How to Apply to FAFSA 2015-2016

**STEP 1: Create your FSA ID:**

All students applying for FAFSA will need to create an FSA Username and Password to submit the application. Your FSA ID will serve as your electronic signature. *Dependent* students are required to use parent information on the FAFSA application and parents will need to create an FSA ID as well.

If you already have a FSA ID go to STEP 2:

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

1. Enter your log-in information.
   - Provide your e-mail address, a unique username, and password, and verify that you are at least 13 years old.
2. Enter your personal information.
   - Provide your Social Security number, name, and date of birth.
   - Include your mailing address, e-mail address, telephone number, and language preference.
   - For security purposes, provide answers to five challenge questions.
3. Submit your FSA ID information.
   - Agree to the terms and conditions.
   - Verify your e-mail address. (This is optional, but helpful. By verifying your e-mail address, you can use your e-mail address as your username when logging into certain ED websites. This verification also allows you to retrieve your username or reset your password without answering challenge questions.)

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

1. Go to [www.fafsa.gov](http://www.fafsa.gov)
2. Click on the Start a New FAFSA or if you are a Returning Users
3. Select Enter your FSA ID or select Enter the Student’s Information and click
4. Make sure you have selected the correct FAFSA year. If you are planning to attend between July 1, 2015 and June 30, 2016 click on Start 2015-2016 FAFSA
5. Create a Save Key (temporary use)
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

✓ **1-2 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.**