APPLYING FOR FINANCIAL AID

Apply for federal financial aid *each year* that you plan to attend college, even if you think you won't qualify. Most scholarship applications require students to submit a FAFSA. The *Free Application for Federal Student Aid (FAFSA)* is completed online. To help you get started, follow the steps below:

STEP 1. CREATE AN FSA ID Username & Password

Your FSA ID will serve as your electronic signature for submitting the FAFSA application including access to other federal aid online systems. **NOTE:** *Dependent students are required to use parent information on the FAFSA and one parent will need to create an FSA ID as well*.

Go to studentaid.gov *Use the second page of this form to record your FSA information.

Enter your log-in information – provide your email address, a unique username, and password following the requirements. Parents MUST have a different email address.

Enter your personal and profile information – provide name, social security number (SSN), and date of birth.

Enter your contact information – provide email address, mailing address, and mobile phone number.

Select, Create, and Complete Challenge Questions & Answers

Confirm and verify your information – Agree to the terms and conditions, then verify your email address and mobile phone number. This verification allows you to retrieve your username or reset your password without answering your challenge questions. For additional help, visit studentaid.gov/fsa-id/create-account/launch

STEP 2. COMPLETE & SUBMIT FAFSA ONLINE

Before you begin, gather all and any necessary material such as your social security number, State driver's license, citizenship documents, prior-prior* year federal tax records, W-2's (student and parents), and any other records of untaxable income received.

Go to studentaid.gov/fafsa

Select the "START HERE" button on the home page OR **"LOG IN"** button if you are returning user.

Log-in to the FAFSA – select the "I am the student" button, enter your FSAID username and password.

Create a Save Key (for temporary use), then just follow the directions on the screen completing all sections.

Under the School Selection section, enter **KCC's Federal School Code: 002276**

*prior-prior year refers to tax information from two years ago.

RECORD FSA information below:

FSA Username:_____   Parents FSA Username: _____

FSA Password: _____   Parents FSA Password: _____

FSA Email: _____   Parents FSA Email: _____

<u>Next Steps after Submitting the FAFSA:</u>

3-5 days after you have submitted your FAFSA online you will receive a *"First Contact" email sent to the email you provided on your FAFSA. After the Financial Aid Office has begun processing, you should receive a "Welcome Letter"* in the mail with instructions on how to access the Financial Aid System through the KCC Bruin Portal. Please make sure you have completed an Admissions Application or that your correct address information is recorded with KCC.

➢ ***Check the Financial Aid System and Student email on the Bruin Portal frequently***
➢ **Print all requested forms from the Bruin Portal, 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*** 1-2 weeks after you have turned in ALL requested forms, you will receive an email sent to your KCC student email account with the subject line as:

  Additional Documents Required! - If you are selected for verification by the Department of Education, the Financial Aid Office must verify the correct information is provided your FAFSA application
                        -OR-
  Your Financial Aid Offer Letter is Available!
                        -OR-
  No Need Letter – If you are not eligible to receive the Pell grant, you may request federal student loans depending on eligibility.

➢ ***All students* MUST sign up with a payment plan within 24 hours after registering classes.**
  For more information on the payment, 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 **paying the costs** for those classes out of pocket or a reduction in your financial aid.

Keep track of your student loan lending at www.studentaid.gov or contact your loan servicer.