

# 2011-2012 FINANCIAL AID GENERAL GUIDELINES

[www.kellogg.edu/financial](http://www.kellogg.edu/financial)

- 1) **Preferred FAFSA** filing method: File on the Web at [www.fafsa.gov](http://www.fafsa.gov).
  - a) Apply in advance for a PIN number. If you are a renewal applicant, use the previously issued PIN number.
  - b) Read instructions thoroughly. Print out and complete the Pre-Application Worksheet prior to completing the on-line application. This may assist in you providing accurate information on your application.
- 2) Do not guess at income information. Use actual figures from the 2010 Federal Tax return or your end-of-year statements from untaxed income such as FIA and social security. Keep copies of all these important income documents and use those copies to complete the application.
- 3) If you need to obtain copies of income statements, use the following contacts:
  - a) IRS toll free number for a listing of your tax return: 1-800-829-1040
  - b) Friend of the Court for a statement for 2010 child support
  - c) Family Independence Agency for a statement of 2010 FIA benefits.
  - d) Social Security Administration for a statement of 2010 social security benefits.
- 4) You will receive a Student Aid Report in the mail in approximately four to six weeks or, via e-mail in approximately 2-4 days.
- 5) The schools you listed on the FAFSA will receive your FAFSA information electronically to process your aid.
- 6) Information about the loan programs and the student employment programs is available in the Financial Aid Office at Kellogg Community College.

## **Complete File Application Priority Awarding Deadlines**

Students entering Fall 2011	April 1, 2011
Students entering Spring 2012	October 1, 2011
Students entering Summer 2012	March 1, 2012

- 7) Priority deadlines apply to aid other than Federal Pell Grants and William D. Ford Federal Direct Loans and are dependent on availability of other sources of funding.
- 8) Applications must be received at least 60 days prior to your first semester of enrollment each year to guarantee eligible funds for the start of that semester.

9) A complete file includes, but is not limited to:

- a) The results of the student FAFSA.
- b) The KCC Financial Aid Certification and Loan Application Form.
- c) Copies of other income verification documents.

*Note: All paperwork submitted to KCC remains on file for a minimum of five years after the student enrollment ends.*

10) The FAFSA application is the first step in determining your eligibility for the financial aid programs offered at KCC. For most of the programs you need to be enrolled a minimum of six credit hours in an eligible program of study that leads to a two-year degree or a certificate program.

11) If you have questions about completing the FAFSA application, contact the KCC Financial Aid Office at 269-965-4123.

12) Important FAFSA questions to answer.

- a) #23 – This question is regarding drug-related convictions. **DO NOT LEAVE THIS QUESTION BLANK AS IT WILL DELAY THE PROCESSING OF YOUR APPLICATION.**
- b) Section 5 – Include as many as 5 federal school codes for the FAFSA results to be sent for consideration.

FAFSA on the Web	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
FAFSA Phone	1-800-433-3243
KCC Federal School Code	002276
KCC Financial Aid Phone	269-965-4123
KCC Financial Aid Email	finaid@kellogg.edu