MPC | STUDENT FINANCIAL SERVICES
MONTEREY PENINSULA COLLEGE

Student Financial Services Checklist 2014-15

All documents that apply to you and your financial aid file need to be received by the Student Financial Aid Office by June 13, 2014 to be considered for disbursement on the 2nd day of the Fall semester.

Most forms can be completed and submitted online at www.mpc.edu/financialaid.
Click on 2014-15 Forms.
This is only a checklist. Not all students are required to submit all documentation listed.

☐ **Complete the FAFSA** (Free Application for Federal Student Aid) online at www.fafsa.ed.gov. A list of FAFSA Workshops can be found at www.mpc.edu/financialaid. Our Federal School Code is **001242**. The Department of Education will send you a confirmation email or a *Student Aid Report (SAR)* by mail.

☐ **California Dream Act Application:** The Dream Act consists of two laws that were passed in 2011 and allows eligible AB540 students to apply for and receive several types of state financial aid. AB540 eligibility is determined by the Admissions & Records Office. Eligible AB540 students will need to complete the California Dream Act Application at www.csac.ca.gov/dream_act.asp.

☐ **Cal Grant:** For Cal Grant consideration, applicants must meet the Cal Grant deadlines. Print and complete the **Cal Grant GPA Verification Form** between January and March and submit it to the Admissions and Records Office for certification of your GPA. If you are in high school, or have no GPA at MPC you will need to speak with your high school counselor or your prior college. www.csac.ca.gov

☐ **Board of Governors Fee Waiver:** The fee waiver is designed to **ONLY** waive enrollment fees and reduce the parking fee from summer to spring semester for California residents attending a California Community College. Please note that the fee waiver amount is not money you pick up, it is automatically deducted for enrollment. Students eligible for the fee waiver Type C will need to have a financial need of $1,104 which is determined by Student Financial Services.

☐ **Electronic Consent Form:** By signing the Electronic Consent Form, you are giving consent to receive and submit your financial aid information electronically through the Monterey Peninsula College Portal. In addition, you are certifying that all the information contained on the Electronic Consent Form is true, complete, and accurate to the best of your knowledge.

☐ **Activate MPC email Account:** Student Financial Services will ONLY reply to students' MPC email account inquiries. You will need to activate your MPC email 48 hours after you have enrolled for classes. In your email include your full name and Student ID number. If you have trouble logging on to your MPC email contact WebsiteSupport@mpc.edu.

☐ **Student Information Form**: You must complete the Student Information Form to be considered for financial aid. To be considered for the maximum amount of aid you must be **enrolled for Fall semester** by August 13, 2014.

☐ **Student Disbursement Authorization:** The Student Disbursement Authorization form informs you of Monterey Peninsula College's policy in regards to its billing procedures and obtaining your permission to pay certain institutional charges and fees from your financial aid funding.

☐ **Ability to Benefit (ATB)**: If you do not have a high school diploma, GED, or have not passed the California High School Proficiency Examination, you must pass the Ability to Benefit Test. Please contact Student Financial Services to verify that you are eligible to take the ATB Test.

☐ **Prior College Transcripts**: If you have attended another college or university you must request an official transcript be sent to the MPC Admissions and Records Office. It is your responsibility to make sure the transcripts are reviewed and posted with the Admissions and Records Office.

☐ **Student Financial Aid Contract:** The Student Financial Aid Contract contains all the pertinent information regarding the financial aid process at Monterey Peninsula College. **You are responsible for knowing all the information on this contract.**

☐ **Verification Process**: If your Student Aid Report (SAR) states that you are selected for verification, you must submit:

    ___ An **Independent** or **Dependent** Verification Worksheet.
- Dependent students will need to submit the Dependent Verification Worksheet to Student Financial Services.

    ___ **Independent students** must submit a signed and dated copy of his and/or spouse's 2013 IRS Tax Transcript or use the IRS Data Retrieval Tool on the FAFSA. If married and filing separately, the student must submit a signed and dated copy of his and/or spouse's 2013 IRS Tax Transcript.

    ___ **Dependent students** must submit a signed and dated copy of his/her 2013 IRS Tax Transcript or use the IRS Data Retrieval Tool on the FAFSA, and a signed and dated copy of parents' 2013 IRS Tax Transcripts or have parents use the IRS Data Retrieval Tool on the FAFSA.

    ___ Proof of any untaxed income listed on the FAFSA (if requested).

☐ **Direct Federal Student Loan:** If you wish to apply for a Direct Federal Student Loan, you will need to go to www.mpc.edu/financialaid. Click on the Direct Federal Student Loan link and follow **ALL** the steps listed. Remember you must be eligible for Federal funding in order to take out a student loan.

☐ **Summer Application:** If you plan to attend **Summer Session 2015**, you will need to notify our office by completing the Summer Session Application form. This form is available May 1, 2015 and needs to be submitted to Student Financial Services by May 29, 2015.

☐ **Other(s):** _____

    _____

☐ Sometimes your SAR will have questions like those listed below:

- Question in regards to you/your parents' citizenship status. If you or your parents are United States citizens, you can submit either a copy of the birth certificate, passport or naturalization papers. If you or your parents are non-eligible citizens your can submit a copy of the alien registration card.
- Question about whether you registered for Selective Service. If you are male and between the age of 18-25 you must register on your FAFSA or at www.sss.gov. If you are male and over the age of 25 you will need to contact Selective Service and fill out the "Request for Status Information Letter."
- Question in regards to you or your parents' social security numbers. Submit a copy of you or your parents' social security cards. If a parent does not have a valid social security number they will need to put zeros on the FAFSA.
- Question in regards to you or your parents' investments/business. You will need to complete either the Parent Asset Form or Student Asset Form.