



ARAPAHOE
COMMUNITY
COLLEGE



Simple Steps To
Apply For Financial Aid

ARAPAHOE
COMMUNITY COLLEGE
5900 S Santa Fe Drive
PO Box 9002
Littleton, CO 80160-9002

SIMPLE STEPS TO APPLY FOR FINANCIAL AID

Below are some simple steps that will assist you in applying for financial aid at Arapahoe Community College (ACC). ACC offers a number of Federal, State, institutional and private grants, scholarships, workstudy and student loans. The priority consideration date for financial aid is April 1st for the following academic year. You are encouraged to apply as early as possible as the application process may take up to five weeks to determine your award eligibility.

Eligibility Guidelines:

In Order to Qualify for Financial Aid You Must:

- Be enrolled at a minimum as a half-time as regular student (Pell recipients may be less than half-time)
- U.S. Citizen or eligible non-citizen
- Making satisfactory progress in course of study
- Not in default on a Federal Loan(s) at any educational institution
- Not owe a refund on Federal Grants at any educational institution

Residency:

IF you have not lived in Colorado for 12 consecutive months, you will also need to file a **Petition for Residency**.

Changing your residence classification *must be done before you apply to Arapahoe Community College.*

Active Duty Military?

If you are on active duty military or a dependent of an active duty military and assigned to a Permanent Change of Station in Colorado, you may be eligible for in-state tuition rates. Contact your Military Base Education Office.

STEP 1

APPLY TO ARAPAHOE COMMUNITY COLLEGE (ACC)

BEFORE WE CAN CONSIDER YOU FOR FINANCIAL AID, YOU MUST BE ADMITTED TO ACC AND DECLARE A DEGREE OR CERTIFICATE PROGRAM.

- Download the ACC Admissions Application** from:
<http://www.arapahoe.edu/applyregister/admissions/index.html>
- Print and complete Application declare a degree or certificate**
- Mail application to ACC Office of Admissions, 5900 S. Santa Fe Drive, Littleton, CO 80160**

STEP 2

Complete Your PIN and Free Application for Federal Student Aid (FAFSA) Forms

PIN Number Application

- Fill out your PIN application:** Go to www.fafsa.ed.gov . You will need to have a PIN number to sign your FAFSA application electronically. If you are a dependent student, then one of your parents should also apply for a PIN. This number remains the same for the rest of your education regardless of the length of study. You can utilize your PIN to sign your FAFSA in the future, make corrections on-line to your FAFSA, or simply access and determine the status of your file with the government. When you request the PIN number, and provide an e-mail address, the government will email your PIN number to you in approximately 48 hours. If you do not have an e-mail address, the government will instead mail you this in 7-10 days.

- Make sure to print ***the confirmation page*** at the end!
- Write the confirmation number down.*** You will need that number if you have to follow up with questions about your FAFSA, by calling the federal student aide center at 1-800-4FED-AIDE.
- After you have received your PIN then fill out your FAFSA application (Quicker results can be obtained if you complete the FAFSA online – see below.)**

FAFSA Application

Once you've gathered the following information go to www.fafsa.ed.gov to complete your online application

Information You will need to Complete Your Application

- Federal Income Tax and asset information from the previous year,**
- Social Security Number and Date of Birth** for yourself/spouse/parents/legal guardian (which ever is applicable to your current situation).
- Enter **ACC's school code** (001346) at the end of the application so that your Student Aid Report (SAR) will automatically be sent to ACC and so that you will also receive an email letting you know that your application has been processed. File processed in approximately 10 days (1 ½ weeks).

If you do not have the PIN number at the time of completing the FAFSA, print the signature page and mail to the address provided on the form. Remember: if you are a dependent student, your parents must also sign the form. File processed in approximately 21 days (3 weeks).

IF you are under the age of 23 and not currently married your parent's information must ALSO be included.

- Dates of your parents / guardians continuous physical presence in Colorado
- List the **last two years Colorado income** parents / legal guardian's taxes have been filed

- Date of your** parents / legal guardian's current **Colorado Driver's License** or Colorado I.D. was issued
- List the last two years of **your** parents / legal guardian's **Colorado Motor Vehicle Registration**
- Dates of **extended absences** for **your** parents / legal guardian's from Colorado during the last two years
- Date of **Colorado Voter Registration** for **your** parents / legal guardian's

STEP 3

Receive a Student Aid Report (SAR) in the mail from the Department of Education

Your SAR will have all of your demographic information in a synopsis. We will receive your SAR electronically at the same time, and will then know if we require any additional information from you in order to complete your file.

- Print a copy** of your SAR from the FAFSA website for your own records.

Normally within 3-5 days after receiving your SAR you might want to:

- Contact the Financial Aid Office** at ACC (pg.8) to see if they have received a copy in their system.
- When you call the first time **ask who your financial counselor is**, so that all of your questions can be directed toward the same person (this cuts down on confusion and extra paper work).

Counselor's Name: _____

STEP 4

Additional Documents You May Need

All applicants are required to complete an ACC Office of Financial Aid Supplemental Information Form (SIF) along with their FAFSA. Should the U.S. Department of Education select your application in a process called Verification, we will request the following documentation:

- You (and/or your parent's if you are a dependent student) Federal Income Tax Return(s)
- Verification Worksheet listing number in your household and other asset/income information
- Other Information as requested

If requested, please submit these documents as early as possible so that you may be considered for aid.

STEP 5

Visit with a Financial Aid Advisor

Financial Aid Advisors are available on a walk-in basis from 8 a.m. to 7 p.m. Monday and Tuesday and from 8 a.m. to 5 p.m. Wednesday through Friday in Room M2110. They are happy to assist you in completing your file and answering any questions you may have. Your call will be returned within 24 hours should you leave a message.

Your Financial Aid Advisor can offer assistance if your financial situation has changed, if you believe you should be independent or if you are a non-citizen of the U.S. A. and would like to know of private scholarship options available.

Remember, **you are responsible for adding and dropping your classes and ensuring your student account is paid.** The Office of Financial Aid will not do it for you. Please refer to the college schedule on adding and dropping classes and last day to drop with a refund.

STEP 6

Types of Financial Aid Offered At Arapahoe Community College

Upon completion of your FAFSA and Financial Aid File, you will be considered for the following types of assistance:

GRANTS – Gift Assistance

Federal Pell Grant – Federal funds provided to you based on your financial need. The amount of grant you receive may vary based on your financial need.

Federal Supplemental Educational Opportunity Grant - Federal funds made available to a limited number of students with high financial need as determined by the FAFSA. May 1st priority consideration date.

Colorado Student Grant – State funds made available to Colorado Residents with high financial need. May 1st priority consideration date.

Colorado Leverage Educational Assistance Program – State funds made available to Colorado Residents with exceptional need. May 1st priority consideration date.

Scholarships – Gift Assistance

Colorado Scholars Scholarship – Awarded to continuing ACC students that have completed at least 12 credit hours with a 3.2 grade point average or higher. May 1st priority consideration date.

President's Scholarship - Available to recent high school graduates with a 3.0 grade point average or higher. April 1st priority consideration date.

Scholarship Search Center – Please visit the ACC Scholarship Search Center in Room M2110 to explore the many other institutional and private scholarships available. There are scholarships based on need, merit, essay, major and many other categories.

Workstudy – Self Help Assistance

Federal/Colorado Workstudy - student employment provided to students based on financial need. Average salary \$8 per hour, students make work up to 20 hours per week in a job related to their degree or certificate. May 1st priority consideration date.

No Need Colorado Workstudy – funds made available to assist Colorado Residents that do not demonstrate financial need and would like student employment. May 1st priority consideration date.

Federal Student Loans – Self-Help Assistance

Federal Stafford Loan (Subsidized) – Available to students that demonstrated financial need based on the FAFSA. Students are encouraged to visit with a Financial Aid Advisor for more information and the application process.

Federal Stafford Loan (Unsubsidized) – A low interest loan based on the FAFSA that all students can apply for, regardless of need. Students are encouraged to visit with a Financial Aid Advisor for more information and the application process.

Federal Parent Loan Program – A loan parents may take out to assist in their dependent children's education. Students are encouraged to visit with a Financial Aid Advisor for more information and the application process.

STEP 7

How will you know if you have been awarded financial aid to attend ACC?

After your financial aid file is complete and correct, you will receive notification by mail of your financial aid offer. You are responsible for reading and understanding your financial aid award letter. However, please feel free to call (303-797-5661) should you have any questions or visit with a Financial Aid Advisor in Room M2110 for more information.

Further questions can be directed to:

Arapahoe Community College
Financial Aid Office
5900 S. Santa Fe Drive
P.O. Box 9002 Littleton, CO 80160
www.arapahoe.edu/studentsvcs/finaid

Phone: 303-797-5661

MAKE SURE TO KEEP COPIES OF EVERYTHING!