***Steps to Filing***

***Your 2016-2017 FAFSA Online***

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Below are instructions for completing your FAFSA:

1. If you have never filed a FAFSA before or have not set up an FSA User ID (this replaced the PIN that was previously used), this is your first step. You can do this at **www.fsaid.ed.gov**.

2. After you have established your FSA User ID, go to **www.fafsa.ed.gov.**

3. After you are on the FAFSA website, select “Start Here”. Make sure you select the **2016/2017** year to apply for financial aid.

4. If you need help from a customer service representative, select “Live Help” at the top of the screen. You do not have to exit the website or go to a phone to receive fast, courteous, real-time help.

5. Our School Code is **015285** and you will need to add this to your FAFSA when prompted.

6. If you and/or your parent(s) (if dependent) filed taxes for the 2014 tax year, use the IRS Data Retrieval Tool to import the tax information directly from the IRS into your FAFSA. If you do not use this tool, then you may have to submit a transcript of your tax return.

8. Review your answers and if necessary correct them before transmitting your application. *Changing an answer imported from the IRS may cause you to have to submit a transcript of your return for verification purposes.*

9. You can now submit your FAFSA. The website then takes you to a web page that confirms you have successfully transmitted your FAFSA. Note your confirmation number and your *estimated* Expected Family Contribution (EFC). This EFC is used to determine the types and amounts of aid you may be receive.

**You will need the following information before submitting your FAFSA:**

2015, tax return, W-2 forms and or Schedule C

Current bank statements

Records of other savings and investments, such as stocks, bonds, and mutual funds

**In order for your Financial Aid to be processed and an award to be granted, all of the following items listed below must be satisfied.**

* Your FAFSA must be submitted and completed (including all required verification).
* ***Official high school and college transcripts from all colleges attended must be on file in Student Services. The Office of Student Financial Resources uses the National Student Loan Data System (NSLDS) to determine each school that a student may have received a Federal Pell Grant or student loan(s) from in prior years. By federal regulation, we are required to have an official transcript from every school that may be listed on your admissions application and on NSLDS.***
* You must be accepted as a student in a Pell eligible program of study.

 All the items above, as well as any required verification documentation, must be complete by the dates below to ensure funds on student’s account for registration:

**Fall Registration - June 15 / Spring Registration – November 15 / Summer – April 1**

**Office of Student Financial Resources Office Hours**

Fall/Spring Semesters

* Monday-Thursday 8:00am—5:00pm
* Friday 8:00 am—3:00pm

Summer Semester

* Monday-Thursday 8:00am—5:00pm
* Friday 8:00am—12:00pm