

## 1. Apply

- Apply for admission if you have not been enrolled at JCCC during the past two years.**
  1. Go to [www.jccc.edu/admissions](http://www.jccc.edu/admissions).
  2. Click on the "Apply for Admission" link.
  3. Follow up and ensure your "Personal Admission Plan" checklist is complete.
- Complete the FAFSA.**
  1. Complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov).
  2. Be sure to list JCCC's school code: 008244.
- Complete the JCCC Scholarship Application.**
  1. Go to [www.jccc.edu](http://www.jccc.edu).
  2. Under the **Login** heading, select **MyJCCC** and enter your JCCC username and password.
  3. Click on the **My Financial Aid** tab.
  4. Click on the **Scholarship portal** link and complete the application for the appropriate **Aid Year**.
- Search for other scholarships at [www.jccc.edu/scholarships](http://www.jccc.edu/scholarships).**

## 2. Send Transcripts

- You must request official transcripts from ALL postsecondary institutions you have attended. Transcripts must be sent to JCCC directly from the issuing institution.**

**Mail to:**

JCCC Admissions, Box 41  
12345 College Blvd.  
Overland Park, KS 66210

or

send electronically to: [jccadmissions@jccc.edu](mailto:jccadmissions@jccc.edu).

## 3. Ability to Benefit Requirement

One of the following is required:

- Official high school transcript
- Official proof of GED completion

For students educated outside the United States, submit to the Financial Aid Office all original mark sheets, transcripts, national exam scores, etc., from all secondary and postsecondary schools you have attended.

## 4. Follow Up on Your Financial Aid Application

- Activate your student email account if you are a first-time user.**
- Check your student email often as this is our main method of communication with students.**
- Check for missing requirements and submit all requested forms/documents.**
  1. Go to [www.jccc.edu](http://www.jccc.edu).
  2. Under the **Login** heading, select **MyJCCC** and enter your JCCC username and password.
  3. Click on the **My Financial Aid** tab.
  4. Click on **Requirements**.
  5. Select the appropriate **Aid Year**. Click on **Submit**.
  6. Once all requirements are complete, your account will be reviewed for awarding.

## 5. Accept or Decline Your Awards

You will receive an email in your student email account when your award is ready for you to accept or decline.

1. Go to [www.jccc.edu](http://www.jccc.edu).
2. Under the **Login** heading, select **MyJCCC** and enter your JCCC username and password.
3. Click on the **My Financial Aid** tab.
4. Click on **Awards**.
5. Select the appropriate **Aid Year**. Click on **Submit**.
6. Read **General Information** and review **Award Overview** for the federal aid offered.
7. Click on the **Terms and Conditions** tab to read and accept the terms and conditions.
8. Click on the **Accept Award Offer** tab.
9. Read the list of options for full or partial awards and submit your decision.
10. Review any **Unsatisfied Disbursement Requirements** at the bottom of this page. These must be satisfied before aid will be disbursed.
11. First-time borrowers must complete the **Master Promissory Note**. This information is found on your **Awards** page as well.

**Once you have enrolled and accepted your award(s) online, your classes will be protected from being dropped on the payment deadline.**

**Get Your JCCC ID Card**

Be sure to obtain your **JCCC ID** card at the Student Activities & Information desk.

## 6. Verify Your Funds Are Ready to Disburse

- Repeat courses and courses not required for your program of study could affect the amount of your originally accepted award.
- All requirements must be satisfied and you must be enrolled in classes in order for aid to be disbursed and then refunded to you.
- Generally, your financial aid refund (minus tuition and books) will be sent out approximately 3-4 weeks after the start of the semester.
- If you are enrolled in late-start classes or if you are a first-time and/or single-semester loan borrower, your refund could be delayed.

### Do you have a Pell Grant award?

- The amount of your Pell Grant that will disburse is determined by the number of eligible credit hours in which you are enrolled. The Pell Grant amount shown in the award overview of your MyJCCC account is based on full-time enrollment during the fall and spring semesters. Consult the table below to determine approximately how much of this will be available to you:

Full-time status	100%
3/4-time status	75%
1/2-time status	50%
Less than 1/2-time status	varies

The table below shows the credit hours required to be considered full-time, 3/4-time or 1/2-time status:

### STATUS FOR ALL TERMS

Full-time – 12 or more credit hours

3/4-time – 9-11 credit hours

1/2-time – 6-8 credit hours

### Do you have loan awards?

- Remember that you must be enrolled at least half-time (6 or more eligible hours) to receive loan awards.

**Nondiscrimination Statement:** Johnson County Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the college's compliance with its non-discrimination policies may be referred to the Dean of Student Services and Success or Executive Director of Human Resources, Johnson County Community College, 12345 College Blvd., Overland Park, KS 66210, 913-469-8500; or to Office for Civil Rights, U.S. Department of Education, One Pettocoat Lane, 1010 Walnut St., Suite 320, Kansas City, MO 64106, 816-268-0550.

## 7. Use the Book Advance

### What is a Financial Aid Book Advance?

If you are enrolled in classes and your financial aid has been accepted, a book advance allows you to charge books against your excess financial aid at the JCCC Bookstore. **A book advance is not additional financial aid.** If you are eligible for a book advance, you will receive an email in your student email account when it becomes available for an upcoming semester. Please also check our site for additional information and dates.

### How do I use my Book Advance?

The book advance will be loaded on your JCCC ID card and you will receive an email notification. You must have your JCCC ID card to use a book advance – **NO EXCEPTIONS.**

Simply go to the JCCC Bookstore or pre-order on their site, choose your books and use your ID card as form of payment. To find out what books you need, consult the JCCC Bookstore site.

## 8. How to Receive Your Financial Aid Refund

Set up direct deposit through the **eRefunds** tab on your **My Finances** page within your **MyJCCC** account. Direct deposits are processed daily, Monday-Thursday. If you do not have direct deposit, a check will be mailed to the address you have on file with JCCC. Checks are processed once a week on Fridays.

## 9. What About Future Financial Aid?

### Does my academic performance affect my financial aid eligibility?

Yes, it does. You must meet minimum Satisfactory Academic Progress (SAP) standards each semester. The following are the minimum SAP standards (all transfer hours are included in the calculation):

- Maintain a minimum cumulative GPA of 2.0.
- Successfully complete 67% of all coursework attempted.
- Complete your academic program within 150% of the published length of the program.
- Do not drop or withdraw from all courses in which you have been paid federal aid.

You can view your current SAP status in your **MyJCCC** account; select the **My Financial Aid** tab, then click the **Satisfactory Academic Progress** link.

### How often do I need to apply for financial aid?

You must apply for financial aid and JCCC scholarships every year. The earlier you apply, the better your chances are to qualify for limited federal aid funds, such as the Supplemental Educational Opportunity Grant and Federal Work-Study. Check our website for additional dates and deadlines.

## JCCC Financial Aid Office Contact Information

JCCC Financial Aid Office ■ Box 50 ■ 12345 College Blvd. (2nd floor Student Center) ■ Overland Park, KS 66210-1299  
Phone: 913-469-3840 ■ Fax: 913-469-2310 ■ Email: [finaid@jccc.edu](mailto:finaid@jccc.edu) ■ Website: [www.jccc.edu/financialaid](http://www.jccc.edu/financialaid)

*Information printed on this publication is subject to change without notice.*