

Medical College of Georgia (001579)

Instructions for Applying for Financial Aid for 2008-2009

(Keep this sheet to track your progress in completing the application process)

Office of Student Financial Aid 1120 Fifteenth Street (AA- 2013) Augusta, Georgia 30912-7320
(706) 721-4901

The process of applying for aid will be easier to understand and you will avoid processing delays if you take time to carefully follow these directions.

- The semesters covered by the **2008-2009 application are: Fall 2008, Spring 2009, and Summer 2009**. Be sure to complete the application(s) appropriate to the enrollment period you wish to receive aid. You must apply for financial aid each year that you need assistance.
- You must be admitted to MCG as a certificate or degree seeking student before we offer you aid. Your FAFSA (which is required annually) should be submitted by mid-March in order to submit all application materials by April 1st of each year.
- Submit a **Free Application for Federal Student Aid (FAFSA)** to the federal processor by **applying over the Internet** at <http://www.fafsa.ed.gov>. Read and follow the instructions. It takes approximately two (2) weeks for the Department of Education to process your FAFSA. You should receive your Student Aid Report (SAR) within 3 weeks. MCG will receive your information electronically if you entered our institutions school code (001579) on the FAFSA application. You must have an established PIN (Personal Identification Number) with the Department of Education to complete the application process. If you have provided your parents' information, they will also have to establish a PIN number. Instructions for establishing your PIN are located on the FAFSA web site.

BE SURE TO ENTER THE MCG TITLE IV SCHOOL CODE NUMBER 001579 ON THE FAFSA AS ONE OF THE SCHOOLS TO RECEIVE YOUR INFORMATION.

If you fail to list us on your FAFSA, we will not receive an electronic version of your data. The processing of your aid application will be delayed.

- **Note to Returning Students:** The Department of Education will mail a preprinted renewal FAFSA to **undergraduate students** to the address you put on the FAFSA last year. Graduate/professional students will not receive a paper renewal. The U.S. Department of Education will mail PIN numbers for web access of the renewal FAFSA data if you had corrections made on the web in 2007-2008, or were considered graduate/professional or 5th year undergraduates for the 2007-2008 academic year. **Be sure to review every answer on the renewal form. Correct and update incorrect data.** Be sure to add in your housing code if it is blank. If you do not receive the preprinted FAFSA or PIN by January 1, 2008, you will need to complete the application online.

PIN Information: Your PIN will give you access to your personal information at various U.S. Department of Education systems over the Internet. For some applications, it will serve as your electronic signature. Because your PIN serves as your electronic signature and provides access to personal information, you should never give your PIN to anyone. For more information, contact Customer Service at 1-800-801-0576 or by e-mail at fafsaweb@ncs.com.

Regardless of your age, it is to your advantage to include your parents' information on the FAFSA, even if the FAFSA instructions do not require it. There are a limited number of need-based scholarships for undergraduate and graduate programs, which require parental information. For consideration for all types of aid, both student and parent data must be submitted at the time of application. (If you are "independent", you will still be considered as "independent" in the determination of the standard aid programs for which parent information is not required.) If you are independent and you are applying for standard Title IV programs such as Stafford Loan and Federal Work-Study

- The federal processor selects a significant number of applicants for "verification". If your Student Aid Report states that you have been "chosen for verification", you will need to complete an Independent/Dependant Verification Worksheet and submit a signed photocopy of your 2007 Federal Income Tax return to the Office of Student Financial Aid. You will also need to submit Worksheet A/B/C from your FAFSA application. The Worksheet A/B/C and the Verification Worksheets are available on our web site. If you provided parent information on the FAFSA, also submit a signed photocopy of your parents 2007 Federal Income Tax return.

If the federal processor discovers a discrepancy when matching your file to one of the federal databases (INS, Selective Service, Social Security Administration, Veterans Administration, National Student Loan Database), your SAR will inform you that you will be required to submit additional documents to our office. Be sure to include **your name and social security number** on every document submitted to our office.

- **Note to New Students who are entering the Medical College of Georgia in the Summer 2007:** For financial aid purposes, Summer is the end of the award year so you will need to complete two applications.
- If you plan to enter MCG in the Summer 2008, complete the 2007-2008 application to apply for aid .
- Complete the 2008-2009 application to apply for aid for Fall 2008, Spring 2009, and Summer 2009. Each year, the MCG application indicates the semesters covered by that application. Be careful to complete the application(s) needed to cover the semesters for which you need assistance.
- For timely processing, follow the steps on the next page. Overall, your financial aid applications must be completed; all supporting paperwork received, and completed registration for the semester six weeks prior to the start date of your first class. Note: You should file your FAFSA by April 1st each year.

For timely processing

As soon after January 1, 2008 as possible:

1. **File your 2008 federal income taxes.** If you are applying for scholarships or your parents' information is needed for you to apply for aid, encourage your parents to file their Federal Income Tax return as soon as possible. You do not have to file taxes to apply for financial aid but it makes the process faster and easier. If you apply for financial aid based on estimated income, the Department of Education will probably select you for verification.
2. **Note: FAFSA should be completed by April 1st each year.** You may fill out a Free Application for Federal Student Aid (FAFSA) via the web at <http://www.fafsa.ed.gov>. If you are selected for "verification", have all income tax documentation gathered and submitted to the Office of Student Financial Aid when your institutional financial aid application is submitted. This will lengthen your application process. If possible, please wait until your taxes are filed to complete the FAFSA.
3. **Submit on-line the MCG Financial Aid Application** available on our web site.
4. **Read the Georgia HOPE Eligibility requirements.** If you think you are eligible for HOPE, complete the MCG HOPE Questionnaire. If this is your first time applying for HOPE funds at a University of Georgia System institution, please complete the HOPE application at: <http://www.gacollege411.org/>
5. **Receive and review your Student Aid Report (SAR).** You should receive your SAR from the federal processor within 2 weeks of submission of the FAFSA. If you do not receive your SAR within that time, please call the Department of Education at 1-800-433-3243.
6. **If your Student Aid Report indicates that you are "chosen for verification",** please complete an Independent/Dependant Verification Worksheet, Worksheet A/B/C (all available on our web site), submit all applicable 2007 Federal Income Tax Returns (signed and dated) and any other requested documents to the Office of Student Financial Aid.
7. Check your e-mail and PULSE account often. Your PULSE account can be accessed at: <https://my.mcg.edu/portal/page/portal/MyMCG/Login>

8. Retrieve any additional forms requested by our office from our web site at: www.mcg.edu/student/finaid **Complete the forms and return them as soon as possible.** Awarding of available funds is on a first completed basis beginning approximately (6) weeks prior to the first day of class. All steps above must be complete before your application is considered complete and ready for processing.
9. You will receive notification from your Lender to log onto their web site to complete a Master Promissory Note.*** **Your loan funds will be delayed without the completion of this important step.**

Late Applicants: The Medical College of Georgia cannot defer tuition, housing and other fees for students.

Reminders: If you are applying for outside sources of assistance, such as the Ty Cobb or the State Medical Education Board Scholarships, adhere to the deadlines. For outside scholarships you apply directly to the donor and the donor selects the recipient(s). See the MCG Student Aid Guide for details.

Note: Remember to check your PULSE student record often for changes and messages received.

MAY 15 Deadline for the State Medical Education Board Scholarship.

JUNE 15 Deadline for the Ty Cobb Scholarship application and supporting documents. This must be in our office by **June 10** so that the information can be completed and mailed by June 15.

Read/Keep Copies

It is important that you carefully read all mail that you receive from MCG and your lender pertaining to your financial aid offer. Maintain a file for later reference; keep all loan statements, promissory notes, etc. until your loan has been repaid in full.

Billing/Check Disbursement

Note: The Student Loan Office and the Cashier's Office process billing and disbursement of funds.

In general, if your student aid award is finalized at the time of fee billing, the aid will be credited against the charges on your bill (tuition, fees, residence housing, etc.) and you are responsible for payment of any balance due. Your PULSE account will illustrate this process and is an excellent source for information. (Federal work-study is not available for crediting since students are paid bi-weekly for actual hours worked.) Your bill and the credits applied to your bill can be viewed on PULSE (10) days prior to registration. If your aid includes a Health Professions, Perkins, or Institutional loan you must sign a

promissory note with the MCG Student Loans Office. Failure to do so will void the credit to your bill. If your aid exceeds the amount of your bill, the Cashier's Office will forward the balance to you approximately five days after the end of the drop/add period provided you have completed all your Promissory Notes with the Student Loan Office. The timeliest way for you to receive the processed refund from the Cashier's Office is to enroll in E-Deposit.

Note: If your aid is not finalized in time for crediting to your bill, you are responsible for payment of your tuition, fees and other charges at the time of your scheduled registration. Failure to make payment will result in a late fee and/or cancellation of classes. Your aid will be made available to you during the semester.