Virtual Financial Aid Office Interview

Instructions for filling out the John Paul the Great Catholic University Federal Financial Aid application

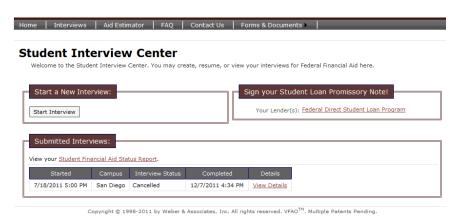
1. Go to https://jpcatholic.vfao.com .



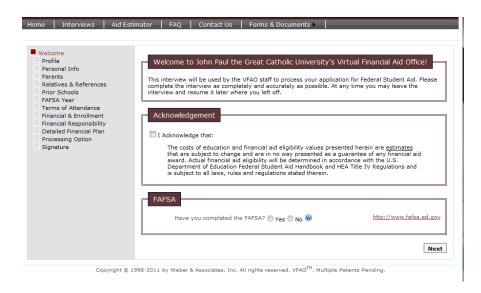
2. You will be greeted by a welcome page; the first thing you need to do is <u>Register</u> – it will guide you through the <u>Name</u> & <u>Account Set Up Process</u>. Set up your user name, password, etc.



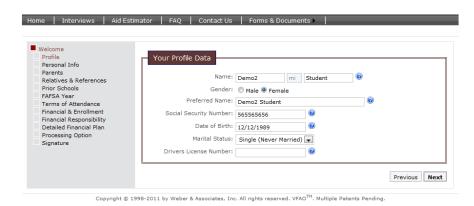
3. After setting up your account, go to <u>Interviews</u>. (Note: If you cannot finish the interview you may log out and resume the interview at a later time. Just log back in and click on the link. Your information will be saved to the last completed level.) This screenshot displays the "Interview" landing page.



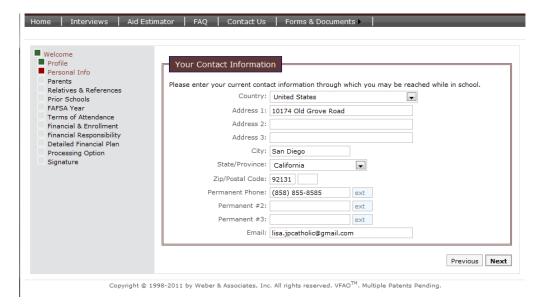
4. The first page will <u>Welcome</u> you and ask for an <u>Acknowledgement</u> – you will need to read and then check this box. The next question will be about your FAFSA – check yes if you have completed it. If you have not completed it you will need to do so in order to continue with the VFAO. The FAFSA link is there for your convenience.



5. Fill in Profile – answer the guestions that are on the screen.



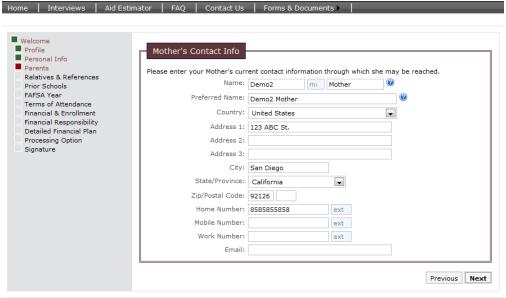
6. <u>Contact Information</u> – fill in the requested information.



7. Parents Information – fill in the requested information for Mother & Father.

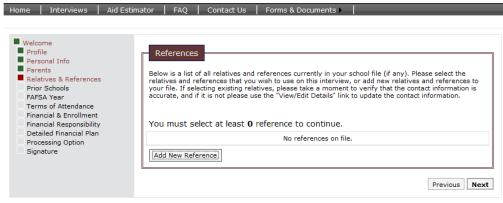


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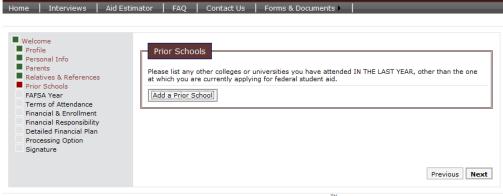
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8. <u>References</u> – add any necessary references and their information. (Note: If something is missing you will be prompted by questions in red lettering to change or correct this information.)



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9. <u>Prior Schools</u> – fill in any appropriate answer. If you have not attended another university, you will just go to the next section.



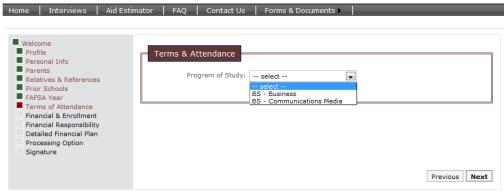
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10. <u>FAFSA Year</u> – Click the appropriate year. This will correspond with the FAFSA information that you are providing; if you completed the 2012-2013 FAFSA, that is the award year you would complete here.



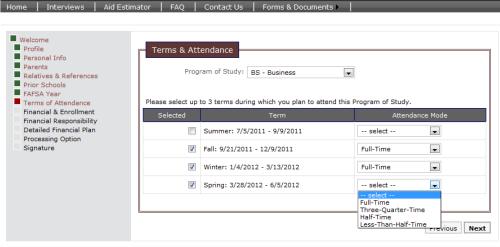
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11. Program of Study & Terms & Attendance – Select appropriate major.



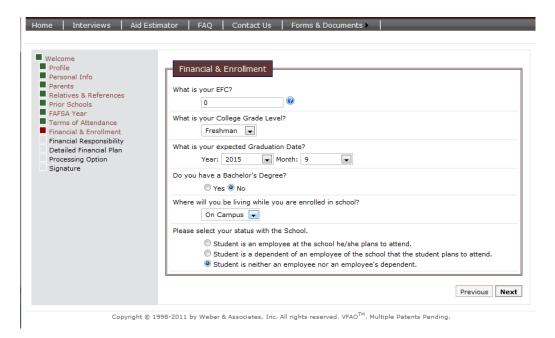
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For Terms check *up to three quarters* that you will be attending and if it is full time or part time (full time is 12 credits or more, ¾ time is 9-11 credits, and half time is 6-8 credits). You will need to complete a new interview for a fourth quarter to have your aid calculated.

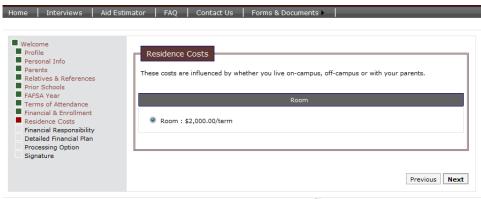


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12. Financial Aid and Enrollment – answer the questions listed. Your EFC is found on your FAFSA output document.

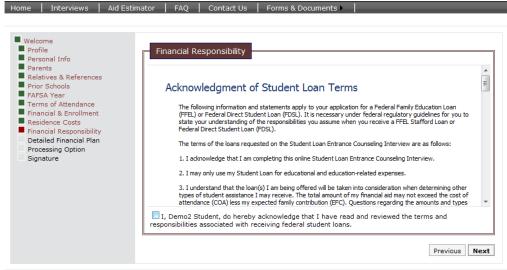


13. <u>Residence Costs</u> – this screen will only appear if you listed yourself as living "On Campus". Those who listed "With Parents" will not have this screen appear.



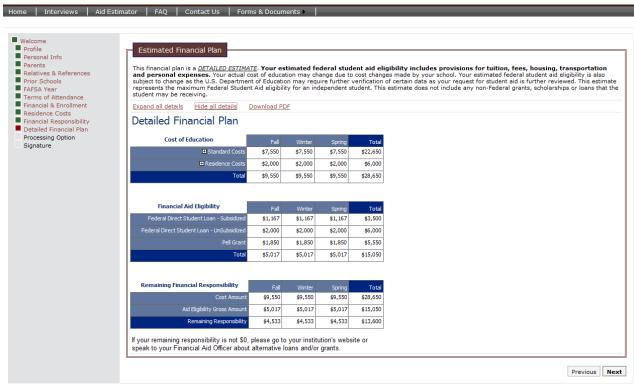
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14. <u>Financial Responsibility</u> – Please read carefully and check mark at the bottom that you understand. You will need to check this even if you do not receive any loans.



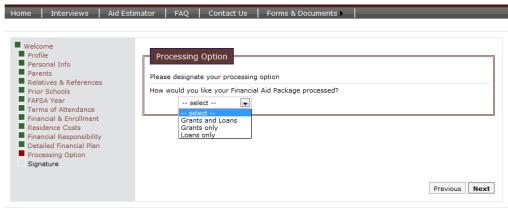
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15. <u>Detailed Financial Plan</u> – This is an <u>estimate</u> of what you may be eligible for. This only takes into account what Federal Aid you may be eligible for, and does not consider the JP Catholic aid that you may receive. Again, it is just an automated estimate based on the information that you provided in this interview.



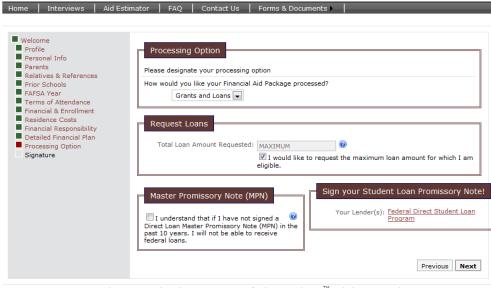
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16. Processing Option – Click on what you are interested in – grants and loans, grants only or loans only.



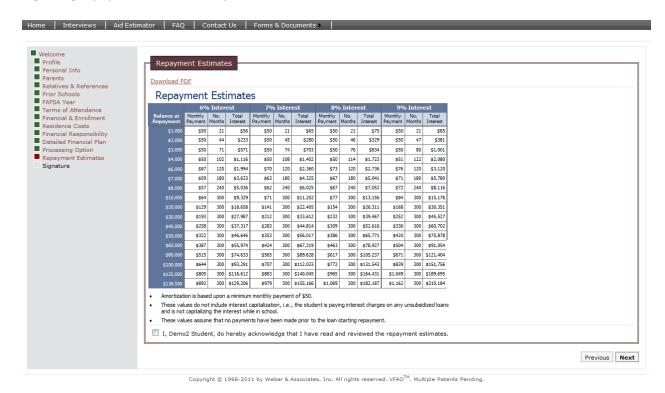
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<u>Request Loans</u> – you can enter a certain amount or just check mark the box to see what the maximum you can qualify for. <u>Master Promissory Note</u> – if you want to receive any federal loans you will need to check mark this box. Sign your <u>Student Loan Promissory Note</u> – click on the Federal Direct Student Loan Program link which will bring you to the website which will have instructions for completing the loan promissory note.



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17. <u>Repayment Estimates</u> – This information compares interest rates and loan amounts so you know what to expect regarding repayment of the loans you take out.



18. <u>Digital Signature</u> – Read, enter your password and click the "Submit Interview for Processing" button to sign your interview.



19. You have now completed your VFAO interview. You will be contacted if additional information is needed for verification.