



**Action steps for applying for TPEG-CE Funds  
2018-2019**

**Action Steps**

1. Apply for an **FSA ID** at [www.pin.ed.gov](http://www.pin.ed.gov) before completing the Free Application for Federal Student Aid (FAFSA).
  - Use your FSA ID as your electronic signature.
  - If you are a dependent student one of your parents must also apply for their own FSA ID to electronically sign your FAFSA application.
  
2. Apply for the **2018-2019** FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - COM's school code is 007096.
  - Information from your **2016** federal income tax returns will be needed to complete the application. If you are a dependent student, you will also need your parents **2016** federal income tax return information. If no tax record was filed, contact Financial Aid.
  - It can take up to two weeks for the FAFSA to be processed.
  - Assistance:
    - Use the worksheet: <https://studentaid.ed.gov/sa/sites/default/files/2016-17-fafsa-worksheet.pdf> to help you gather all the information you need prior to completing the online application.
    - Watch the video tutorial: <http://www.finaid.ucsb.edu/fafsasimplification/>
  
3. Complete the student information area of the **Continuing Education Registration Form** and submit the form to the Continuing Education Office.
  
4. Complete the **Texas Public Education Continuing Education Grant Application (TPEG-CE)**, attach a copy of the CE registration form from step 3 and submit both forms to the Financial Aid Office. Incomplete applications will not be considered.
  
5. **Monitor your COM email** for communication from COM's Financial Aid Office regarding your financial aid application and award.
  
6. Upon notification of award, log on into WebAdvisor and **accept your financial aid award**.
  
7. **Print award notification** and bring this printed notice to the Continuing Education office to complete registration. Because a copy of the award notice is required to **complete registration**, registration must be completed in person.
  
8. **Pay tuition and fee balance at time of registration**.

**ALL APPLICATION REQUIREMENTS FOR TPEG-CE MUST BE COMPLETED AT LEAST TWO (2) WEEKS  
PRIOR TO CLASS START DATE**

If you have any questions regarding financial assistance, please contact Student Financial Services at  
409.933.8274.