JCCC FINANCIAL AID PROCESS

1 APPLY
Apply for admission if you have not been enrolled at JCCC during the past two years.
1. Go to jccc.edu and click Apply.
2. Follow up and ensure your Personal Admission Plan checklist is complete.
3. College Now/Quick Step? Submit major change to declare program of study.

Complete the FAFSA.
1. Go to fafsa.gov to complete it.
2. Be sure to list JCCC’s school code: 008244.

Complete the JCCC Scholarship Application.
1. Go to jccc.edu and log in to MyJCCC with your JCCC username and password.
2. Click on the My Financial Aid tab.
3. Click on the Scholarship Portal link and complete the application for the appropriate aid year.
4. Watch your student email for notifications from JCCC about additional JCCC scholarship opportunities or visit jccc.edu/scholarships.

2 SEND TRANSCRIPTS
Transcripts may be required in certain situations. Check your financial aid requirements to verify if transcripts are required.

Transcripts for scholarship eligibility:
- Incoming high school students must send official 7th semester high school, home school, or official GED transcript to be considered.
- Transfer students may use high school or college GPA for consideration; associated official transcripts must be on file.

Any transcript received will be evaluated and included as part of your official JCCC record. All transcripts on record will be reviewed for Satisfactory Academic Progress (SAP) status. Students transferring in more than 80 attempted or accumulated hours may be required to appeal before financial aid can be offered and/or paid.

For students educated outside the United States, submit to the Financial Aid Office all original mark sheets, transcripts and national exam scores from all secondary schools attended; including English translations.

All transcripts must be sent from the issuing institution directly to JCCC:
JCCC Admissions, Box 41
12345 College Blvd.
Overland Park, KS 66210
or send electronically to: jcccadmissions@jccc.edu.

3 ENROLL IN CLASSES
To be eligible for federal aid, your courses must be required for your program of study. Review your DegreeCheck audit (in MyJCCC) to ensure your courses are required.

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 it’s the main method of communication with students.

Check for missing requirements and submit all requested forms/documents.
1. Go to jccc.edu and log in to MyJCCC with your JCCC username and password.
2. Click on the My Financial Aid tab.
3. Click on Requirements.
4. Select the appropriate Aid Year. Click on Submit.
5. Once all requirements are complete, your account will be reviewed for a financial aid offer. New aid year packaging for the next fall begins in mid-April.

5 ACCEPT OR DECLINE YOUR FINANCIAL AID OFFER
You will receive an email in your student email account when your offer is ready for you to accept or decline.
1. Go to jccc.edu and log in to MyJCCC with your JCCC username and password.
2. Click on the My Financial Aid tab.
3. Click on Financial Aid Offer/Award.
4. Select the appropriate Aid Year. Click on Submit.
5. Read General Information and review Award Overview for the federal aid offered.
6. Click on the Terms and Conditions tab to read and accept them.
7. Click on the Accept Award Offer tab.
8. Read the list of options for full or partial offers and submit your decision. Grants are auto-accepted.
9. Review any Unsatisfied Disbursement Requirements at the bottom of this page. These could include Loan Counseling and Master Promissory Note (MPN). All must be satisfied before aid will be disbursed.

Once you have enrolled and accepted your financial aid 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 Engagement Desk (Student Center, first floor).
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 financial aid.
- 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, books and other charges) will be sent out approximately three to four 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 THE PELL GRANT?**
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 your MyJCCC account, My Financial Aid tab, is based on full-time enrollment during the fall and spring semesters. Consult the table below to determine approximately how much will be available to you:

<table>
<thead>
<tr>
<th>Status for All Terms</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time status (12 or more credit hours)</td>
<td>100%</td>
</tr>
<tr>
<td>3/4-time status (9-11 credit hours)</td>
<td>75%</td>
</tr>
<tr>
<td>1/2-time status (6-8 credit hours)</td>
<td>50%</td>
</tr>
<tr>
<td>Less than 1/2-time status</td>
<td>varies</td>
</tr>
</tbody>
</table>

**DO YOU HAVE A STUDENT LOAN?**
Remember that you must be enrolled at least half-time (6 or more eligible hours) to receive federal student loans.

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. For additional information and dates, check jccc.edu/financialaid.

**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 preorder at bookstore.jccc.edu. Choose your books and use your ID card as form of payment. To find out what books you need, consult bookstore.jccc.edu.

8 **HOW TO RECEIVE YOUR FINANCIAL AID REFUND**

Set up direct deposit through the Refunds tab on your My Finances page within your MyJCCC account. Direct deposits are processed 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 JCCC 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 jccc.edu/financialaid for dates and deadlines.