

STEPS ON HOW TO RE-APPLY FOR NEED-BASED FINANCIAL AID

NEW Processes for 2009-10

The College has implemented a new campus wide administrative computing system. By doing so, we are attempting to simplify the forms and processes related to financial aid. Please review the following steps and note that the Office of Financial Aid **will not** be sending any renewal financial aid forms to students or parents to begin the process of applying for financial aid for the upcoming 2009-10 academic year. All you need to do is file the FAFSA as close to March 1st as possible. Once our staff members in the Office of Financial Aid begin the process of reviewing your FAFSA application, you may be asked to complete supplemental information or complete verification of income. Please check your campus mailbox and K email for important communications about your financial aid. In some cases, requests for data are mailed to the student's home address.

- To be considered for **need-based** financial aid, you must apply for it every year. Please file your FAFSA by going to FAFSA.ed.gov. Note, that it is not necessary to re-apply for a renewal of k-Merit Awards, Kalamazoo Honors, Kalamazoo Competitive Scholarships, J T Williamson or K Tradition awards.
- If the U.S. Department of Education selects your application to be verified, your financial aid award package will not be processed until we receive the required documents back from you and your family. We will notify you of your responsibilities in completing verification if your application is selected.

IMPORTANT NOTES ON FINANCIAL AID

- No aid can be credited until the first day of the applicable quarter. You may receive a refund if the payment of federal aid exceeds charges for tuition, room and board. Refunds resulting from the credit of a PLUS (Parent) Loan will be mailed to the parent.
- Federal and state need-based aid funds are available for credit only if we have received a valid EFC (Expected Family Contribution) from the federal processor. If the data you submitted to the federal processor was incomplete or conflicting to the extent that the federal processor did not calculate an EFC or indicated that some of your eligibility criteria must be confirmed, then we must resolve the issue before we can release need-based financial aid. You may contact staff in the Office of Financial Aid if you need assistance with how to correct or validate your EFC.
- You must report any external award you receive for the school year to the Office of Financial Aid. This award will be coordinated with your financial aid package, and will likely replace other aid you have been awarded. Provision for credit on your account will be made with the Business Office.
- Your financial aid is initially based on the expectation that you will advance to the next grade level in the upcoming fall of the new academic year. If your grade level does not advance, or you do not enroll for a complete academic year, your financial aid will be revised accordingly. A new award letter will be sent to you.
 - Review your award letter carefully. Loans that are offered as part of your award may come from various programs, each with different terms. The College assumes it is your intent to use the loan award(s) and will initiate the loan process *unless the loan is actively declined*. You may decline your loan in writing, on-line or by phone. Once your loan is processed and disbursed to your account, you will be notified electronically and provided another opportunity to cancel the loan.
 - When you are enrolled in a study abroad program, and receive need-based financial aid from the College, you may notice some new financial aid references that you have not seen in your award letters before. The College received a generous gift intended to provide institutional support to students enrolled in study abroad. This gift is from the Arcus Gay & Lesbian Foundation. If you receive this type of need-based assistance, you will see institutional support from this foundation. These funds replace Kalamazoo Grant and will only be awarded in your study abroad quarters.