

## Student Financial Services Checklist

All documents that apply to you and your financial aid file need to be received by the Student Financial Aid Office by June 17, 2011 to be considered for disbursement on the 2nd day of the Fall semester.

Documents can be downloaded from the MPC website at  
[www.mpc.edu](http://www.mpc.edu).

This is your receipt. Please bring this form with you each time you submit documentation.

\_\_\_\_\_ **Complete the FAFSA** (Free Application for Federal Student Aid) by going online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Call the office at 646-4030 to inquire about our free workshops to help you complete the FAFSA online. Our Title IV Federal Code is #001242. You will receive a *Student Aid Report (SAR)* either by mail, or email from the Department of Education.

\_\_\_\_\_ For **Cal Grant** consideration, applicants must meet the Cal Grant Deadlines. Complete the **Cal Grant GPA Verification Form** in January or February and submit it to the Admissions and Records Office for certification of your GPA. If you are in high school, or have no GPA you will need to speak with a counselor.

\_\_\_\_\_ **Student Information Form:** You must complete the Student Information Form to be considered for financial aid.

\_\_\_\_\_ To be considered for the maximum amount of aid you must be **enrolled for Fall semester** by August 10, 2011.

\_\_\_\_\_ **Excessive Units Form:** If you have completed more than 60 units total (MPC and other Colleges units) you must complete the Excessive Units Form. This form must be completed with an academic counselor.

\_\_\_\_\_ **Prior College Transcripts:** If you have attended another college or university you must request a transcript be sent to the Admissions and Records Office. It is your responsibility to make sure the transcripts are reviewed and posted into the computer system by Admissions and Records.

\_\_\_\_\_ **Ability to Benefit:** (ATB) If you have not graduated from high school or have no GED, you must pass an Ability to Benefit Test. Please call 646-4027 to find out when you can arrange to take the ATB test. These requirements must have been met by July 1, 2012 or the student will not be eligible for federal aid.

\_\_\_\_\_ **Verification:** If your SAR (Student Aid Report) states that you are selected for a process called **Verification**, you must submit:

\_\_\_ An Independent or Dependent Verification Worksheet.

\_\_\_ Independent students must submit a signed copy of their 2010 Federal Income Tax Return and all W-2's. If married, a signed copy of your spouse's 2010 Return with W-2's, if filed separately.

\_\_\_ Dependent students must submit a signed copy of their 2010 Federal Income Tax Return and all W-2's, plus a signed copy of their parent's 2109 Income Tax Return and all W-2's.

\_\_\_ Proof of any untaxed income listed on the SAR.

\_\_\_\_\_ Sometimes your SAR will come back with **questions**. Here is a list of possible **questions and documentation** that you will need to submit to the Student Financial Services Office to clarify those questions.

\_\_\_\_\_ Question in regards to your/your parents' citizenship status. If you or your parents are United States citizens, you can submit either a copy of the birth certificate, passport or naturalization papers. If you or your parents are non-eligible citizens your can submit a copy of the alien registration card.

\_\_\_\_\_ Question about whether your registered for Selective Service. If you are male and between the age of 18-25 you will need to contact the Selective Service Office to register. Call 847-688-6888 or you can go on line at [www.sss.gov](http://www.sss.gov). If you are male and over the age of 25 you will need to contact Selective Service and fill out the "Request for Status Information Letter."

\_\_\_\_\_ Question in regards to you or your parents' social security number. You will need to submit a copy of you or your parents' social security card.

\_\_\_\_\_ Question in regards to you or your parents' investments/business. You will need to complete either the Parent Asset Form or Student Asset Form.

\_\_\_\_\_ **SAP and Student Authorization Form:** You must complete this form and submit to the Student Financial Services Office. Your file is considered in-complete without this form.

\_\_\_\_\_ If you **graduated** from High School **after 2006**, you will need to submit an official **High School Transcript** to the Student Financial Services Office.

\_\_\_\_\_ If you wish to apply for a **Federal Student Loan**, you will need to go to [www.mpc.edu/financialaid](http://www.mpc.edu/financialaid). Click on Direct Student Loan link and follow all the steps that are listed. If you are a 1st time borrower at MPC you will need to attend an Entrance Workshop. Remember you must also complete the FAFSA, to take out a student loan.

\_\_\_\_\_ If you plan to attend **Summer Session 2012**, you will need to notify our office by completing the Summer Session Supplemental Application form. This form is available May 2, 2012. The completed form must be turned into the Student Financial Services Office by May 31, 2012.

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