

Conclusion

Objectives

- Review topics covered in workshop.
- Generate topics for future training.
- Answer remaining questions.
- Discuss available resources.
- Make counselors feel supported and appreciated.
- Encourage participants to complete evaluation.

Materials

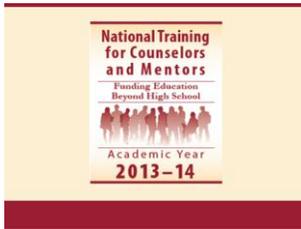
- PowerPoint Presentation
- Resources
- Resource lists
- Certificates of Completion
- Continuing Education Unit (CEU) Log Forms (if appropriate in your state)

Trainer Tips

- The instructor's guide is just that, a guide. If you feel more comfortable teaching from the PowerPoint slides, for example, feel free to do so.
- Encourage participants to suggest future training topics.
- Before the presentation, be sure to fill in the names of the modules covered in the workshop on Slide 3.

Conclusion

SLIDE 1



SLIDE 2

Conclusion

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SLIDE 3

Conclusion

- Insert Module Name
- Resources

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SLIDE 4

Resources

Counselor resources on NT4CM "Materials and Resources" page:

- www.fsa4counselors.ed.gov/nt4cm

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Conclusion

Today we have talked about:

- [Insert Module Title];
- [Insert Module Title];
- [Insert Module Title];
- Insert Module Title];
- [Insert Module Title];
- [Insert Module Title]; and
- Our final segment will discuss resources.

Note To Instructor: Before moving on to the following material, ask the participants if there are any federal aid topics not covered today on which they would like to receive information. Possible topics they may suggest include issues related to student lending, specific special circumstance cases, awarding strategies/award letters, etc. You may wish to suggest that they contact financial aid professionals at local area colleges, representatives from the state guaranty agencies or members of the state student financial aid organization when specific issues/questions arise. Also indicate that you are about to provide them with a set of resources/websites that can be helpful in answering their questions.

Counselor Resources

➔ Please refer participants to the material behind the resource tabs if you provided hard copies.

The following materials are available for downloading and printing at www.fsa4counselors.ed.gov/nt4cm (click on "Materials and Resources.") We believe this variety of documents and forms will be helpful to you as you assist your students and families:

- Student Aid Program Summary;

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Federal Resources

- Websites
- Federal Student Aid Information Center (FSAIC)
 - 1.800.4.FED.AID(1.800.433.3243)
 - 1.800.730.89139(TTY)

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- Financial Aid Application Checklist;
- Application Form Tracking Worksheet;
- Cost of Attendance Comparison Worksheet;
- Award Package Comparison Worksheet;
- Financial Aid Consultants and Scholarship Search Services Fact Sheet;
- Sample Scholarship Inquiry Letter; and
- Financial Aid Glossary.

Note to Instructor: *Make participants aware that many of these documents should be made available when hosting a financial aid night presentation.*

Federal Resources

➔ *Please refer participants to the material behind the resource tabs if you provided hard copies.*

When looking for resources and answers, the following federal websites can provide you with a wealth of information:

- www.fsa4counselors.ed.gov – provides basic college access and financial aid information. Click on “Counselor Resources” to view the Counselors and Mentors Handbook [which we have also provided to participants in hard copy] and to find “Network & Potential Partnerships” to locate professionals in your community who can assist you.
- www.fsapubs.gov – Federal Student Aid Publications Ordering System; on-line ordering for free financial aid publications from the U.S. Department of Education.
- www.studentaid.gov – federal aid information site for students; provides information about college, financial aid, scholarships, career information, and links to other helpful sites.

- www.fafsa.gov – serves as the official site to complete and submit a FAFSA. May download worksheets, check status of application, view results, and make corrections at this site. The FAFSA4caster tool helps students and families get an early estimate of eligibility for federal student aid.
- www.pin.ed.gov – allows student and parents to apply for a Federal Student Aid PIN. The PIN is necessary to electronically sign the FAFSA, access information after the FAFSA is filed, and sign other documents such as loan promissory notes.
- www.ftc.gov/scholarshipcams – supplies information on scams and provides an on line complaint form, fact sheet, and hotline number.

Federal Student Aid Information Center

- Federal Student Aid Information Center or FSAIC representatives can answer general questions about financial aid or provide assistance with submitted and/or processed FAFSAs.

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Miscellaneous Resources

- Review this section for a variety of websites that contain financial aid resource information for counselors as you assist students and parents
- Features NASFAA, "Ask an Advisor," and a site that translates English financial aid terms into Spanish

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Miscellaneous Resources

➔ *Please refer participants to the material behind the resource tabs if you provided hard copies.*

The following list of sites contains additional types of information that should assist you in being a resource for your students and families. Please note that a mention in the NT4CM materials does not constitute an endorsement by any of the organizations that bring you the NT4CM training.

- www.nasfaa.org – The 'Students, Parents & Counselors' section contains a vast amount of information regarding the financial aid process, tuition tax benefits, aid-related publications, scholarships, loans, and early awareness.

- www.finaid.org/educators – contains comprehensive information about scholarships, loans, savings plans, military aid, aid calculators, and aid applications as well as an “Ask the Aid Advisor” option for personalized assistance.
- www.collegegoalsundayusa.org – serves as the site for College Goal Sunday event sponsored by over 30 states, offering free one-on-one help with completing a FAFSA.
- <http://www.tgslc.org/spanish/glossary> – TG provides an on-line version of the Postsecondary Education English-Spanish Glossary. This searchable database will help you find the Spanish equivalent to over 2,000 English terms used in student financial aid and the higher education arena.
- www.collegeaccess.org – functions as a site for counselors, access advisors, and mentors with vast resources for college access in general.
- www.collegeboard.com/student/pay/index.html – hosts a wealth of resources for financial aid planning, aid calculators, loans, and the CSS Profile (additional aid form required by some colleges).

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E-mail Communications

- E-mails to counselors based on annual financial aid cycle
- NT4CM will either e-mail you or state coordinator, who will forward messages
- Questions? Contact state coordinator or e-mail ask.aidawareness@ed.gov, which is strictly for counselors and mentors
- If parents and/or students have questions, they should e-mail studentaid@ed.gov

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E-mail Communications

To provide on-going support throughout the year, NT4CM has initiated the following information connections:

- E-mails to counselors based on the annual financial aid cycle.
- NT4CM will e-mail messages either directly to you or to state coordinators who will forward the message to you.
- If you have questions, you should contact your state coordinator or send an e-mail to the address indicated on the slide for counselors and mentors.

SLIDE 8

Thank You

We know how important you are to students and their families, and we thank you for everything you do!

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SLIDE 9

Questions



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SLIDE 10

Evaluations

- Please take time to complete an evaluation
- We will use your comments and suggestions to improve future training and outreach efforts

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SLIDE 11

Final Items

- Certificate of completion
- Continuing Education Report Log Form

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- If parents and/or students have questions, they should send an e-mail to the address designated for students and parents.

Thank You

- We know how important you are to students and their families and we thank you for everything you do.

General Questions

- Ask counselors if they have any general questions about any of the information covered today or any aid questions for topics not addressed.

Evaluations

Note to Instructor: Depending on how your state conducts evaluations, direct participants to either a paper form or the website to complete an evaluation.

- Please take the time to complete an evaluation.
- We will use your comments and suggestions to improve future training and outreach efforts.

As additional recognition for completing the NT4CM workshop, we are presenting each one of you with a certificate of completion.

Also, we are providing a Continuing Education Report Log Form for those who are interested in receiving continuing education units for this training.

We thank you for your participation today and for your dedication to students and families.



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