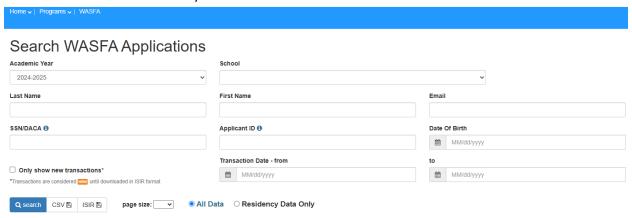---

Good morning!

Thank you for your continued patience as we work to resolve the technical issues affecting WASFA corrections.
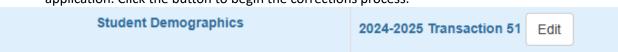
We've identified a solution that enables us to process corrections for the 2024–25 academic year. To ensure that all necessary updates are handled properly, we have removed any pending corrections previously submitted in the WSAC Portal as of May 1, 2025. Any corrections submitted after, we are tracking and will be in touch.

For income-based or general corrections, please follow the steps below:

1. Log into the WSAC Portal at https://portal.wsac.wa.gov/ and navigate to Programs > WASFA.
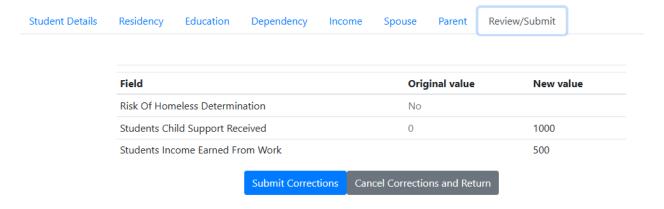
2. Search for the filer that you would like to correct.

Home ⌄ | Programs ⌄ | WASFA

Search WASFA Applications

Academic Year	School	
2024-2025		

Last Name	First Name	Email

SSN/DACA ⓘ	Applicant ID ⓘ	Date Of Birth
		📅 MM/dd/yyyy

☐ Only show new transactions*

	Transaction Date - from	to
	📅 MM/dd/yyyy	📅 MM/dd/yyyy

*Transactions are considered NEW until downloaded in ISIR format

🔍 search   CSV 📄   ISIR 📄   page size: [⌄]   ⦿ All Data   ○ Residency Data Only

3. Once the filer has been located, click on the student's name on the latest transaction to access their application detail.

4. Once in the "WASFA Application Detail" screen, there will be an "Edit" button to correct the application. Click the button to begin the corrections process.
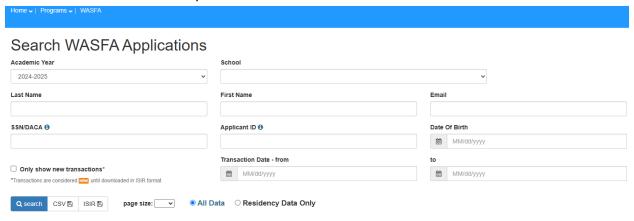
Student Demographics	**2024-2025 Transaction 51**	Edit

5. Make any changes under the applicable menus and navigate to "Review/Submit" once all changes are made.

Student Details	Residency	Education	Dependency	Income	Spouse	Parent	Review/Submit

6. All changes made will be reflected under the "Review/Submit" section. Review changes to make sure they are correct and click "Submit Corrections" once verified.
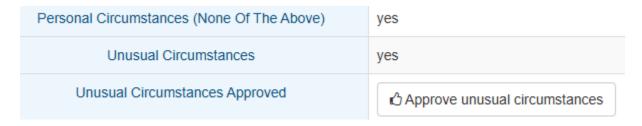
Student Details	Residency	Education	Dependency	Income	Spouse	Parent	Review/Submit

Field	Original value	New value
Risk Of Homeless Determination	No	
Students Child Support Received	0	1000
Students Income Earned From Work		500

Submit Corrections   Cancel Corrections and Return

For Dependency Override-based corrections, please follow these steps:

1. Log into the WSAC Portal at https://portal.wsac.wa.gov/ and navigate to Programs > WASFA.

2. Search for the filer that you would like to correct.

Home ˅ | Programs ˅ | WASFA

Search WASFA Applications

Academic Year
2024-2025

School

Last Name

First Name

Email

SSN/DACA ⓘ

Applicant ID ⓘ

Date Of Birth
📅 MM/dd/yyyy

☐ Only show new transactions*
*Transactions are considered NEW until downloaded in ISIR format

Transaction Date - from
📅 MM/dd/yyyy

to
📅 MM/dd/yyyy

🔍 search   CSV 💾   ISIR 💾   page size: [ ]   ● All Data   ○ Residency Data Only

3. Once the filer has been located, click on the student's name on the latest transaction to access their application detail.

4. Scroll down to the "Unusual Circumstances" section to approve the unusual circumstance by clicking the following "Approve unusual circumstances" button:

Personal Circumstances (None Of The Above)	yes
Unusual Circumstances	yes
Unusual Circumstances Approved	👍 Approve unusual circumstances

5. Clicking the button will create a pending correction for the WASFA Team to process.

Once we have received your correction or message, the WASFA team will complete the following steps:

1. Update the student's application with your changes directly with our application provider (Regent).
2. The WASFA Team will send a secure message from WCG through the WSAC Portal to the person who messaged or created a correction in the WSAC Portal with an attached PDF of the application with changes.
3. Please carefully review the updated corrections on the pdf and alert WCG if there are any discrepancies.
4. If the information is correct, reply to that email with the following affidavit: "I acknowledge that all information provided on the WA Application for State Financial Aid (WASFA) 2024-2025 has been input correctly and should be processed on behalf of our institution."
5. Once the team receives the affidavit message, we will submit the changes, and an updated transaction will be available in the WSAC Portal within 2 business days.

While we're working to establish a better process for the 2025–26 academic year, we wanted to provide a workaround for the current year in the meantime.

Please don't hesitate to contact us with questions!

Take care,
The WASFA Team

Washington Student Achievement Council
Washington College Grant Team
888.535.0747
wcg@wsac.wa.gov | wsac.wa.gov/wcg