Steps to Apply for Financial Aid at Jefferson College  
2015-2016 Award Year

The Free Application for Federal Student Aid (FAFSA)

1. To apply for need-based aid, including grants, loans and work-study, you must complete the 2015-2016 Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed on the web at [www.FAFSA.gov](http://www.FAFSA.gov). You may also obtain a paper copy by calling 1-800-433-3243. **School Code: 002468**

2. When completing your FAFSA, it is recommended that you use the IRS Data Retrieval System to transfer your 2014 tax information directly from the IRS website to your FAFSA application.

3. Once your FAFSA has been processed by the Department of Education, they will send you a Student Aid Report (SAR). This will come via e-mail if you supplied an e-mail address on your FAFSA application or via postal mail if you did not provide your email address.

4. Your application may be selected for a process called verification. If you are selected for verification you will be required to complete and submit a verification worksheet to Jefferson College’s Student Financial Services Office. In addition, you may be required to supply a 2014 IRS Tax Transcript along with your verification worksheet. If you are a dependent student, you will also be required to provide your parent’s 2014 IRS Tax Transcript. Our office will notify you if you are required to complete this process.

5. IRS Tax Transcripts can be requested in three ways:
   - On the Web- [www.IRS.gov](http://www.IRS.gov)
   - By Phone- 1-800-829-1040
   - By Mail- 4506-T

6. If you need to make corrections to your FAFSA after it has been processed, you may do so at [www.FAFSA.gov](http://www.FAFSA.gov).

7. Successful use of the IRS Data Retrieval System eliminates the need to obtain an IRS Tax Transcript.

The Federal Direct Loan Application

1. To apply for a Federal Direct Loan, you must complete all FAFSA steps listed above. Also, if your FAFSA was selected for verification, all verification documents must be submitted to the Student Financial Services Office.

2. First time borrowers at Jefferson College must logon to complete the Student Loan Master Promissory Note (MPN), as well as, the online Entrance Loan Counseling at [www.STUDENTLOANS.gov](http://www.STUDENTLOANS.gov). Loan counseling is a federal regulation and is required prior to the approval of your student loan.

3. Submit a Federal Direct Student Loan Datasheet to the Student Financial Services Office to indicate how much you wish to borrow. Student Loan Datasheets can be obtained from the Student Financial Services Office or online at [www.JEFFCO.edu](http://www.JEFFCO.edu).

4. Once your information has been received by the Student Financial Services Office and your loan has been processed, you will receive an official award notification in the mail. Allow 3 – 4 weeks for processing.
The Federal Work-Study Program
1. Eligibility for Federal Work-Study is determined by completing the FAFSA steps listed above, and, if applicable, submitting all verification documents to the Student Financial Services Office.
2. Review the College Workstudy Job Postings displayed in the Enrollment Services Office, or coming soon you can view the postings on our website. Be sure to view the postings early in the semester as most jobs are filled during the first few weeks of the term.
3. Once you find a position that you are qualified for, visit the Office of Human Resources to submit a Jefferson College Application for Employment. (Be sure to include the position and department you are applying for on the application.)
4. If selected for an interview, you will be contacted by the appropriate supervisor.
5. Once you have accepted a Student Worker position, you will need to visit Human Resources to complete your onboarding process. This will need to take place on or before your start date.

Bookstore Vouchers
1. Bookstore Vouchers are available for students with financial aid funds remaining after tuition and fees are deducted from the expected award amount. They are available at the Bookstore during designated time-periods prior to the start of each semester. With your class schedule and student ID, you may charge books and supplies, directly related to your program of study, to your account and the charges will be automatically deducted from your financial aid disbursement.

The Payment Process for Pell Grants
1. Your student account will be credited with your award on a specified disbursement date as indicated (based upon your student type) on the Financial Aid Disbursement Schedule.
2. Any grant funds remaining after all tuition, fees, book charges, etc. are deducted will be mailed to your home address within 10 working days after the date the funds are disbursed into your account.

The Payment Process for Loans
1. Your student account will be credited with your award on a specified disbursement date as indicated (based upon your student type) on the Financial Aid Disbursement Schedule.
2. Any loan funds remaining after all tuition, fees, book charges, etc. are deducted will be mailed to your home address within 10 working days after the date the funds are disbursed into your account.

The Scholarship Application
1. 2015-2016 Scholarships are available to students in two categories:
   a) Continuing, returning, GED, and non-traditional students – Available January 2014 and June 1, 2014 is the deadline.
   b) Recent high school graduates – Available January 2015 and April 1, 2015 is the deadline.

Updated Attendance Policy
1. Students who have been paid financial aid are required to earn funds by attending and participating in classes. Student participation is used to determine the portion of aid earned by financial aid recipients who officially or unofficially withdraw from courses, not the date the withdrawal slip was submitted.