APPLYING FOR FINANCIAL AID AT ESSEX COUNTY COLLEGE
2016-2017

STEP 1 - Apply for Admission to Essex County College
If you haven’t already done so, apply for admission to Essex County College. You’ll receive access to the Essex Student Portal and your College student email account, after you are admitted to Essex. Check your email and the portal at myecc.essex.edu for important information regarding your financial aid application. Important: We will communicate with you only through your College E-mail account.

STEP 2 – Create a Department of Education Federal Student ID (FSA ID) Number and Password
You and your parent (if dependent) will need to create an FSA ID and Password at fsaid.ed.gov. Your FSA ID will be used to confirm your identity, to access certain U.S. Department of Education websites and to sign the FAFSA electronically. The process of creating a FSA ID can take from one to three days. The FSA ID is an electronic signature for the FAFSA. Note: an unsigned FAFSA will result in a rejected FAFSA.

STEP 3 - Complete and file your Free Application for Federal Student Aid (FAFSA).
All students must complete the FAFSA to be considered for financial aid offered at Essex County College, which include both state and federal grants, scholarships and the Work-Study Program. Complete your FAFSA online by going to FAFSA on the Web at fafsa.gov. Our school code is 007107. The Essex Priority Processing Deadline for the FAFSA is May 1, 2016 for Summer II 2016 (starts July) and Fall 2016 (starts September) classes. If you miss this deadline you must file the FAFSA immediately or at least 6 weeks before you plan to register for classes. You must file a new FAFSA each year. You will need income information for yourself/spouse and/or parents (if dependent) that was earned or received in 2015.

We highly encourage students (and parents) to use the IRS Data Retrieval Tool. This allows students (and parents) to access their IRS Tax Return information and transfer it directly into the FAFSA. Even if you have already completed your FAFSA, you can and should log back into your FAFSA and use this tool. The tool is available two weeks after you file your taxes electronically. If you file by paper, you will need to wait 6 weeks. You will also use the FAFSA to apply for New Jersey State Grants Programs through the Higher Education Student Assistance Authority (HESAA). Make sure you answer the additional questions at the end of the FAFSA to apply for state aid (TAG, EOF, and NJ STARS) by completing the state questions on the Confirmation Page. Click on: “Optional Feature” to answer the state aid questions.

STEP 4 - Receive and Respond to Student Aid Report (SAR)
Within two weeks of submitting your FAFSA, you should receive a Student Aid Report (SAR). Read it carefully and respond to any items that must be resolved; be sure the information on the SAR is accurate. If you do not receive your SAR, call the Department of Education at 1.800.4FEDAID to check your status.

STEP 5 - Verification Documents (if applicable)
If your SAR says “Your FAFSA has been selected for a review process called verification,” this means you will be required to submit documents to verify the accuracy of the information on your FAFSA. Submit all required documents immediately upon request. Log into myecc.essex.edu to check for any missing documents required to complete your file.

Documenting your 2015 Tax Information
Students who do not use the IRS Data Retrieval Tool will be required to submit a copy of the IRS Tax Return Transcript to the Financial Aid Office. You and/or your parents can request a copy of it by mail from https://www.irs.gov/Individuals/Get-Transcript or check first with your local IRS Tax Office to see if you can pick up a copy in person. The nearest IRS Office to Essex County College is located in downtown Newark, New Jersey at 20 Washington Place (973) 645-6690.

STEP 6 - Financial Aid Portal and Follow Up
• 3-5 days after filing the FAFSA, check your aid status and check for information missing from your file on myecc.essex.edu. Submit all missing documents immediately to the Financial Aid Office.
• Get registered for your classes and check myecc.essex.edu for eligibility for a Book Voucher.
• Remember, your file is not considered complete until we have received and reviewed all required documents.
PAYING YOUR REGISTRATION BILL

Payment is due within 24 hours of your registration. Payment may be made by cash, check, credit card, etc. The Essex County College Priority Processing Deadline for applying for aid is May 1st each year or you should file your FAFSA at least 6 weeks before you plan to register for your classes. If you have not applied for aid, you must be prepared to make a payment until eligibility for aid is determined. Classes will be canceled for non-payment. All students must complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov to apply for financial aid.

Students Awarded Aid:
- No payment is required if your aid covers your charges in full.
- Check myecc.essex.edu for eligibility for a book voucher. You must have aid remaining from your award(s) to be eligible for a book voucher after all charges are paid in full.
- You will be eligible for a refund if you have funds remaining after all charges (including your book voucher charges) are paid in full.

Students whose files are being reviewed by the Financial Aid Office:
You have submitted all required documents to the Financial Aid Office, but the office has not completed the review of your information to determine your eligibility for aid.
- You must apply for a Financial Aid Temporary Registration Protection (FATRP) on myecc.essex.edu to protect your registration from being canceled until your eligibility is determined by the Financial Aid Office.
- After you successfully apply for the FATRP, you must attend all your classes to be eligible for aid.
- Until your eligibility is determined, you will be responsible for purchasing your own books.
- If you are eligible for aid after the review, your aid will be applied to your registration bill and you must check myecc.essex.edu to determine if you are eligible for a book voucher.
- If you are not eligible for aid after your file is reviewed, you are solely responsible for the payment of your registration bill. Report immediately to the Bursar to arrange payment.

Students with an Incomplete File:
- You are not eligible for aid until your file is complete and reviewed for eligibility by the Financial Aid Office.
- You must report immediately to the Bursar’s Office to make payment arrangements to protect your registration.
- You are solely responsible for purchasing your own books.
- Your classes will be canceled for non-payment if you do not make a payment.
- You must submit all required documents and forms to the Financial Aid Office to be considered for aid.
- Once all documents are submitted to complete your file, allow 6-8 weeks for your eligibility to be determined.

Students Denied Financial Aid:
- The reason for the denial is on myecc.essex.edu, by clicking on “My Overall Status” under the Web Services tab.
- You must immediately make payment arrangements with the Bursar to maintain your classes for the semester.
- You must purchase your own books.

Students Submitting Unemployment Waivers to the Financial Aid Office:
- Student must have a 2016-2017 FAFSA and a complete financial aid file in the Financial Aid Office before the waiver will be accepted for processing.
- Student must be registered for classes at the time the waiver is submitted.
- Eligibility for aid must be determined before your waiver is submitted for payment on your registration bill.
- Students submitting a waiver cannot be in default of a student loan.
- The waiver covers only charges for tuition.
- Students submitting a waiver are solely responsible for payment of all fees and for buying books.
- The waiver is posted to your account only if you are ineligible for aid or your aid does not cover all of your tuition charges.

For more detailed information about applying for aid, visit our website at:
http://www.essex.edu/fa/