

JOHN A. LOGAN COLLEGE

FINANCIAL AID OFFICE

REQUIREMENTS TO COMPLETE FILE

1. Student must fill out a FAFSA at www.fafsa.ed.gov. The FAFSA must be completed each year using the financial information from the previous tax year. Students can fill out a FAFSA for each academic year beginning January 1. The financial aid award year begins each fall and covers the next spring and summer semesters.
2. Students will be sent a Financial Aid Packet by email (if provided) once the FAFSA information is received from the processing center. All paperwork included in the Financial Aid Packet must be filled out and returned to the Financial Aid Office. **If a student is chosen for verification and did not use the IRS Data Retrieval Tool on the FAFSA, they are required to submit copies of parent and/or student tax transcripts along with W2 forms and/or 1099 Social Security forms, and/or year end proof of SSI eligibility.** The Financial Aid Office can only accept copies, not originals. Students will also be required to fill out Verification Forms that are accessible on the John A. Logan website under Financial Aid. If a student is required to submit parental information, the parent signature will be required on certain forms.
3. Official High School transcripts must be on file in the Admissions Office.
4. Official transcripts from all colleges the student has attended must be on file in the Admissions Office. You are considered a transfer student if you have previously attended another college or university. You are considered a transfer student if you have been enrolled at another institution irrespective if you completed or did not complete college credit. This is applicable if you attended another college last semester or many years ago. Therefore, if you are a transfer student, it is imperative that official transcripts from all institutions previously attended, irrespective of the circumstances, be submitted to the JALC Admissions Department. Failure to comply, for any reason, with this requirement will make you ineligible to receive financial aid from John A. Logan College. Due to federal regulations, there can be no exceptions to this rule.

5. An award letter will be generated by the Financial Aid Office and will be accessible on John A. Logan College WebLink Site. The link is on the bottom of the college's main web page.
6. All students must also sign up for the Pending Aid Plan.

To sign up:

Enter your Weblink account>Payments>click the FACTS button>click the DEFFERRED check box and complete the registration. Financial aid awards are posted and can be accessed on WEBLINK once your file is complete. If your file is not complete, you must pay in full or sign up for the FACTS PAYMENT PLAN.

7. **Once the above steps have been followed, a student's file will be considered complete. If the student meets the file complete date posted on the Financial Aid Dates sheet, then a book voucher will be available in the John A. Logan College Bookstore.** The student will go to the Bookstore and be able to pick up their books if there is enough PELL Grant money to cover tuition and fees and there is money remaining to cover the book charges. **See important Financial Aid Dates: <http://www.jalc.edu/> - Financial Aid - Important Financial Aid Dates (PDF).**
8. Students receiving financial aid must remain enrolled and complete coursework to receive financial aid proceeds.
9. Disbursement dates for refund checks each semester are as follows:
Fall and Spring Semesters the 5th week, Summer Semester the 3rd week (JALC Weblink).

Walking in the JALC Financial Aid Office a few days before school starts (or the day it does start) and asking for your tuition to be deferred because you just applied for financial aid or are transferring from SIU-C, etc. is not a reason for a tuition deferment. You must have a "Plan B" ready to pay for your tuition because the JALC Financial Aid Office cannot defer your tuition.