2024-2025 Financial Aid Important Information

- **Admissions**
  - ☐ Complete the KCC admissions form. Include your Social Security Number for financial aid purposes.
  - ☐ Submit your official high school or GED transcripts to KCC Enrollment Services to be eligible to receive financial aid.
  - ☐ Ensure Enrollment Services has your current mailing address.
  - ☐ Select and be admitted to a financial aid eligible degree program; one that leads to an associate degree or a certificate that requires at least 16 credits. Your academic advisor can help you change your program, if needed.

- **FAFSA**
  - ☐ Complete and submit the 2024-2025 Free Application for Federal Student Aid (FAFSA) using 2022 income information. The school code for KCC is 007690. The 2024-2025 FAFSA will apply to the award year including Fall 2024, Spring 2025 and Summer 2025. FAFSAs are usually available October 1st and you must reapply each year. Apply early as some awards are first-come, first-served.
  - ☐ FAFSA information is retrieved from the Department of Education once a week (usually on Monday). Federal and state award eligibility will be determined once your FAFSA is processed. Your file will be processed in the order it is received. Processing times can vary from a week to a month, so apply early.
  - ☐ Some students are selected for a review of their FAFSA answers. This process is called verification. Check Financial Aid Self-Service for missing required documents to complete the verification process. Financial aid processing and awards are on hold until we receive the required documents. Answers must be accurate. Additional documentation may be requested at any time, even after you are initially awarded.
  - ☐ The Office of Financial Aid uses KCC student email accounts and Financial Aid Self-Service for all communication, including offer letters, award eligibility issues and requests for missing financial aid information. Access both through your My KCC portal. Check regularly for updates.

- **General Award Eligibility**
  - ☐ Courses must be required in an active, Title IV eligible degree or certificate program to be eligible for financial aid. If you are unsure of which classes you should take, view My Progress under Student Planning Self-Service or meet with your academic advisor.
  - ☐ Register before the financial aid eligibility date each semester.

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- Begin attendance and participation in your courses by the refund dates posted on your registration statement. **Simply logging in to an online course does not constitute attendance.**
- Attend and participate in classes on a regular basis to earn your aid. Financial aid will be adjusted if you withdraw from, or stop attending, all of your classes before completion of 60% of the semester, and you could owe a repayment of funds. Refer to the Financial Aid Total Withdrawal and Return of Title IV Funds (R2T4) policy in the [Financial Aid Handbook](#) for more information.
- You must maintain minimum completion rate and GPA standards, and complete your academic program within financial aid time limits, as outlined in KCC's Financial Aid Satisfactory Academic Progress policy in the [Financial Aid Handbook](#).
- If your financial aid does not completely cover your student account balance, you are responsible for payment. Failure to pay may result in a hold being placed on your account and/or cause removal from one or more of your courses.
- Financial aid will only pay for one repeat of a successfully passed course (A, B, C, D).
- Financial aid will pay a maximum of 30 attempted hours of remedial level coursework.
- You cannot receive financial aid from two schools during the same semester.
- The amount of Federal Pell Grant funds you may receive over your lifetime is limited to the equivalent of 6 years of full-time attendance (600%). You may view your Pell Lifetime Eligibility Used (LEU) on your [Financial Aid Self-Service](#) home page.
- Contact our office to decline one or more of your awards.

- **Work Study/Student Employment**
  - Students may apply for part-time student employment positions at www.kcc.edu/jobs.
  - You must be enrolled at least half-time to be eligible.
  - Hiring supervisors will work around your class schedule.

- **Direct Stafford Student Loans**
  - Loan applications are available at the Office of Financial Aid. You are eligible to apply after your file is complete and an offer letter has been made available.
  - You will be notified through email once your loan awards are packaged. You must log in to [Financial Aid Self-Service](#) to accept your loans and view your offer letter.
  - You must maintain at least half-time enrollment throughout the term to be eligible for your loan. Loans are recalculated and adjusted based on actual, verified attendance at the time of disbursement.
  - Loan funds will not be disbursed for the semester until all courses have started and attendance has been verified. Single semester loans (fall or spring only) will be paid out to the student account in two separate disbursements during the semester.
  - Tentative disbursement dates for loans are available on your disclosure statement at StudentAid.Gov by logging into your FSA account. Any remaining funds in excess of your student account balance will be mailed approximately 14 days after your

disbursement date. Any loan steps not completed may cause a delay in your loan disbursement.

☐ Review the KCC Loan Policy for additional information regarding loans.

- **Calculating Awards**
  - ☐ Aid on your offer letter is calculated assuming full-time enrollment. If you enroll less than full-time, the awards will be prorated accordingly.
    - ▪ The percentage amount of Pell and SEOG is adjusted for enrollment as follows:

Full-Time =	**12 or more credits:**	**100% of semester award**
Three-Quarter Time =	**9-11 credits:**	**75% of semester award**
Half-Time =	**6-8 credits:**	**50% of semester award**
Less than Half-Time =	**Less than 6 credits:**	**25% of semester award**

(You must be at least half-time to qualify for SEOG. Some Pell awards are not available at all proration levels.)

- ▪ State of IL MAP Grant (Est.) is based on 15 credit hours. If you enroll less than full-time, the amounts will be prorated at the time of disbursement.
  - ☐ Other reasons for decreased awards are as follows:
    - o Registering for a class after the financial aid eligibility date or course refund date.
    - o Non-attendance in class before the refund date
    - o Repeating a course more than once
    - o More than 30 remedial course hours
    - o Audited or proficiency courses are not eligible
    - o Registering for course(s) not required for your program of study
  - ☐ If you intend to enroll and do not see awards listed on your offer letter, please contact our office at least one week prior to registering to request an additional review of your eligibility for various financial assistance programs.

- **Financial Aid Disbursements/Refunds**
  - ☐ Awards are applied directly to student accounts to pay tuition and fee charges first.
  - ☐ If there is additional aid remaining, the credit balance will be available at the KCC Bookstore to purchase required books and supplies. Refer to the Financial Aid Calendar for bookstore purchase deadlines.
  - ☐ A check will be mailed to you for any remaining credit balance. Refer to the Financial Aid Calendar for semester disbursement dates.
  - ☐ Awards may increase or decrease based on changes to enrollment and eligibility throughout the semester. Monitor your awards and account balance on your Financial Aid Self-Service.

- Refer to KCC's Financial Aid website and StudentAid.Gov for comprehensive information on financial aid, including grants and scholarships, student loan information, debt repayment, veterans' benefits, and policies and procedures.