

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 must be enrolled before a verification packet is sent out and before they can meet with a financial aid counselor to complete their file. Students need to enroll as soon as registration is available for the next semester. (The date will be advertised on campus and in the newsletter sent by email). **All students must be enrolled before they can complete their file in the Financial Aid Office. Financial Aid will only pay for classes in your major. If the course is not on your curriculum guide, Financial Aid cannot pay for it.**
3. Once the student has enrolled, they can meet with a Financial Aid Counselor. **All students must bring in copies of parent and/or student tax returns along with W2 forms and/or 1099 Social Security forms, and/or year end proof of SSI eligibility. The taxes must have the filer's signature on them.** 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.
4. Official High School transcripts must be on file in the Admissions Office.
5. Official transcripts from all colleges the student has attended must be on file in the Admissions Office.

6. Once the above steps have been followed, a student's file will be considered complete. An award letter will be generated by the Financial Aid Office and mailed to the student's address submitted on the FAFSA application.
7. **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.
8. Students enrolled in late starting classes will not receive a book voucher for those classes.
9. Students requesting a student loan must have a completed file and must pick up a loan packet from the JALC Financial Aid Office and follow the instructions inside the loan packet.
10. Students not completing 6 hours with a 2.0 GPA the last semester enrolled will not be eligible for a Federal Stafford Loan.
11. Students receiving financial aid must remain enrolled and complete coursework to receive financial aid proceeds.
12. Disbursement dates for refund checks each semester are as follows: fall and spring semesters the 11th week, summer semester the 3rd week.

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.