



**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 October 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 Notification of Action by email (if provided) once the FAFSA information is received from the processing center. All paperwork needed to complete your financial aid file will be posted on your MYJALC portal and 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 and the MYJALC portal. If a student is required to submit parental information, the parent signature will be required on certain forms.
3. Official high school transcripts or GED test scores must be on file in the Admissions Office.
4. An award letter will be generated by the Financial Aid Office and will be posted on the student's MYJALC portal or the John A. Logan website. The student must login to their portal to access their financial aid requirements.
5. **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) or log into your MYJALC portal to see award and tuition totals.**
6. Students receiving financial aid must remain enrolled and complete coursework to receive financial aid proceeds.
7. Disbursement dates for refund checks each semester are as follows: Fall and Spring Semesters the 7th week, Summer Semester the 5th 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.