WAUBONSEE COMMUNITY COLLEGE

Financial Aid Process Checklist

1. Your FAFSA Has Been Received!!

2. Learn About the Financial Aid Process:

❒ Go to www.waubonsee.edu
- In yellow search box, enter 'Financial Aid Process'
- Click on the first link shown

❒ For More About Financial Aid & Scholarships: https://www.waubonsee.edu/admissions/financial-aid-and-scholarships

3. Complete Your Missing Requirements:

❒ View Missing Requirements:

- Go to mywcc.waubonsee.edu & log in
- Click 'For Students' button
- Scroll & click on 'Student Tools"
- Under Financial Aid column, click 'View Missing Requirements'
- Click on Student Requirements
- Select the Aid Year in drop down & Submit to view

4. Requirement Status Descriptions:

❒ Items at a *"Needed"* Status:
- Click on link to download form or go to another webpage
- Print and/or complete the required information
- Submit documents to Financial Aid in person, email, fax, USPS mail, or Document Submission link

❒ Items at a *"Received"* Status:

- **ALL documents** must be at a *"Received – Not Reviewed"* status before requirements will be reviewed and changed to a *"Complete"* status.

❒ Items at an *"Incomplete"* Status:

- You will be informed by email about why a document is incomplete.

❒ Items at a *"Complete"* Status:

- Documents at a *"Complete"* status have been reviewed and approved.
- **ALL documents** must be at a *"Complete"* or *"Waived"* status for the awarding process to begin.

5. To Accept or Decline Your Awards:

You will receive an award notification email when your financial aid has been awarded. Acceptance is required for financial aid to hold registration.

ALL STUDENTS:

❒ Accept the Terms and Conditions:

- Login to mywcc portal: mywcc.waubonsee.edu
- Click 'For Students' button
- Scroll & click 'Student Tools'
- Under Financial Aid column, click 'View Awards'
- Click on Award for Aid Year
- Select the Aid Year
- Click Submit
- Click on Terms & Conditions tab
- Read Terms & Conditions
- Click Accept

❒ To view award offer, click on Accept Award Offer tab

Note: All grants are automatically accepted when the Terms and Conditions are accepted

STUDENTS WITH DIRECT LOAN AND/OR WORK STUDY AWARD OFFERS:

❒ Accept/Decline Awards:

- Click on Accept Award Offer Tab
- Review the awards and accept, reduce, or cancel the amount(s) offered
- Submit your decision

❒ Review Loan Disbursement Requirements by going back to box #3.

6. Verify Funds Are Ready to Disburse:

❒ ALL requirements must at a *"Complete"* or *"Waived"* status, including the Terms & Conditions tutorial.

❒ You MUST be enrolled in and attending eligible classes in order for financial aid to disburse. Refer to the Ineligible Programs page on waubonsee.edu, search 'Ineligible Programs'.

❒ Late-start classes can affect when you receive your financial aid disbursements.

7. If You Have a Pell or MAP Grant Award:

❒ Initial Pell and MAP Grants are awarded based on full-time enrollment. Grant disbursements are adjusted based on actual credit hour enrollment at the start of each term.

- Refer to the table below to determine approximately how much of this grant funding will be available to you on a per semester basis.
- Only students who are eligible for at least a $1,298 award for one semester can receive a Pell Grant for less than 6 credits.

Credits	Pell Grant	MAP Grant
15+	100%	100%
14	100%	93%
13	100%	87%
12	100%	80%
11	75%	73%
10	75%	67%
9	75%	60%
8	50%	53%
7	50%	47%
6	50%	40%
5	25%	33%
4	25%	27%
3	25%	20%
2	25%	0%
1	25%	0%

8. If You Have a Direct Loan Award:

❒ To receive a Federal Direct Loan, you must be enrolled at least half-time (a minimum of 6 financial aid eligible credit hours) for each term you plan on attending.

❒ Federal Direct Loans require the completion of Entrance Counseling and a Master Promissory Note prior to the approval and disbursement of any loan funding.

- Both can be completed electronically at https://studentaid.gov
- Takes 24-48 hours before WCC receives entrance counseling confirmation & your account is updated.
- Entrance Counseling must be at a complete status before the origination is sent, which also retrieves your MPN confirmation.

***Note*: Additional information regarding Direct Loans can be found at** waubonsee.edu/smartborrowing

9. Book Vouchers:

❒ Once books go on sale, a book voucher is made available in the bookstore if your total financial aid is greater than your tuition and fees. Only the amount of your purchases will be deducted from your financial aid disbursement.

Credits	Maximum Voucher
12 or more	$1,000
6-11	$800
Less than 6	$500

❒ How to use your book voucher:

- If you are eligible, one will be sent to the Waubonsee bookstore automatically. The earliest these funds are available is the day that books go on sale for the upcoming semester. You will receive an email to your **Waubonsee email address** telling you the amount of the voucher.
- You must have your X-number, photo ID and a copy of your current semester class schedule to use your book voucher – NO EXCEPTIONS
  - If purchasing online, enter your x number in the applicable fields when checking out to use voucher.

10. Receiving Your Refund:

❒ If you have remaining financial aid funds after your financial aid has disbursed and the balance on your student account has been paid in full, you may be eligible for a refund.

- The Student Accounts and Cashier's Office will mail a check to your permanent mailing address or send you an electronic refund **no later than 14 days after** grants or loans disburse to your account.
- Disbursement dates are located in mywcc: For Students, Student Tools, Financial Aid column, View Awards, Award Payment Schedule, Select Aid Year

11. Keeping Your Financial Aid:

❒ Academic performance affects financial aid eligibility:

- Refer to the Satisfactory Academic Progress information: waubonsee.edu, search Eligibility Requirements, click first link in results shown.

❒ Apply for financial aid every year at studentaid.gov:

- The FAFSA is available for the next years' fall semester starting October 1st. You must complete a new FAFSA for every academic year (fall, spring, and summer semesters).

Waubonsee Community College does not discriminate based on any characteristic protected by law in its programs and activities.