

Financial Aid Application Process Spring 2012

- Step 1:** If you wish to be considered for any Federal Aid Programs, including student loans, work-study and need based grants, you must complete the **Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.gov** . Completing this application is **only the first step** in applying for aid.
- Step 2:** You will need to refer to your **2010 Federal tax returns and/or other sources of income** for completing the FAFSA.
- Step 3:** Be sure to list **Jefferson State Community College (Federal School Code – 001022)** in the "Section Six" of the FAFSA. Failure to list our Federal School Code will result in a delay in the processing of your application.
- Step 4:** You must have **applied for admission or readmission online at www.jeffstateonline.com for the Financial Aid to be processed once the FAFSA is received from the Department of Education.** For returning students, application for readmission must be submitted if you have not attended Jefferson State during the past three terms. The appropriate **transcripts or GED must be on file before the deadline.** If you have attended other colleges, **your transcripts from each college** must be evaluated before you can be awarded aid. It is the **student's responsibility** to track the progress and **let Financial Aid know** when admissions is complete before the deadline.
- Step 5:** Once your electronic copy of the **FAFSA application is received** from the Federal Government (**this will take 3-6 weeks**), **you will be mailed the in-house financial aid papers.** These papers **must be completed and returned** with a **signed copy** of your **2010 Federal tax return.** No financial aid is final until all the required documents have been received and verified. Your official award letter from Jefferson State will list your approved award.

Spring 2012 Term Deadlines:

To guarantee your file will be completed for the spring term it is recommended your FAFSA along with all transcripts and in-house papers be received in the Financial Aid Office by **December 21, 2011.**

All FAFSA applications received after the December 21 priority deadline cannot be guaranteed to be completed before payment is due. Tuition and fees must be paid for before classes start. Financial aid not completed before the first day of classes will not guarantee tuition and fees payment before the student is dropped from classes.

If you have applied for loans you must have signed your promissory notes and completed the entrance counseling by January 12, 2012.