

## Financial Aid Process Checklist for 2016-2017

This checklist was designed to help students understand the steps required to receive financial aid at Middlesex County College.

### For information about the Federal and State process:

- \_\_\_\_\_ 1. Complete the 2016-2017 Free Application for Federal Student Aid (FAFSA) at: [www.fafsa.gov](http://www.fafsa.gov) after January 1, 2016. Our school code for the FAFSA is **002615**. Our PRIORITY deadline is **May 1, 2016**.  
**The Financial Aid Office strongly encourages the use of the IRS data retrieval tool to input student and parent 2015 tax information into the FAFSA.**
- \_\_\_\_\_ 2. For new students, you must create a FSA ID at <https://fsaid.ed.gov>. For students who are required to input parental information, your parents must also create a FSA ID. Returning students may access the FSA ID at <https://fsaid.ed.gov>. The FSA ID serves as your electronic signature for the FAFSA application. Your FSA ID is also required to complete the Direct Lending electronic Master Promissory Note (eMPN) for those who are requesting loans. Your FSA ID also provides access to your federal student loan records on the National Student Loan Data System (NSLDS) at [www.nsls.ed.gov](http://www.nsls.ed.gov).
- \_\_\_\_\_ 3. Upon submitting the FAFSA, click on the link that states "start your state application" on the FAFSA confirmation page to answer additional questions required by the state for the Tuition Aid Grant. The **State Application filing Deadline for First-time NJ State Applicants for the Fall is October 1, 2016 and for the Spring is March 1, 2017. Renewal TAG recipients filing deadline is June 1, 2016.**
- \_\_\_\_\_ 4. Once the FAFSA is received in the Financial Aid Office, the student may need to submit additional documents. These documents will be posted on Campus Cruiser Web Advisor under "My Documents." Your application will remain in a pending status until the requested information is received. Once all requested information is received, your file will be reviewed for accuracy and completeness. You will only be contacted at this point if additional information is required.
- \_\_\_\_\_ 5. Once your completed file has been reviewed, you will be notified through your Campus Cruiser Email of your financial aid awards. To access your award(s), you will need to log into Campus Cruiser and select the Web Advisor tab and scroll down to the Financial Aid menu and select "View and or /Print Financial Aid Award Letter."
- \_\_\_\_\_ 6. If you are requesting a Federal Direct Student Loan and this is the first Direct Loan you have borrowed with MCC, you are required to complete an electronic Master Promissory Note (eMPN) and entrance loan counseling online at [www.studentloans.gov](http://www.studentloans.gov).
  - Sign in using your FSA ID
  - Select 'Manage My Direct Loan' to complete your Entrance Counseling or MPN
  - Complete the MCC 2016-2017 Federal Direct Loan Request Form.
  - For MCC returning student borrowers, to request a federal loan, you must complete the MCC 2016-2017 Federal Direct Loan Request Form. You may review your federal loan balances at [www.nsls.gov](http://www.nsls.gov).

**To view your application status for the NJ Higher Education Student Assistance Authority Tuition Aid Grant program, please access:** [www.njgrants.org](http://www.njgrants.org).

- \_\_\_\_\_ 7. Once you view your application status for NJ State Aid, additional documents may be required by the state. To submit additional documents requested by the state of NJ, please access <https://mappingyourfuture.org/MappingXpress/NJTAGSCANS/>. To be considered for the Fall 2016 semester, Tuition Aid Grant (TAG) required information/documentation must be received by the state of NJ on November 15, 2016. For the Spring 2016 semester, documentation must be received by March 15, 2017.

### For information about the Middlesex County College Financial Aid Office

- \_\_\_\_\_ 8. Financial Aid funds will be applied directly to your tuition and fees. Any remaining tuition and fees due not covered by financial aid must be paid by the due date to the Student Account Services Office.
- \_\_\_\_\_ 9. Students must log onto their Campus Cruiser account and select the "Financial Aid Authorization" for the 2016-2017 year. After completing this, any funds in excess of your tuition and fees will be available for the Fall 2016 and Spring 2017 semesters to use in the Blue Colt Bookstore during assigned periods.
- \_\_\_\_\_ 10. Any remaining balance left on your financial aid account after paying for tuition, fees, and books will be refunded to you in the form of a check mailed to your permanent home address. If you have requested a student loan, you have the right to cancel all or portions of any loan proceeds (e.g. Federal Subsidized and Federal Unsubsidized) within 14 days after your student account has been credited.