



GLENDALE COMMUNITY COLLEGE

General Information for Financial Aid Applicants

Fall 2009
Spring 2010
Summer 2010

6000 W Olive Avenue
Glendale, AZ 85302
Phone: (623) 845-3366
Fax: (623) 845-3310
Web: www.gccaz.edu/finaid
School Code: 001076

Financial Aid Office Hours:

Monday–Thursday
8:00 a.m.–7:00 p.m.
Friday 9:00 a.m.–4:30 p.m.
(closed Fridays during the *Summer*)

The Maricopa Community College District is an EEO/AA institution.

Application Deadlines

To meet a deadline, the GCC Financial Aid Office must receive valid **Electronic Federal Data** and **ALL requested documents, completed, and signed.**

FALL 2009 (August–December)
Priority—April 24, 2009
Deferral—July 16, 2009

SPRING 2010 (January–May)*
Priority—October 16, 2009
Deferral—November 13, 2009

SUMMER 2010 (June–July)*
Priority—April 16, 2010
Deferral—April 30, 2010

*Applies only to new applicants

For Summer 2009, use the 2008–2009 **FAFSA** application.

Rejected **FAFSA** results received from the processor requesting additional information, or sending the application by these dates does **NOT** meet the deadline.

Which semesters are covered and when should I apply?

There are **two deadlines**, listed to the left, that you must be aware of when applying for financial aid.

Priority Deadline to receive your award prior to the start of semester classes. All required documentation must be received by this date to qualify.

Deferral Deadline for deferment of tuition and fees, pending receipt of your award. All required documentation must be received by this date to qualify.

Priority deadlines are to help you plan.

Students who submit all required documentation by the **Fall Priority Deadline** will be given first consideration for Federal Work-Study (FWS), Supplemental Education Opportunity Grant (SEOG), Leveraging Educational Assistance Partnership (LEAP),

and Maricopa Grant funds. These are very limited funds.

To meet a deadline, the GCC Financial Aid Office must receive valid **Electronic Federal Data** and **ALL requested documents, completed and signed.**

If any documentation is missing by the designated deadline, you will be responsible for paying all educational expenses by the payment due date listed on your Online Student Center at My.maricopa.edu. You will be reimbursed upon completion of your financial aid file and approved eligibility. For more details, please visit www.gccaz.edu/finaid.

Rejected results received from the processor requesting additional information or sending the application by these dates does **NOT** meet the deadline.

What information is required to complete my financial aid file?

As documents are submitted and reviewed, additional documentation may be required to prove your status and complete your file. Requested forms are available online at www.gccaz.maricopa.edu/finaid. All submitted forms and documents should include your *name*, *Social Security Number*, and be **signed** by you and your parent(s) or spouse, as applicable. This includes:

- ◆ **Electronic Federal Data or Student Aid Report (SAR).** You will receive an electronic confirmation or a SAR, a GREEN document, from the processor. If GCC is listed, we will receive your results electronically. An “Official” EFC is required. Corrections to the data are your responsibility. Your file will be incomplete without official processed results.
- ◆ **Student Information Form.** You must complete and submit admissions information to the college by using your online student account at My.maricopa.edu.
- ◆ **Selective Service Registration.** If not confirmed by processor, provide registration number, or proof of exemption from requirement. You can select to register on the FAFSA, SAR, online at www.sss.gov or at the post office. Proof of exemption can be requested online or by calling (847) 688-6888.
- ◆ **U.S. Citizenship or Eligible Non-citizen.** If not confirmed by processor, provide birth certificate or immigration document.
- ◆ **Ability to Benefit.** If requested, provide high school diploma, GED, or passing placement test scores.
- ◆ **Eligible Program.** Must be pursuing a course of study approved by the Department of Education.
- ◆ **Independent Student Status.** If you are under 24, provide dependent’s birth certificate, marriage license, military discharge papers or other documentation requested.
- ◆ **Verification.** If selected by the processor or the institution, you must provide:
 - ❑ **Verification Form** Available online at www.gccaz.edu/finaid.
 - ❑ **2008 (signed) Federal tax returns, W-2 forms, and ALL schedules** for you, your spouse (if married), & your parent(s) if their information was required. You can request a transcript from the IRS at (800) 829-1040.
- ◆ **Loan Request Form.** If you are applying for a loan, you must maintain a minimum of six (6) credit enrollment, and complete and return the **Loan Request Form**.

NOTE: Please read information about the loan application process listed on the **Loan Request Form**. Completion of additional forms will be necessary to receive a loan (first time borrowers are subject to a 30-day fund delay).

How long until I find out what I am eligible to receive?

File evaluation begins in *late April*, **after** we receive **ALL** required results and forms.

Approximately three months are required to complete the application process. The time this evaluation takes varies throughout the year. As the beginning of classes approaches, our volume increases and the evaluation process takes longer. Errors or inconsistencies can also slow the process.

After your file is evaluated, we send a **Financial Aid Award Notification** (a.k.a. Award Letter) based on your eligibility, responses on the FAFSA about loans and work-study and submission of Loan Request Form.

When you receive an *Award Letter*:

- Read it and any additional information, then keep it for your records.
- Follow **any** additional instructions if you wish to reject an award program or if you will not be attending GCC.

How will my financial aid be paid?

After you receive an *Award Letter*, your enrollment and continued eligibility are reviewed before each payment. Payments are then posted to your student account and any remaining monies, after school charges are deducted, are sent to you by mail beginning *seven* days before the start of the semester.

After the semester begins, as your *Award Letter* is sent, it takes approximately **seven** days for any remaining *grant checks* to be mailed.

The **seven-day time frame** also starts after we receive a “notice of funds” for *EFT Stafford Loans* from the guaranty agency.

FWS and *non-EFT Stafford Loan checks* do not credit your account.

NOTE: Please keep your current name and address on file with the Admission and Records Office.

◆ **Federal Work-Study (FWS) funds must be earned by working at on-campus positions.**

◆ **All loans are disbursed in two (2) payments**, including one-semester loans. The 1st payment is scheduled for the beginning of the loan period, and the 2nd payment is scheduled halfway through the loan period. You must complete the online Exit Counseling Session before your second payment will be mailed. The Exit Counseling Session is available on the Web at www.gccaz.edu/finaid/studentloans

◆ **If you are charged out-of-state tuition, grants may not cover your debt.** Contact the GCC Admissions and Records Office for information about reduced tuition rates for six or less credits.

◆ **Enrollment or program change, or late-starting classes may cause a disbursement delay.**

How does enrollment affect my financial aid?

- ◆ If your enrollment level is different than what is indicated on your *Award Letter*—You must request an award revision in writing.
- ◆ If you are enrolled in classes which start after the first week of school—funds for any late starting class will be credited and released within seven days after the class begins.
- ◆ If you are enrolled in **Non-Term** classes which you have NOT completed—regulations do not allow additional funds to be disbursed in a new term (semester) until all classes for which financial aid has been received are completed. This is true even if a new term starts.

- ◆ If you are completing a *Consortium Agreement* to take a class at another institution to receive financial aid for that class at Glendale—this form must be submitted by August 28 for Fall 2009 and January 22 for Spring 2010.
- ◆ If you change your schedule—your award will be based on your level of enrollment on the following dates:
August 28 for Fall 2009
January 22 for Spring 2010

◆ If there are other changes to your enrollment—your award will be revised for:

- cancelled classes***
- 100% tuition refunds***
- non-attendance***
- withdrawals with last date of attendance through 8/28/09 for Fall or 1/22/10 for Spring**

*including classes with start dates after the last day of schedule adjustment.

The information contained in this document was correct at the time of publication. Glendale Community College cannot be held responsible for program or regulatory changes that have occurred since this guide was printed.