

The fastest way to get a reply to your financial aid questions is by e-mailing us at [finaid@kellogg.edu](mailto:finaid@kellogg.edu)

Kellogg Community College  
Financial Aid Office  
Information

Location Student Center,  
KCC Battle Creek campus

Phone 269 965 4123

FAX 269 966 4089

E-mail [finaid@kellogg.edu](mailto:finaid@kellogg.edu)

Federal School Code 002276

FAFSA 1 800 433 3243

DirectLending 1 800 848 0979

IRS (Tax transcript) 1 800 829 0922

Michigan Office of Scholarship 1 888 447 2687



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Battle Creek, MI 49017-3397  
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# I am a new student and I filled out the FAFSA...



# Now what ?

If you filled out the FAFSA online and provided KCC's Federal School Code (002276), our office should receive your Student Aid Report in four to six days. This does not mean you have financial aid at this point. Once we receive your student aid report our office process begins. Please remember you must fill out the FAFSA each year you plan to attend KCC after January 1st.

## **1 You will receive a letter in the U.S. mail from KCC.**

- This letter will be mailed to the address we have in the system for you.
- The letter will give you directions on how to access a KCC e-mail account that has been set up for you.
  - Your KCC e-mail account is how the Financial Aid office will communicate with you about your financial aid. Please make sure you check for e-mails on a regular basis.

## **2 An e-mail will be sent to your KCC e-mail account requesting documentation with links to the documents provided.**

- All students are required to submit a Certification and Loan form.
- 67% of all students are selected for verification, which will require you to bring in additional documents. These documents will verify the information you provided when filling out the FAFSA.

## **3 Once you have turned in all the documents we have requested:**

- Your file will be reviewed by a staff member. (This process may take several weeks to complete.)
- Please check our website for priority processing deadlines.

## **4 Upon review of your file one of the following things will occur.** (Please check your KCC e-mail for notification regarding this information.)

- You may be awarded Financial Aid and you will receive an "award notification" through your KCC e-mail account **or**
- You may receive a "no need" e-mail stating you do not qualify for the Pell Grant and may not have requested a federal student loan **or**
- Additional documents may be needed based on the review of your file. There may be information that was not filled out completely or we may have questions about the information you provided.

## **5 If you have been waiting for Financial Aid to register for classes, please follow these steps:**

- Once you receive your 'award notification' in your KCC e-mail account you will be able to view your award through the KRIS system and register for classes.
- Each semester that you register for classes you must also register with the FACTS payment plan and select the deferred payment option for financial aid recipients.
- The FACTS payment plan is required for all students receiving financial aid. When you enroll in FACTS you will be required to provide a checking/savings or credit card number in order to register. (If you have any questions about the payment plan, see the Business Office located in Customer Service or e-mail them at [Busoffice@kellogg.edu](mailto:Busoffice@kellogg.edu).)

## **6 If you have been awarded financial aid, you will be given the opportunity to charge books at the KCC Bookstore.**

- Book sales begin approximately two weeks prior to the beginning of a semester.
- You are permitted to charge up to \$1,000 for books and supplies. This amount is dependent on the remaining financial aid available in your account after tuition and fees have been taken out.
- Amounts charged to the Bookstore will reduce any cash refund you may be eligible to receive.

## **Financial aid is transmitted to your account approximately four weeks after the semester begins.**

**7** (The Financial Aid office allows the money you were awarded to pay any outstanding balance on your account you may owe for tuition, fees, and bookstore charges.)

- If there are financial aid monies not used to cover expenses in your account (mainly Pell Grant and Federal Loan monies) a refund check will be mailed to you to the address we have in the system or sign up for e-checks to receive future refunds electronically the same day as paper check refunds are mailed.
- If you decide that you do not want to receive student loan funds, you must notify Financial Aid in writing before aid is transmitted to your account. Please check with the Financial Aid office each semester for these deadlines.
- First-time loan borrowers are required to complete entrance counseling and a master promissory note after loans are awarded and prior to disbursement of the funds.