ONLINE DUAL ENROLLMENT FUNDING APPLICATION
INSTRUCTIONS FOR STUDENTS AND PARENTS

When do I apply for Dual Enrollment funding?
You will begin the application process BEFORE you meet with your high school counselor, so that your counselor will be able to access it online when you meet with him or her for approval of your KSU schedule.

What does the application and approval process entail?
The Dual Enrollment funding approval process involves the following steps:
• Student creates a student account at GAfutures.org
• Student and parent complete the student section of the online application
• High school counselor accesses the student’s application and enters each of the student’s KSU courses into the online application to provide approval
• The Dual Enrollment office accesses the online application and confirms that the courses entered match what is actually on the student’s schedule
• Approved applications are retrieved by the KSU Financial Aid Office and awarded funding.

A new online application and new approvals from the high school counselor and KSU are required each semester, as a student’s coursework will be different from semester to semester. Applications cannot be viewed by KSU until the student & high school sections have been completed.

Step-by-step instructions and troubleshooting tips
Students under the age of 18 must complete the form with a parent or guardian. Before you get started, make sure you have the following information available.
• Social Security number of student (Don’t guess! It must be accurate!)
• For eligible non-citizens, your Alien Registration Number
• For males who are 18, your Selective Service registration number
• Date you became a legal resident of Georgia (date of birth if you’ve always lived here)

For help with creating an account or application with GSFC, visit the Resources tab at the top of the GAfutures.org home page; select the top icon titled GAfutures Training/FAQs/Quick Guides; select the second tab Quick Guides – Students. If you experience problems, you may call the Georgia Student Finance Commission Helpline at 770-724-9340.

Go to www.GAfutures.org

STEP 1: Ensure that you have a GAfutures account profile. If you have not already set up a GAfutures account through your school:
• Select the “Create an Account” button at the top of the GAfutures homepage.
• Enter the requested information. Information marked with a red asterisk is required. Be especially careful about the following:
  o You have not transposed your name (e.g., putting your first name in the box that requests last name)
  o You have entered your correct Social Security number and date of birth.
  o If you have a hyphenated name (Smith-Jones) or a name with an apostrophe (O’Neil), be sure to remember how you entered your name in your profile so that you can enter it exactly the same way on your Dual Enrollment funding application.
After completing the Account Creation Form, make sure you check the box acknowledging acceptance of the Terms of Use and Privacy Policy.

After everything is complete, select “Create Account” button at the bottom of the screen.

TIP: The number one problem that causes Dual Enrollment funding applications to be rejected is an incorrect Social Security number.

Your SSN must match in all of the following or your funding will be rejected:

- your GAfutures profile
- your Dual Enrollment funding application
- your KSU admissions application
- your high school record

Do NOT substitute your KSU ID number or phone number when asked for a SSN.

Do NOT provide a parent’s SSN instead of yours. Applications with invalid SSNs will be purged from the computer system and “disappear,” causing you to have to create a new application and have your counselor and KSU approve it all over again.

STEP 2: Create a new Dual Enrollment funding application.

- Go to www.GAfutures.org
- Select the Sign In option at the top of the GAfutures homepage.
- Enter your Username and Password information, then select Sign In
- Once you have signed in, select the HOPE & State Aid Programs tab at the top of the page.
- Next, click on the State Scholarships and Grants link.
- Finally, click on Application Procedure and Deadline to access the online Dual Enrollment funding application and the Dual Enrollment paper funding application.

Application Procedure

Students with a Social Security Number attending an eligible public or private high school must complete the online Dual Enrollment funding application.

Students without a Social Security Number attending an eligible public or private high school must complete the Dual Enrollment funding application (paper) designated for such students and found at the following link https://www.gafutures.org/media/187593/dual-enrollment-funding-application.pdf. Part I and II of the application must be fully completed by student, parent, high school counselor.

***IMPORTANT*** Please return the completed application to the Dual Enrollment Office in Willingham Hall, Room 105, MD# 2306, Kennesaw, GA 30144 to allow KSU to complete Part III. Once KSU has completed Part III, the application will go to our Financial Aid Office for the next step. The application should be returned to KSU after your schedule has been registered.

Students attending a home study program must complete the Dual Enrollment funding application (paper) designated for such students and found at the following link https://www.gafutures.org/media/187594/dual-enrollment-application-and-home-study-participation-agreement.pdf. Fully complete Parts I and II of the application. Please note that Part II is on both page 2 & 3 of the application. A parent/guardian will sign all three pages of the application, if acting as the Certifying Official (Counselor). The courses must be added in Part II. This information can be found on GAfutures.org under the Dual Enrollment tab, then by selecting the Course Directory link, and then by clicking on the Dual Enrollment Course Directory link. You will then select the Fiscal Year (in this case 2019) and then choose Kennesaw State University under the University System of Georgia Institutions.
drop-down menu. ***IMPORTANT*** Please return the completed application to the Dual Enrollment Office in Willingham Hall, Room 105, MD# 2306, Kennesaw, GA 30144 to allow KSU to complete Part III, once your schedule has been registered. Once KSU has completed Part III, the application will go to our Financial Aid Office for the next step.

All Funding Applications
The application consists of three parts:
1. Student & Parent/Guardian
2. High School/Home Study
3. Postsecondary Institution

NOTE: KSU cannot open an online application until the student and high school parts of the funding application have been completed.

Complete the Certification, Authorization and Agreement portion of the application. Check the box and click the “Submit” button. You will receive a thank you message that confirms your successful submission of your application. Your application is now accessible online by your high school counselor.

To view the status of your application:
- Choose Online Dual Enrollment Funding Application from the Application Procedure page.
- Choose View Application Status.
- Your status should appear, if you have completed your portion of the application.
- If a status did not appear in the step above, you have not created an application for the term or semester and you will need to create one at this time. (Please keep in mind that funding applications are done by Fiscal Year, e.g. for the school year 2018-2019, Fall Semester would appear as Fall 2019 and Spring Semester as Spring 2019)