



765 Newman Springs Road  
Lincroft, NJ 07738-1597

## Financial Aid Office

*"Where students  
come first"*

**OFFICE HOURS**  
8:30 am -7pm Monday-Thursday  
Summer hours 8:30 am – 6:30 pm  
8:30 AM to 4 PM Friday  
(732) 224-2361

<http://financialaid.brookdalecc.edu>  
Email: faoffice@brookdalecc.edu

Dear Student:

In this packet is information you will need to have when applying for financial aid at Brookdale Community College. On the inside cover is a checklist that will assist you in organizing yourself as you complete the process of applying for financial aid.

Completing your **2008 - 2009 FAFSA** is as easy as ... **1, 2, 3!** Electronic processing results usually take 1-2 weeks compared to the 4-6 weeks it takes for paper applications to be processed. Also, if you file on-line, edits will help you avoid mistakes.

- 1. Apply for a PIN (Personal Identification Number at [www.pin.ed.gov](http://www.pin.ed.gov) ).** The PIN will serve as your electronic signature and will allow you access to various US Department of Education websites. **Parents of dependent students must also apply for their own PIN.** Note: Parents/students may also apply and receive their PIN when completing their FAFSA on-line.
- 2. Complete your Free Application for Federal Student Aid (FAFSA).** Visit the FAFSA web site at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). During your on-line application the FAFSA Federal Processor will offer you an opportunity to include certain data from your 2007-2008 if you were a 2007-2008 academic year financial aid applicant. Pre-filled data will include 75% of the questions answered with your responses from the previous year, making it easier for you to complete.

**IMPORTANT: When you complete your FAFSA, it must be signed by the parent of a dependent student and the student. If you do not use your PIN's to sign the FAFSA, you must print and mail the Signature Page to the address listed on the Signature page. An unsigned FAFSA will result in a rejected FAFSA and delay the processing of your Financial Aid Application!**

- 3. Update your College choice to Brookdale.** If you already completed your FAFSA but did not include Brookdale Community College in Section 8, "Schools to Receive Information", you will need to make a correction to your processed FAFSA. You must use your PIN to retrieve your SAR from the FAFSA website. If you have your SAR you can ask the financial aid office to make the correction for you utilizing your DRN, a number which only appears on your copy of the SAR.

For those of you who may not have a computer, Internet access, or just do not feel comfortable filing on-line, help is available in the Financial Aid Office. If you need assistance completing your FAFSA, please call our office at (732) 224-2361 to make an appointment with a financial aid specialist. You may also use a computer in the Financial Aid Office or the Information Commons of the Bankier Library on the Lincroft campus.

### **\*\*\*Helpful Hints\*\*\***

- **Complete your FAFSA by May 1<sup>st</sup> for the 2008-2009 academic year. (Sept. – June)**
- **If you file electronically, you are not finished until you click on "Submit My FAFSA Now".**
- **Use your and your parent(s) (if dependent) completed 2007 Federal Tax Return (if required to file) when completing your FAFSA so that the income and asset information you report on your FAFSA is correct.**
- **If you did not file a federal income tax return and are required to as stated in IRS Publication 17, your financial aid file will be incomplete until a copy of your completed tax return is submitted to the financial aid office.**
- **Be sure to include Brookdale's federal school code: 008404.**

Sincerely,

*The Financial Aid Staff*