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## 2015-2016 FINANCIAL AID CHECKLIST

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|--------|---|--|
| Step 1 | Apply for Admission to GMC at <a href="http://www.gmc.cc.ga.us">www.gmc.cc.ga.us</a>  |  |
| Step 2 | Visit <a href="http://www.pin.ed.gov">www.pin.ed.gov</a> to apply for Personal Identification Numbers. Both the student and parent must apply for separate PINs. This number serves as your electronic signature and may be used to file your FAFSA, make corrections to your FAFSA and apply and monitor Federal Direct Loans you receive.   |  |
| Step 3 | <p><b>Apply for federal and state financial aid</b></p> <p>_____ Complete the 2015-2016 FAFSA at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a></p> <p><b>GMC Financial Aid Code for FAFSA: 001571</b></p> <p><i>When completing your FAFSA, you may qualify to use the IRS Data Retrieval Tool. Tax Data is available within 2 weeks of electronic tax filing or 8 weeks of paper tax filing. If you do not meet the criteria, you will receive a message explaining the data retrieval tool is not available.</i></p> <p>_____ Complete the state of Georgia student aid application (GSFApp), if you are a GA resident.</p> <p><i>You may qualify for financial aid through the state. Additional information is available at <a href="http://www.gacollege411.org">www.gacollege411.org</a></i></p> | <p><b>Documents you may need in order to complete the FAFSA:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student Federal Tax Return for 2014</li> <li><input type="checkbox"/> Parent Federal Tax Return for 2014</li> <li><input type="checkbox"/> Student's Social Security Number</li> <li><input type="checkbox"/> Parents' Social Security Number</li> <li><input type="checkbox"/> Student's Driver's License Number</li> <li><input type="checkbox"/> W-2 forms for student for 2014</li> <li><input type="checkbox"/> W-2 form for parents for 2014</li> <li><input type="checkbox"/> Record of any living allowances for military, clergy or other. Do not include value of on-base housing or the value of basic military allowance for housing.</li> <li><input type="checkbox"/> Records of veteran's non-education benefits.</li> <li><input type="checkbox"/> Record of child support received</li> <li><input type="checkbox"/> Records of any other untaxed income such as worker's compensation and disability</li> <li><input type="checkbox"/> Current balance of all savings accounts, investments, and business and farm assets for student and parents.</li> <li><input type="checkbox"/> Documentation of food stamps and child support paid</li> </ul> |
| Step 4 | <b>Review your Student Aid Report (SAR).</b> If you provided your email address on your FAFSA you should receive information about your SAR via email within 3-5 days after filing your FAFSA. If you did not provide your email address, your SAR will be mailed to you within 7-10 days. If you do not receive your SAR, contact the federal processor at 1-800-433-3243. GMC will receive your data electronically.  |  |

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| Step 5 | <p><b>Complete Verification</b></p> <p><i>If you have been selected for Verification, the GMC Financial Aid Office will notify you of documents needed to complete your financial aid application.</i></p> <p><b>Please do not submit tax transcripts unless requested by the Financial Aid Office.</b></p>  | <p>For 15-16, you may be asked to provide a tax transcript. The transcript is available from the IRS at 1-800-908-9946 or online at <a href="http://www.irs.gov">www.irs.gov</a>.</p> <p>Tax return transcripts will be available about 2 weeks after electronic filing and 6-8 weeks after a paper return was filed. Once available they may be printed directly from this website.</p> |
| Step 6 | <p><b>Submit requested documentation to the financial aid office.</b> If additional information is required to complete your financial aid file, you may receive a letter or an email notification will be sent to your registered GMC email address. You may also check your WebAdvisor account. <b>Financial aid will not be awarded until all required additional information is received, and your financial aid file is complete.</b></p>   |  |
| Step 7 | <p><b>Complete and submit a Request for Federal Direct Loan form (if interested)</b></p> <p><b>Complete and submit a Parent Loan for Undergraduate Students (PLUS) Authorization form (if interested)</b></p>  | <p>If you want to apply for a Federal Direct Loan, you must complete the Request for Federal Direct Loan form and submit to the financial aid office.</p> <p>If your parent wants to apply for a PLUS loan, your parent must complete the PLUS authorization form and submit to the financial aid office.</p>  |
| Step 8 | <p><b>Complete a Master Promissory Note (MPN) and/or loan entrance counseling, if applicable, at <a href="http://www.studentloans.gov">www.studentloans.gov</a>.</b></p> <p>If you are receiving a direct subsidized or unsubsidized Federal Direct Loan for the 1<sup>st</sup> time, you must complete a MPN at <a href="http://www.studentloans.gov">www.studentloans.gov</a>. (Note: a parent requesting a Federal Direct PLUS Loan must also complete a MPN at <a href="http://www.studentloans.gov">www.studentloans.gov</a>).</p> <p>If you are a 1<sup>st</sup> time borrower, you must complete online entrance counseling at <a href="http://www.studentloans.gov">www.studentloans.gov</a></p> |  |

**The GMC Financial Aid Office will use your student email address to contact you on most occasions.**

For any questions, please contact the Financial Aid Office at your campus using the information on the front of the form.