How to Apply to FAFSA  
2013 - 2014

**STEP 1: Applying for Your PIN:**

All students applying for FAFSA will need a PIN to complete the application. Your PIN will serve as your electronic signature. Dependent students are required to use parent information on the FAFSA application and parents will need to apply for a PIN as well.

If you already have a PIN go to STEP 2:

Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

1. Click on located at the top center of the screen.
2. Select icon on the left side of page, “Apply For A PIN” read the steps for the application process and click NEXT.
   * If you already have a PIN and do not remember it, select Request A Duplicate PIN.
3. Enter your personal information – click NEXT button.
4. Read Terms and Conditions of PIN application information. And check the box “I Agree Not to Share My PIN”
5. Select “Submit My PIN Application” button at the bottom of page.
6. PIN Application Confirmation Page – Print and save. The PIN is sent to you in “real” time, so it will be available instantaneously, however, we suggest you wait 24 hours to complete the FAFSA using your PIN. This allows time for the required data base matches.

**STEP 2: Filling Out FAFSA online Application:**

1. Go to [www.fafsa.gov](http://www.fafsa.gov)
2. Click on Start A New FAFSA or Login if you are a Returning Users
3. Log-in by entering your Student Information and click NEXT.
4. Make sure you have selected the correct FAFSA year. If you are planning to attend between July 1, 2013 and June 30, 2014 click on Start 2013-2014 FAFSA
5. Start your FAFSA by creating a password and click NEXT.
6. Complete all sections of the FAFSA application using your federal tax information (include your parent’s tax information if you are a dependent student)

**KCC’s Federal School Code is 002276.**
IMPORTANT FINANCIAL AID INFORMATION

✓ **Approximately 2 weeks** after you have submitted your FAFSA online you will receive a “Welcome Letter” in the mail with instructions on how to access the KCC web Portal/Moodle. All other notifications and forms will be available through your KCC email account. **All information** regarding your status, required forms, and eligibility **will be sent directly to your KCC email account.**

✓ **You will need to check your KCC student email frequently** for the updates and request from the financial aid office which will provide information necessary to complete your financial aid file.

Print all requested forms from your email, complete and submit to:
KCC Financial Aid Office
450 North Avenue
Battle Creek, MI 49001
Email: finaid@kellogg.edu Phone: (269) 965-4123 Fax: (269) 966-4089

✓ **Approximately** 2-3 weeks after you have turned in ALL requested forms, you will receive another email telling you either:

- We need additional information
- **OR**
- Whether or not you are eligible for aid

✓ **All students, including students receiving financial aid, MUST sign up with the NELNET/FACTS payment plan at least 24 hours after registering classes.**

For more information on the Nelnet/FACTS program,
Contact the Business Office at 269.965.4140

✓ **Check with the Financial Aid Office prior to dropping or adding any classes after the semester has begun:**

It is important that you are aware of your options BEFORE making decisions that will affect your financial aid! Withdrawing a class may result in **you paying the costs** for those classes out of pocket or a reduction in your financial aid.

✓ **If you do not have access to the internet from home, we have computers available at each campus that can be used to access your KCC student email.**