

Steps to Apply for Financial Aid at Jefferson College 2020-2021 Award Year

The Free Application for Federal Student Aid (FAFSA)

1. To apply for financial aid such as grants, student loans, A+, work-study, and some scholarships, you must complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA can be completed on the web at www.FAFSA.gov or by using the free **myStudentAid** mobile app. **School Code: 002468**
2. If you, your spouse, or parents cannot locate the appropriate IRS Form 1040(s) needed to complete your FAFSA, you can request an IRS Tax Return Transcript:
 - Visit www.IRS.gov - In the Tools section, click "Get a Tax Transcript"- Choose "Get Tax Transcript by Mail" or submit a Paper Request using IRS Form 4506-T
3. Once the U.S. Department of Education has processed your FAFSA, they will send you a Student Aid Report (SAR).

The Verification Process

1. The U.S. Department of Education may select your FAFSA for a process called verification. If selected for verification, you are required to complete this process prior to receiving any federal or state financial aid for which you may be eligible.
2. If selected for verification, notification and additional steps will be sent from the Office of Student Financial Services to the student's JEFFCO email address. Please regularly check your JEFFCO email including before the start of each semester!
3. **Students selected for verification will complete the process online at <https://JEFFCO.PROED.org>.**
4. If you need to make corrections to your FAFSA after it has been processed, you may do so at www.FAFSA.gov.

The Federal Direct Student Loan Application

1. To apply for a Federal Direct Student Loan, you must complete all FAFSA steps listed above. In addition, if selected for verification, this process must be completed for a student loan.
2. In addition, you must log on to complete the Student Loan Master Promissory Note (MPN) and online Entrance Loan Counseling at www.STUDENTLOANS.gov. Student loan counseling is a federal regulation and is required prior to the approval of your federal student loan.
3. Submit a Student Loan Datasheet to the Office of Student Financial Services indicating how much you wish to borrow. The Student Loan Datasheet is available online at www.JEFFCO.edu under Financial Aid.
4. Once the Office of Student Financial Services receives your information and your student loan is processed, you will receive an official award notification in the mail.

The Scholarship Application

1. 2020-2021 Scholarship Application are available online at www.JEFFCO.edu:
 - 2020 high school graduate scholarship applicants – submit by April 1, 2020.
 - Continuing, returning, GED/HiSet, or non-traditional student scholarship applicants – submit by June 1, 2020.

The Federal Work-Study Program

1. Student worker job openings are posted at <https://JEFFCO.PEOPLEADMIN.com/>.
2. Eligibility for federal work-study is determined by completing the FAFSA steps, and if selected, the verification process.
3. Once you find a position for which you are qualified, create an account and apply for the student worker job online at <https://JEFFCO.PEOPLEADMIN.com/>.
4. If selected for an interview, the hiring supervisor will contact you.
5. Once you have accepted a student worker position, you will need to visit with the Office of Human Resources to complete your on-boarding process prior to or on your first day of work.

Bookstore Vouchers

1. Book vouchers are available through the Cashiers' Office for students with financial aid remaining after tuition and fees are deducted from their anticipated award amount. 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 and Scholarships

1. Your student account will be credited with your award on a specified disbursement date as indicated on the Financial Aid Disbursement Schedule.
2. Within 14 days after the date the funds are disbursed into your account, any grant funds or refundable scholarships 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 "Refund Options" on the MyJeffco student portal.

The Payment Process for Student Loans

1. Your student account will be credited with your award on a specified disbursement date as indicated on the Financial Aid Disbursement Schedule.
2. Within 14 days after the date the funds are disbursed into your account, any student 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 "Refund Options" on the MyJeffco student portal.

Attendance Reminder

1. Students who have been paid financial aid are required to earn funds by attending and actively 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 of your withdrawal from a course. Class participation is important!

Coursework Requirements

1. The U.S. and Missouri Department of Education will not permit schools to issue financial aid for coursework not required for completion of a student's degree or certificate. Confirm with an Enrollment Specialist that all classes you are taking are required for your program of study.