

2009-2010 FINANCIAL AID GENERAL GUIDELINES

www.kellogg.edu/financial

- 1) **Preferred FAFSA** filing method: File on the Web at www.fafsa.ed.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 2008 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 2008 child support
 - c) Family Independence Agency for a statement of 2008 FIA benefits.
 - d) Social Security Administration for a statement of 2008 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 2009	April 1, 2009
Students entering Spring 2010	October 1, 2009
Students entering Summer 2010	April 1, 2010

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- 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	www.fafsa.ed.gov
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