The fastest way to get a reply to your financial aid questions is by emailing us at finaid@kellogg.edu

FINANCIAL AID OFFICE INFORMATION

Location
Ohm Information Technology Center, office 101
Battle Creek North Avenue Campus

Phone
269 965 4123

FAX
269 966 4089

Email
finaid@kellogg.edu

Federal School Code
002276

FAFSA
1 800 433 3243

Direct Lending Information
www.studentloans.gov

IRS (Tax transcript)
1 800 908 9946

Michigan Office of Scholarship
1 888 447 2687
www.michigan.gov/mistudentaid

K E L L O G G
COMMUNITY COLLEGE

Financial Aid

450 North Avenue
Battle Creek, MI 49017-3397
269 965 4123 • www.kellogg.edu

7/17

K E L L O G G
COMMUNITY COLLEGE

FAFSA completed...

what's next?

If you completed the FAFSA online with KCC's Federal School Code (002276), our office should receive your Student Aid Report (SAR) in four to six days. (This does not mean you have financial aid at this point.) Once we receive your SAR our office process begins.

1 You will receive a letter in the U.S. mail from KCC. (This welcome letter will be mailed to the address we have in the system for you.)
- The letter will give you your KCC I.D. number and directions how to access the Bruin Portal, which is how the Financial Aid office will communicate information to you through. emails and the Financial Aid Self-Service.

2 An email will be sent to your KCC email account providing you with a link to the Self-Service Center through the Bruin portal. Financial Aid Self-Service will assist you in managing your Financial Aid from submission to completion.
- The Financial Aid tab on the Self-Service Center will provide a selection for the specific academic year.
- The Checklist will show the documentation that is required to be submitted to the Financial Aid office (to review, process, and package aid). The action items will show either Completed or Action Needed.
- The Action Needed items may have links to the forms to print, complete and return to the Financial Aid Office.
- You may also view your loan history from other institutions. Loan request forms are provided in a weblink on the KCC Financial Aid webpage, Self-Service home page, and in the Financial Aid office.
- Helpful Links are provided for future reference.

3 Once you have turned in all the documents from the Checklist items
- Your file will be reviewed by a staff member. This process may take several weeks to complete.
- Check our website for priority processing deadlines.

4 Upon review of your file one of the following things will occur. (Please check your KCC email and the Financial Aid Self-Service for notification regarding this information.)
- If you are awarded Financial Aid you will receive an "award notification" through your KCC email account
- You may receive a "no need" email stating you do not qualify for the Pell Grant and may not have requested a federal student loan
- Additional forms and/or documents may be needed based on the review of your file. There may be information that was not filled out completely, signed, 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 email account you will be able to view your award through KCC Self-Service Center tab, Financial Aid Self-Service, "Award Letter."
- The Financial Aid Self-Service award letter will ask you to accept your award(s) to approve your financial aid award package.
- Each semester that you register for classes you must register with the payment plan, unless you pay in full. Financial Aid recipients will have an option, which will postpone any payments out of pocket until financial aid is transmitted (see #7).
- The payment plan is required for all students utilizing financial aid. When you enroll in the payment plan, 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, contact the Business Office at 269 965 4121 or email 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. (Specific dates are listed on the website.)
- 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.

7 Financial Aid is transmitted to your account approximately four weeks after the semester begins.
- If there are financial aid monies not used to cover expenses in your account (Pell Grant and Federal Student Loans) a refund check will be mailed to you or direct deposited into the account you specifed.
- 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. The two processes must be completed online at www.studentloans.gov.