

HOW TO APPLY FOR FINANCIAL AID 2012-13

STEP 1 ADMISSION/ENROLLMENT AT MACOMB COMMUNITY COLLEGE

New students

- ◆ Must apply for admission to Macomb Community College
- ◆ Must have completed one of the following: a high school diploma, GED certificate, Associate's or Bachelor's degree.
If you have not completed any of the above requirements, contact the Financial Aid Office once you have done so.
- ◆ Must be pursuing an eligible program.
An eligible program is one of organized instruction or study that leads to an academic, professional or vocational degree, certificate, or other recognized education credential. To receive federal student financial aid, you must be enrolled in an eligible program. For assistance in selecting a program, contact the Counseling and Academic Advising Services at www.macomb.edu/Current+Students/Student+Services/.

Returning students

Update any changes to your address, phone number, email and other personal information on WebAdvisor:

- ◆ Go to <https://webadvisor.macomb.edu/>
- ◆ Click on Log In, enter your User ID and Password, and then click Submit
- ◆ Click on Current and Former Students Menu
- ◆ In the User Account section, click on Address Change or Update Phone Numbers and Email Address
- ◆ Enter the updated information
- ◆ Click Submit

STEP 2 COMPLETION OF THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

All students

Apply for financial aid online by completing the FAFSA at www.fafsa.gov.

If you do not already have one, apply for a Federal Student Aid Personal Identification Number (PIN) at www.pin.ed.gov before completing the FAFSA. The PIN allows you to sign the FAFSA electronically. If you are filing as a dependent student, at least one parent must have a PIN.

The IRS Data Retrieval Tool is available for online FAFSA submittals. We recommend using the retrieval tool which allows FAFSA applicants and parents to transfer their income information from the IRS to the FAFSA.

Enter the Macomb Community College federal school code (**#008906**) on the FAFSA. The school code is the same for all Macomb campuses and will allow Macomb to receive your FAFSA information.

The 2012-13 FAFSA application covers the following semesters: Fall 2012, Winter 2013 and Spring/Summer 2013 (Spring/Summer financial aid will be processed for registered students only).

STEP 3 MACOMB PROCESSES YOUR FAFSA

When Macomb electronically receives your updated FAFSA, we will continue to process your financial aid application. Per Federal regulations, you may be required to submit additional documentation to the Financial Aid Office. You can view your up-to-date financial aid status, including outstanding documents, anytime on WebAdvisor:

- ◆ Go to <https://webadvisor.macomb.edu/>
- ◆ Click on Log In, enter your User ID and Password, and then click Submit
- ◆ Click on Current and Former Students Menu
- ◆ In the Financial Aid section, click on Financial Aid Status (FAST)
- ◆ Select a Financial Aid Year

STEP 4 PROCESSING DEADLINE DATES

Completing the FAFSA early increases your chances of being processed in time for the Fall, Winter or Spring/Summer payment deadline dates. Due to the high volume of applications, you must complete the FAFSA and submit all requested documents by or prior to the *Requested Documents Due Date* listed below to know your eligibility by the initial payment date. After the initial payment deadline dates, if you register for classes before you know your financial aid eligibility, you are required to pay for classes by midnight on the day registered.

SEMESTER	REQUESTED DOCUMENTS DUE DATE:	INITIAL PAYMENT DEADLINE
Fall 2012	June 1, 2012	August 9, 2012*
Winter 2013	October 1, 2012	December 6, 2012*
Spring/Summer 2013	March 15, 2013	April 24, 2013*

*After the initial payment deadline, payment is due by midnight on the day registered.

STEP 5 NOTIFICATION OF FINANCIAL AID ELIGIBILITY

When Macomb completes the processing of your financial aid application, you will be notified of your eligibility. The preferred method of award notification is email; therefore, it is very important that you have a current email address in the College system. Students who never attend classes will be required to repay financial aid to which they are not entitled. In addition, it is the student's responsibility to read and understand the Terms and Conditions for Receiving Financial Aid located at www.macomb.edu/NonCMS/FinancialAid/faptac.pdf.

STEP 6 MAINTAIN SATISFACTORY ACADEMIC PROGRESS

Based on Federal regulations, a financial aid recipient is required to meet satisfactory academic progress as established by Macomb Community College. It is the student's responsibility to read and understand Macomb's Satisfactory Academic Progress Policy, located at www.macomb.edu/NonCMS/FinancialAid/fapsap.pdf.

STEP 7 SCHOLARSHIPS

- Access <https://macomb.academicworks.com/> to apply for the Private Scholarships offered by Macomb Community College.
- Scholarship students with funds from outside sources must submit their scholarship checks to the Financial Aid Office three business days before their tuition due date.