

# Johnson County Community College

## Financial Aid Process Checklist



### 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 "Online Admission Application" link.
- 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 General 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 **EASI** tab.
  4. Click on **Student & Financial Aid**.
  5. Click on **Financial Aid**.
  6. Click on **General Scholarship Application**.
- 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: [jcccadmissions@jccc.edu](mailto:jcccadmissions@jccc.edu).

### 3. Ability to Benefit Requirement

One of the following is required:

- High school transcript
- Proof of GED completion

### 4. Follow Up on Your Financial Aid Application

- Check for missing requirements.**
- Complete and turn in any missing 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 **EASI** tab.
  4. Click on **Student & Financial Aid**.
  5. Click on **Financial Aid**.
  6. Click on **Financial Aid Requirements**.

### 5. Accept or Decline Your Awards

You will receive an e-mail at your student e-mail 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 **EASI** tab.
4. Click on **Student & Financial Aid**.
5. Click on **Financial Aid**.
6. Click on **Offered and/or Awarded Financial Aid**.
7. Select the **Aid Year** from the dropdown menu and click on **Submit**.
8. Read **General Information** for the federal aid awarded.
9. Click on the **Terms and Conditions** tab to read and **accept** the terms and conditions.
10. Click on the **Accept Offered Award** tab.
11. Read the list of options for full or partial awards and submit your decision.
12. Review any **Unsatisfied Disbursement Requirements** at the bottom of this page. These must be satisfied before aid will be disbursed.

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

## 6. Verify Your Funds Are Ready to Disburse

- All requirements must be satisfied and you must be enrolled in classes in order for aid to be disbursed to you.
- Generally, your financial aid (minus tuition and books) will be sent out 1 – 2 weeks after the start of the semester.
- Late-start classes can affect when you receive your financial aid.

### Do you have a Pell Grant award?

- The amount of your Pell Grant that will disburse is determined by the number of 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:

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

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

	<u>FALL or SPRING</u>	<u>SUMMER</u>
<b>Full-time</b>	<b>12 or more</b>	<b>6 or more</b>
<b>3/4-time</b>	<b>9-11</b>	<b>5</b>
<b>1/2-time</b>	<b>6-8</b>	<b>3-4</b>

### Do you have loan awards?

- Remember that you must be enrolled at least half-time to receive loan awards.

**Notice of Nondiscrimination:** Johnson County Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, 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 or Director of Human Resources, Johnson County Community College, 12345 College Blvd, Overland Park, KS, 66210, 913-469-8500; or to the Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO, 64114, 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 awarded, a book advance allows you to charge books against your excess financial aid at the JCCC Bookstore.

### How do I use my Book Advance?

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

Simply go to the JCCC Bookstore, pick up your books and swipe your ID card as form of payment. To find out what books you need, consult the JCCC Bookstore website.

## 8. How to receive Financial Aid Funds?

Our office will mail a check of your financial aid proceeds to the address you have on file with JCCC unless you set up direct deposit online through the **MyFinances** tab on your **MyJCCC** account.

## 9. What About Future Financial Aid?

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

Yes, it does. For further information, please refer to our Satisfactory Academic Progress Policy online or at our office.

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

You must apply for financial aid every year. A helpful tip is that when you file your taxes, you should complete the FAFSA too. The earlier you apply, the better your chances are to qualify for limited federal aid funds, such as the Supplemental Educational Opportunity Grant, Federal Work-Study and the Perkins Loan.

## JCCC Financial Aid Office Contact Information

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

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