



## Financial Aid Dates- Spring 2018

*To receive a book voucher, the deadline to complete your Financial Aid File is Friday, February 2, 2018*

**Book Voucher Dates:** Thursday, January 4, 2018 - Friday, February 2, 2018  
**Instruction Begins:** Wednesday, January 10, 2018  
**Pell Refunds:** Week of March 2, 2018

### *Deadlines for Students Enrolled in Late Block Classes Only!*

**Book Voucher Dates:** Wednesday, February 28, 2018 – Friday, March 16, 2018  
**Instruction Begins:** Wednesday, March 7, 2018  
**Pell Refunds:** Week of April 13, 2018

### *Appeal Committee Meeting Dates—Spring 2018*

*Spring 2018—Students can start appealing on Monday, October 30, 2017.*

#### Appeals Due in Financial Aid

#### Appeal Meeting Dates

Tuesday, December 5, 2017.....	Tuesday, December 12, 2017
Wednesday, January 3, 2018.....	Tuesday, January 9, 2018
Wednesday, January 10, 2018.....	Wednesday, January 17, 2018
Friday, January 19, 2018.....	Monday, January 22, 2018

\*ALL APPEALS AND REQUIRED DOCUMENTATION ARE DUE IN THE FINANCIAL AID OFFICE BY 3:00 P.M. ON THE DUE DATES!! LATE APPEALS WILL NOT BE ACCEPTED!

\*Appeal Meeting dates are subject to change.

#### APPEAL INFORMATION

The appeal form is available online at <http://www.jalc.edu> by clicking on “Current Students” then “Financial Aid”. On the right hand side select “Financial Aid Forms”. Students will need to select the Appeal Form under the 2017-2018 list of forms.

1. Students must have a completed Financial Aid file with all required documents prior to an appeal being submitted.
2. Students must be enrolled in classes for the semester reinstatement is requested.
3. Completely answer each item on the appeal form. Be sure to click on the Submit Button and keep a copy of the appeal for your records.
4. Official high school transcript or official GED test scores must be available in the Admissions Office.
5. Students are encouraged to contact the Admissions office or your Academic Advisor to ensure an updated curriculum guide for the degree program you are requesting is scanned in WebX. If this is not done, the Appeal Committee reserves the right to deny the appeal based on inconclusive information. The Financial Aid Office will no longer be accepting copies of curriculum guides.
6. Students will be notified via the e-mail address provided on the appeal form if any of the information listed above is deficient, as well as the results of the Appeal Committee’s decision. No appeal results will be given out over the phone.



## JOHN A. LOGAN COLLEGE

### FINANCIAL AID OFFICE

#### REQUIREMENTS TO COMPLETE FILE

1. Student must fill out a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA must be completed each year using the financial information from two years prior. Students can fill out a FAFSA for each academic year beginning October 1. The financial aid award year begins each fall and covers the next spring and summer semesters.
2. Students will be sent a Financial Aid Notification of Action by email (if provided) once the FAFSA information is received from the processing center. All paperwork needed to complete your financial aid file will be posted on your MYJALC portal and must be filled out and returned to the Financial Aid Office. **If a student is chosen for verification and did not use the IRS Data Retrieval Tool on the FAFSA, they are required to submit copies of parent and/or student tax transcripts along with W2 forms and/or 1099 Social Security forms, and/or year-end proof of SSI eligibility.** The Financial Aid Office can only accept copies, not originals. Students will also be required to fill out Verification Forms that are accessible on the John A. Logan website under Financial Aid and the MYJALC portal. If a student is required to submit parental information, the parent signature will be required on certain forms.
3. Official high school transcript or GED test scores must be on file in the Admissions Office.
4. An award letter will be generated by the Financial Aid Office and will be posted on the student's MYJALC portal or the John A. Logan website. The student must login to their portal to access their financial aid requirements.
5. **Once the above steps have been followed, a student's file will be considered complete. If the student meets the file complete date posted on the Financial Aid Dates sheet, then a book voucher will be available in the John A. Logan College Bookstore.** The student will go to the Bookstore and be able to pick up their books if there is enough PELL Grant money to cover tuition and fees and there is money remaining to cover the book charges. **See important Financial Aid Dates: <http://www.jalc.edu/> - Financial Aid -Important Financial Aid Dates (PDF) or log into your MYJALC portal to see award and tuition totals.**
6. Students receiving financial aid must remain enrolled and complete coursework to receive financial aid proceeds.
7. Disbursement dates for refund checks each semester are as follows: Fall and Spring Semesters the 7<sup>th</sup> week, Summer Semester the 5<sup>th</sup> week (JALC WebLink).

***Walking in the JALC Financial Aid Office a few days before school starts (or the day it does start) and asking for your tuition to be deferred because you just applied for financial aid or are transferring from SIU-C, etc., is not a reason for a tuition deferment. You must have a "Plan B" ready to pay for your tuition because the JALC Financial Aid Office cannot defer your tuition.***