How to Apply to FAFSA 2018-2019
KCC will begin processing applications March 1st

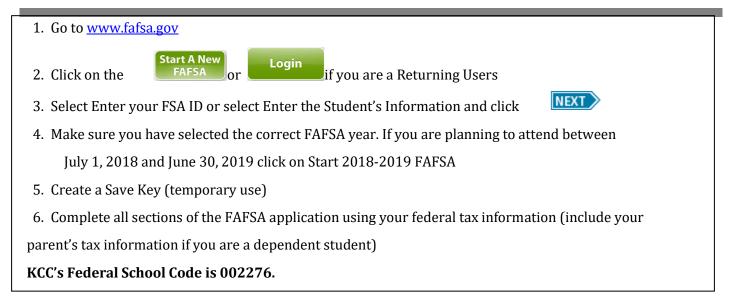**STEP 1:** *Create your FSA ID:*

All students applying for FAFSA will need to create an FSA Username and Password to submit the application. Your FSA ID will serve as your electronic signature. *Dependent* **students are required to use parent information on the FAFSA application and parents will need to create an FSA ID as well.**

If you already have a FSA ID go to STEP 2:

Go to fsaid.ed.gov

1. Enter your log-in information.

   o Provide your e-mail address, a unique username, and password, and verify that you are at least 13 years old.

2. Enter your personal information.

   o Provide your Social Security number, name, and date of birth.

   o Include your mailing address, e-mail address, telephone number, and language preference.

   o For security purposes, provide answers to five challenge questions.

3. Submit your FSA ID information.

   o Agree to the terms and conditions.

   o It is required that you verify your e-mail address. By verifying your e-mail address, you can use your e-mail address as your username when logging into certain ED websites. This verification also allows you to retrieve your username or reset your password without answering challenge questions.

STEP 2: *Filling Out FAFSA online Application:*

1. Go to www.fafsa.gov

2. Click on the **Start A New FAFSA** or **Login** if you are a Returning Users

3. Select Enter your FSA ID or select Enter the Student's Information and click **NEXT**

4. Make sure you have selected the correct FAFSA year. If you are planning to attend between

   July 1, 2018 and June 30, 2019 click on Start 2018-2019 FAFSA

5. Create a Save Key (temporary use)

6. Complete all sections of the FAFSA application using your federal tax information (include your

parent's tax information if you are a dependent student)

KCC's Federal School Code is 002276.

❖ **IMPORTANT FINANCIAL AID INFORMATION**

FSA Username:_____   Parents FSA Username: _____

FSA Password: _____   Parents FSA Password: _____

FSA Email: _____   Parents FSA Email: _____

✓ **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 Self-Service System through the KCC Web Portal. Please make sure you have completed an Admissions Application or that your correct address information is recorded with KCC.

✓ **C**heck the Financial Aid Self-Service System frequently **for updates**

✓ **Print all requested forms from your email, 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 with the subject line as:
  Additional Documents in Self-Service!
  -OR-
  Your Financial Aid Award Letter is Available!
  -OR-
  No Need Letter

✓ *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.nslds.ed.gov or www.studentloans.gov**