

# Directions

**Isothermal Community College  
Financial Aid Office  
2009-2010 Filing and Processing Procedures**

1. Complete the Free Application for Federal Student Aid. The tips on the back of this sheet will help you complete this application. The U. S. Department of Education has two filing options available for students to complete the FAFSA. You may apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (recommended) or request a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). In approximately three to five weeks the U.S. Department of Education will contact you indicating your application has been processed. The Financial Aid Office will contact you once your results have been received and will indicate if any further information is needed.
2. The Financial Aid Office will begin evaluating your eligibility to receive financial assistance once you have submitted all of the following items:
  - a) A completed and signed ICC Student Financial Aid Data Sheet (available in the Financial Aid Office).
  - b) A completed ICC admissions file including all official transcripts and placement test scores. (**Although a high school transcript or GED test score may not be an admission requirement for your program of study, it must be submitted. Completion of high school or GED is required in order for you to receive financial aid.**)
  - c) An academic transcript from each post-secondary institution you have attended, regardless of whether you received financial aid from that institution. Official academic transcripts should be sent to the ICC Admissions Office.
  - d) If you are selected for verification by the federal government: Tax filers must provide copies of their 2008 Federal Income Tax Return (IRS form 1040, 1040A, or 1040EZ) and in some cases, all of their 2008 W-2 statements. Electronic filers must ask the tax preparer to transfer the tax information to an official Form 1040, 1040A, or 1040EZ (summary information without line numbers **will not** be accepted.) Non-tax filers must complete a Statement of Non-filing (available in the Financial Aid Office) and in some cases an Expense Worksheet (also available in the Financial Aid Office.) All those selected for verification will also be required to complete a Verification Worksheet (available in the Financial Aid Office).
  - e) If the federal government has questions about any of the information provided on the FAFSA, additional documentation may be required. Students are notified as to what additional information is needed. All requested information must be provided before the student's financial aid will be processed.
3. Financial aid awards are processed based on the data that the student completes **ALL** the items listed above in Step 2. You will receive an award letter or a denial letter once your file has been processed. You must sign and return your award letter before any funds can be disbursed.
4. Your record will be evaluated each term and if you are in an eligible status, your aid will be disbursed to your student account. Students on probation will not have any aid disbursed to their account until their probationary terms grades have been reviewed.

## **Tips for Completing the Free Application for Federal Student Aid (FAFSA)**

1. Be sure to **READ** the FAFSA on the Web Worksheet and the various help screens that are available on the website. Reading the instructions will take extra time, but it will help you provide correct information the first time. If your application has to be reprocessed because of inaccurate information, your financial aid may be delayed.
2. If you are not familiar with using the Internet, you can request a paper application by calling the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). If you have Internet experience and plan to complete your application via computer, it will be extremely helpful for you to complete the FAFSA on the Web Worksheet (available in the Financial Aid Office). If you will be using the computers in the library, please **do not** ask the library staff for help in completing your application. The library staff **is not** trained in financial aid and will not be able to help you with the application. Please direct your questions to the Financial Aid Office.
3. For students applying online it is helpful to have a PIN (Personal Identification Number) which, along with some other personal information, can serve as your electronic signature. In the case of a dependent student, at least one parent should also have a PIN. The application can be completed without a PIN, but you must print and mail the signature page at the end of the application. Your application will not be processed without a signature (electronic or physical). If you do not have a PIN and would like to apply for one, you may do so by going to [www.pin.ed.gov](http://www.pin.ed.gov).
3. The financial aid staff cannot prepare the application for you; however they are available to assist you if you need an interpretation and/or explanation of a specific instruction.
4. **DO NOT** leave question 23 blank. Failure to answer this question will result in a delay in the processing of your application.
5. Read the questions in section two very carefully. If you answer “NO” to questions 48-60 you are considered to be a dependent student and you **MUST** provide parental information in section three.
6. Do not respond “YES” to question 53 just because you have children. You must provide more than half of their support for them to qualify as your legal dependents. If you are married, you and your spouse’s combined support is considered.
7. **002934 is the federal school code for Isothermal Community College.** You must use this number in Section Five if you want ICC to receive your information and be able to process your financial aid.
8. Be sure to sign your application (Section Seven). If applying via the Internet, be sure to print and mail the signature page if you do not have a PIN. Your application will not be processed without the proper signature(s).