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 2016-2017 Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed on the web at 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 strongly recommended that you use the IRS Data Retrieval Tool to transfer your 2015 tax information directly from the IRS website into 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 an email address.

4. Your application may be selected for a process called verification. If selected for verification you are required to complete and submit a verification worksheet(s) and requested documentation to Jefferson College’s Office of Student Financial Services. In addition, you may be required to supply a 2015 IRS Tax Return Transcript. If you are a dependent student, you must also provide your parent’s income tax information during verification. The Office of Student Financial Services will notify you if you are required to complete this process.

5. IRS Tax Return Transcripts can be requested in three ways (copies of actual 1040s cannot be accepted):
   - On the Web- at www.IRS.gov - In the Tools section, click on “Get a Tax Transcript”; Choose “Get Transcript by Mail”
   - Telephone Request - 1-800-908-9946
   - Paper Request Form - IRS Form 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.

7. In most cases, successful use of the IRS Data Retrieval System eliminates the need to obtain a Tax Transcript from the IRS.

The Federal Direct Loan Application

1. To apply for a Federal Direct Loan, you must complete all FAFSA steps listed above. In addition, if selected for verification, this process must also be completed.

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. 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 Office of Student Financial Services to indicate how much you wish to borrow. Student Loan Datasheets can be obtained from the Office of Student Financial Services or online at www.JEFFCO.edu.

4. Once your information has been received by the Office of Student Financial Services 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 Office of Student Financial Services.
3. Be sure to view the postings early in the semester as most jobs are filled during the first few weeks of the term.
4. Once you find a position that you are qualified for, you can create an account and apply at https://jeffco.peopleadmin.com/.
5. If selected for an interview, you will be contacted by the appropriate supervisor.
6. Once you have accepted a position, you will need to visit Human Resources to complete your on-boarding process. This must 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. Within 14 days after the date the funds are disbursed into your account, any grant funds remaining after all tuition, fees, book charges, etc. are deducted will be mailed to your home address or deposited into your bank account, if you signed up for direct deposit through the “Choose Your Refund Option” on the MyJeffco student portal.

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. Within 14 days after the date the funds are disbursed into your account, any loan funds remaining after all tuition, fees, book charges, etc. are deducted will be mailed to your home address or deposited into your bank account, if you signed up for direct deposit through the “Choose Your Refund Option” on the MyJeffco student portal.

The Scholarship Application
1. 2016-2017 Scholarships are available to students in two categories:
   - Continuing, returning, GED, and non-traditional students – Application forms are available annually each January and are due by June 1, 2016
   - 2016 high school graduates – Application forms are available annually each January and are due by April 1, 2016.

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