2020-2021 Financial Aid Document Guide

- **Bachelor's Degree Clarification Form**: You indicated on your FAFSA or CA Dream Act Application a degree status that differs from that on your MSJC Admissions application, or you did not report whether or not you will have your first Bachelor's degree by July 1, 2019. Complete the requested form to clarify whether or not you have attained a Bachelor's degree (or higher) by July 1, 2019.

- **Bankruptcy Loan Clearance Letter**: The National Student Loan Data System (NSLDS) has informed us that you have one or more student loans in an active bankruptcy status. Before you can receive any additional federal student loans, please submit a copy of your bankruptcy loan clearance letter to the Financial Aid Office.

- **California College Promise Grant**: Complete the FAFSA or the CA Dream Act Application to determine your eligibility for the tuition fee waiver.

- **Citizenship Documentation**: The Social Security Administration was unable to confirm that you are a U.S. citizen, as you indicated on your FAFSA. Please submit a copy to the Financial Aid office (you are permitted to copy your Certification of Naturalization for financial aid eligibility).

- **Consent to Release Form**: Submit this form if you would like to authorize a third party to access information regarding your financial aid application status.

- **Dependency Status Verification Form**: Complete the requested form to verify your dependency status.

  Submit official court documentation which indicates that you are or were an emancipated minor, in legal guardianship, an orphan/ward of the court, you were an unaccompanied youth who was homeless or at risk of being homeless from HUD, a Director of a homeless shelter, and/or your high school counselor or principal, an official copy of your orders or an official letter from your Commanding Officer indicating you are/were in active duty or a DD214 or letter from Commander Officer that you are a Veteran.

- **Declining or Returning Financial Aid Funds Form**: Submit this form if you wish to decline your federal and/or state awards, or return funds within the academic year.

- **Drug Conviction Status**: The Department of Education has indicated that you are currently being denied aid from one or more Title IV Federal assistance programs by court order under the terms of the Anti-Drug Abuse Act of 1988. You can also correct this item or get additional help with this question by calling1-800-433-3243.

- **High School Diploma**: You stated on your FAFSA or CA Dream Act Application or with enrollment services that you have a high school diploma. You must provide your original copy of your high school diploma or GED for verification. If already on file with Enrollment Services, please notify the Financial Aid Office.

- **Household Size/Members Verification Form:** Complete the requested form, listing the people in your household. If *Independent* include, (1) Yourself, and your spouse if you have one, (2) your children if you will provide more than half their support. If *Dependent* include, (1) Yourself and your parent(s) (including stepparent) even if you do not live with your parent(s) (2) your parents' other children, even if they do not live with your parent(s), if (a) your parent(s) will provide more than half their support from July 1, 2020 through June 30, 2021 or (b) the children would be required to provide parental information when applying for Federal Student Aid, and (3) other people if they now live with your parent(s) and your parent(s) provide at least51% of their support and will continue from July 1, 2020 through June 30,2021.

- **Identity and Statement of Educational Purpose Form** : You will need to go to a notary publicand verify your identity by presenting a valid government-issued photo identification (ID), such as but not limited to, a driver's license, other state-issued ID, or a passport.

- **Iraq/Afghanistan Over-award Clearance Letter**: The Department of Education has notified us that you have received at least one overpayment of Federal student aid funds. You are required by law to repay any funds received from the Federal aid programs to which you were not entitled. Until your overpayment has been resolved, you are ineligible to receive any Federal student assistance. To resolve your overpayment, call the U.S. Department of Education at 1-800-621-3115 or write to the U.S. Department of Education, Defaulted Resolution Group, P.O. Box 5609, Greenville, Texas 75403-5609. You can also view your information on studentaid.gov or visit https://myeddebt.ed.gov/borrower/.

- **IRS Verification of Nonfiling:** You stated on your FAFSA or CA Dream Act Application that you and your spouse (if married) and/or your parent(s) (if dependent) will not file 2018 Income Tax Return and were not required to file. You will need to submit proof of nonfiling from IRS. You may request letter by visiting www.irs.gov or by phone (800) 908-9946.

- **Loan Default Clearance Letter**: The Department of Education has indicated that you are in default on a Federal student loan. You are not eligible to receive any Federal student aid until you verify that your account has been resolved. Contact the U.S. Department of Education by calling 1-800-621-3115, or submit your default clearance letter if this has already been resolved to the Financial Aid office. You can also view your information on studentaid.gov or visit https://myeddebt.ed.gov/borrower/.

- **Loan Discharged Clearance Letter**: The National Student Loan Data System (NSLDS) indicates you have one or more student loans discharged because of a total and permanent disability. Before you can receive additional federal student loans, please submit your loan discharge clearance letter to the Financial Aid Office.

- **Loan Over-award Clearance Letter**: Based upon information provided by the National Student Loan Data System (NSLDS) and your reported grade level, the U.S. Department of Education has determined that you have received student loans in excess of loan limits established for the Federal loan programs. You must submit verification that you have repaid the overpayment or have made satisfactory arrangements with the holder of the loan(s) to repay the excess loan funds. You can view your information on studentaid.gov or visit https://myeddebt.ed.gov/borrower/.

- **Loan Reject**: The National Student Loan Data System (NSLDS) has indicated that you have one or more Federal student loans that may have been obtained fraudulently. You are not eligible to receive any Federal student aid until this issue has been resolved. Visit www.studentaid.gov to review your loan history and contact your loan holder for resolution.

- **Parent(s) Income Verification Form**: Your application has been selected for review in a process called verification. You and your parents must complete and sign the requested form regarding 2018 income information. Attach a photocopy of your parent(s)' 2018 Federal IRS Tax Return Transcript or W-2(s) (if taxes were not file) (*Refer to directions on form*).

- **Parent's Social Security Number Verification**: The parent name reported on your FAFSA does not match the parent's name in the Social Security Administration records. Your parent must submit a signed copy of their Social Security Card and a signed copy of a current State or Government issued identification card.

- **Pell Overpayment Clearance Letter**: The Department of Education has notified us that you received at least one overpayment of Federal student aid funds. You are required by law to repay any funds received from the Federal aid programs to which you were not entitled. Until your overpayment has been resolved, you are ineligible to receive any Federal student aid assistance. To resolve your overpayment, call the U.S. Department of Education at 1-800-621-3115 or write to the U.S. Department of Education, Defaulted Resolution Group, P.O. Box 5609, Greenville, Texas 75403-5609. You can also view your information on studentaid.gov or visit https://myeddebt.ed.gov/borrower/.

- **Perkins Over-award Clearance Letter**: The Department of Education has notified us that you received at least one overpayment of Federal student aid funds. You are required by law to repay any funds received from the Federal aid programs to which you were not entitled. Until your overpayment has been resolved, you are ineligible to receive any Federal student aid assistance. To resolve your overpayment, call the U.S. Department of Education at 1-800-621-3115 or write to the U.S. U.S. Department of Education, Defaulted Resolution Group, P.O. Box 5609, Greenville, Texas 75403-5609. You can also view your information on studentaid.gov or visit https://myeddebt.ed.gov/borrower/.

- **Permanent Residency Verification**: The Department of Homeland Security (DHS) has not yet confirmed your statement that you are an eligible noncitizen. Please submit a copy of your permanent residency/green card (both front and back) or other document(s) available to determine permanent residency status, to the Financial Aid Office. Be aware that this verification process may add an additional three weeks to normal processing time.

- **Program of Study Declaration**: Federal regulations require you to pursue an eligible program of study to be eligible for financial aid. Enrollment Services records indicate that you have not selected an eligible program of study. Therefore, you are not eligible to receive financial aid. If this is incorrect, update your program of study via your student Self-Service page.

- **Selective Service Registration Verification Form**: The Department of Education was not able to confirm your registration status with the Selective Service System. Complete and submit the requested form to clarify your selective service registration status. If you have not yet registered, are male, and are 18 through 25 years of age, to receive student aid you are required to answer "yes" to both items 21 and 22 on your Student Aid Report, complete a Selective Service registration form at your local post office, or register online at www.sss.gov. If you believe you have already registered or cannot register because you are over the age of 25, you are required to contact the Selective Service at 1-847-688-6888 or 1-888-655-1825 to resolve your registration status before you can receive student aid. If you were born female, state that you are a female on the requested form and submit it to the Financial Aid office so we can waive this requirement for you.

- **SEOG Overpayment Clearance Letter**: The Department of Education has notified us that you received at least one overpayment of Federal student aid funds. You are required by law to repay any funds received from the Federal aid programs to which you were not entitled. Until your overpayment has been resolved, you are ineligible to receive any Federal student aid assistance. To resolve your overpayment, call the U.S. Department of Education at 1-800-621-3115 or write to the U.S. Department of Education, Defaulted Resolution Group, P.O. Box 5609, Greenville, Texas 75403-5609. You can also view your information on studentaid.gov or visit https://myeddebt.ed.gov/borrower/.

- **Social Security Number Verification**: The student's name reported on your FAFSA does not match the student's name in the Social Security Administration records. Please submit a copy of your Social SecurityCard and a current State or Government issued identification card to the Financial Aid Office.

- **Special Circumstances**: You chose not to provide your parents information at the time you completed your FAFSA application. You will need to submit your documents to the Financial Aid Office explaining your circumstances along with supporting documentation. It may be deemed that parental information is needed to complete your financial aid file.

- **Student Aid Report (SAR) was rejected**: The Department of Education has notified us that your application been rejected due to incomplete or incorrect information on your FAFSA. You must follow the directions on your Student Aid Report and return it to the address on Part 2 of the SAR or make a correction to your FAFSA application at www.studentaid.gov. No further action can be taken by MSJC to process your application until you make these corrections. Once we receive your corrections electronically from the Federal processor, we will send you a new letter (e-mail) with information on what documents you need to submit.

- **Student Income Verification Form**: Your application has been selected for review in a process called verification. You and your spouse (if married) must complete and sign the requested form regarding 2018 income information. Attach photocopy of your and your spouse's 2018 Federal IRS Tax Return Transcript or W-2(s) (if taxes were not filed). (*Refer to directions on form*).

- **Tax Transcripts for 2018**: Attach a photocopy of your and your spouses' (if married) and/or your parents' (if dependent) 2018 Federal IRS Tax Return Transcript. If you and/or your parents are married but filed separately, a tax return transcript is required from both student/spouse and/or mother/father. If an amended tax form was filed, a copy of an IRS tax return transcript and signed copy of 1040X is required. Request a copy at www.irs.gov or by phone at (800)908-9946.

- **Teach Grant Overpayment Clearance Letter**: The Department of Education has notified us that you received at one overpayment of Federal student aid funds. You are required by law to repay any funds received from the Federal aid programs to which you were not entitled. Until your overpayment has been resolved, you are ineligible to receive any Federal student aid assistance. To resolve your overpayment, call the U.S. Department of Education at 1-800-621-3115 or write to the U.S. Department of Education, Defaulted Resolution Group, P.O. Box 5609, Greenville, Texas 75403-5609. You can also view your information on studentaid.gov or visit https://myeddebt.ed.gov/borrower/.

- **Untaxed Income Verification Form**: Your application has been selected for review in a process called verification. You and your spouse (if married) must complete and sign the requested form listing all untaxed income received from January 1, 2018 through December 30, 2018.

- **Unusual Enrollment History Verification Form**: The Department of Education has notified us that you have an unusual enrollment history. You will need to supply the Financial Aid office with unofficial transcripts from all the institutions you have attended. Additional information/documentation may be requested upon review.
- **Veteran Loan Discharged Clearance Letter**: The National Student Loan Data System (NSLDS) indicates that one or more of your federal student loans have been discharged by the Department of Veterans Affairs. Before you can receive additional federal student loans, please submit your veteran loan discharge clearance letter to the Financial Aid Office.
- **W-2 form:** Attach a photocopy of your and your spouse's (if married) and/or your parent(s) (if dependent) 2018 W-2 form(s) from employer. You may request a Wage and Tax Statement at www.irs.gov.

TIPS FOR SUCCESS

- Please use blue or black ink when completing forms.
- Keep copies of all documents you submit.
- Remember you must submit all documentation requested before your eligibility can be determined.
- Complete forms accurately and thoroughly. Incomplete forms will delay the financial aid process.
- The sooner you submit all requested documentation, the sooner you will receive your award notification.
- **Check your MSJC student email and financial aid checklist regularly for financial aid communications and updates.**