Month/Year of Graduation field is prior to 10/2014, the Supervisor Issued Diploma (PDE-6008; Act 196 of 2014) field does not display.

2. In the Home School Diploma Type section, select Home School Organization Issued Diploma if the student was issued a diploma through a home school organization. Select Supervisor Issued Diploma (PDE-6008; Act 196 of 2014) if the student possesses a supervisor-issued diploma obtained after October 31, 2014 as a result of Act 196. This field is required. Click the Help me decide link for a description of the Supervisor Issued Diploma.

   NOTE: If the Supervisor Issued Diploma (PDE-6008; Act 196 of 2014) is selected, the user continues processing with the College section. If the Home School Organization Issued Diploma was selected, the Home School Organization field displays.
3. In the **Home School Organization** field, click the drop-down arrow to select the name of the student’s Home School Organization. Select **Not Listed** if the home school organization is not listed. *This field is required.*
When **Not Listed** is selected, the **Home School Name** field displays.

4. In the **Home School Name** field, enter the name of the student’s Home School Organization. *This field is required.*

5. Continue processing the college information as needed.
Department of Defense High School

When a Department of Defense High School is selected for My diploma was or will be through, only the Month/Year of Graduation field displays.

1. In the Month/Year of Graduation field, enter the two-digit month and four-digit year the student has or will graduate. This field is required.

2. Continue processing the college information as needed.
Other Diploma

Additional fields display when Other is selected for My diplomas was or will be through.

1. For a description on when to select Other, click the Help me decide link.

2. In the School Name field, enter the name of the school where the student was enrolled. This field is required.

3. In the School City field, enter the name of the municipality where the school is located. This field is required.

4. Continue processing the college information as needed.
Appendix B – Other College Fields

No College Listed

If the college selected on the FAFSA is not on the PHEAA system, a college is not listed in the Most Likely to Attend field on the State Grant Form.

1. Click the Change College button.

The College section redisplayes with the College State and Most Likely to Attend fields.

2. In the College State field, click the drop-down arrow to select the state where the student’s current choice of college is located. This field is required.

3. In the Most Likely to Attend field, click the drop-down arrow to select the current choice of college. This field is required.

4. In the Program of Study field, click the drop-down arrow to select the student’s intended program of study. This field is required.

5. In the Enrollment Status field, click the drop-down arrow to select the student’s anticipated enrollment status while attending the college. This field is required. For more information about enrollment status, click the Help me decide link.
6. Click the **Continue >>** button when all of the required fields are completed.

**NOTE:** The fields may vary depending on the type of college selected. See the next example for nursing schools.
1. In the **College State** field, click the drop-down arrow to select the state where the student’s current choice of college is located. *This field is required.*

2. In the **Most Likely to Attend** field, click the drop-down arrow to select the current choice of college. This example uses a nursing school. *This field is required.*

3. In the **Program of Study** field, click the drop-down arrow to select the student’s intended program of study. *This field is required.*

4. In the **Enrollment Status** field, click the drop-down arrow to select the student’s anticipated enrollment status while attending the college. *This field is required.* For more information about enrollment status, click the **Help me decide** link.

5. In the **Class Level** field, click the drop-down arrow to select the student’s class level at the Hospital School of Nursing. *This field is required.*

6. Click the **Continue >>** button at the bottom of the screen when all of the required fields are completed.
1. In the **College State** field, click the drop-down arrow to select the state where the student’s current choice of college is located. *This field is required.*

2. In the **Most Likely to Attend** field, click the drop-down arrow to select the current choice of college. This example uses a nursing school. *This field is required.*

3. In the **Enrollment Status** field, click the drop-down arrow to select the student’s anticipated enrollment status while attending the college. *This field is required.* For more information about enrollment status, click the **Help me decide** link.

4. In the **Class Level** field, click the drop-down arrow to select the student’s class level at the school. *This field is required.*

5. Click the **Continue >>** button at the bottom of the screen when all of the required fields are completed.
Created in 1963 by the Pennsylvania General Assembly, the Pennsylvania Higher Education Assistance Agency (PHEAA) has evolved into one of the nation’s leading student aid organizations. Today, PHEAA is a national provider of student financial aid services, serving millions of students and thousands of schools through its loan guaranty, loan servicing, grant administration, outreach, and other student aid programs.

PHEAA’s earnings are used to support its public service mission and to pay its operating costs, including the administration of the Pennsylvania State Grant and other state-funded student aid programs. PHEAA continues to devote its energy, resources and imagination to developing innovative ways to ease the financial burden of higher education for students, families, schools, and taxpayers.

PHEAA conducts its student loan servicing activities nationally as FedLoan Servicing and American Education Services (AES). For more information, visit PHEAA.org.

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PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY
1200 North Seventh Street, Harrisburg, PA 17102-1444 . Phone: 800-692-7392

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