



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 reverse side is a checklist that will assist you in organizing yourself as you complete the process of applying for financial aid.

Completing your **2011 - 2012 FAFSA** is as easy as ... **1, 2, 3!** Electronic processing results usually take 5 to 10 days and when you file on-line, edits will help you avoid mistakes.

- 1. Complete your 2011-2012 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).** If you were a 2010-2011 academic year financial aid applicant, pre-filled data will include 75% of the questions answered with your responses from the previous year. **IMPORTANT:** After you submit the FAFSA a Confirmation page will appear with an orange arrow linking you to complete additional information for the State of New Jersey Grant Programs (HESAA). You must link to the State to be considered for State financial aid (TAG, EOF, NJSTARS.)
- 2. Apply for a PIN (Personal Identification Number).** Note: Parents/students may apply and receive their PIN when completing their FAFSA on-line. The PIN will serve as your electronic signature and will allow you access to various US Department of Education websites. If you are planning on applying for a student loan, you will need your PIN to complete the process. **Parents of dependent students must also apply for their own PIN. Not sure you have one? Can't remember your PIN? Check your PIN status at [www.pin.ed.gov](http://www.pin.ed.gov).**

**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. List or update your college choice to Brookdale.** When completing your FAFSA, list Brookdale, code 008404, as your first choice in the section which indicates which colleges you want to receive your FAFSA Information. If you already completed your FAFSA but did not include Brookdale Community College, you will need to make a correction and add a school to your processed FAFSA. You must use your PIN to retrieve your FAFSA.

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.

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

- **Complete your FAFSA by May 1<sup>st</sup> for the 2011-2012 academic year. (Sept. – August)**
- **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 2010 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*

## STEPS TO FOLLOW IN OBTAINING FINANCIAL AID FOR THE 2011 – 2012 ACADEMIC YEAR

**VISIT THE BCC FINANCIAL AID WEBSITE AT  
[HTTP://FINANCIALAID.BROOKDALECC.EDU](http://financialaid.brookdalecc.edu)**

CHECKLIST	DATE COMPLETED
1. Complete the Brookdale Community College Admissions Application.	
2. Complete FAFSA or renewal FAFSA at <a href="http://www.fafsa.gov">www.fafsa.gov</a>	
3. Student and parent (if dependent) must apply for a PIN during the FAFSA process. To check your PIN status go to <a href="http://www.pin.ed.gov">www.pin.ed.gov</a>	
4. After submitting FAFSA, on Confirmation Page, complete additional NJ State (HESAA) Questions or go to <a href="http://www.hesaa.org">www.hesaa.org</a>	
5. Once Brookdale receives your FAFSA results, go to the financial aid website, click on <i>Check the Status of My Financial Aid</i> , and complete the On-Line BCC Confidential.	
6. Complete and submit all requests and (if applicable) appropriate verification documents (Tax Returns, Verification Worksheet, etc.) to Brookdale or HESAA.	
7. Complete On-line Entrance Counseling if you are a first time borrower at Brookdale. (Federal Direct or PLUS Loan) Sign on using your PIN at <a href="http://www.studentloans.gov">www.studentloans.gov</a>	
8. Complete on-line Master Promissory Note if you are a first time borrower at Brookdale. (Federal Direct or PLUS Loan) Sign on using your PIN at <a href="http://www.studentloans.gov">www.studentloans.gov</a>	
9. Carefully review the Financial Aid Award Letter Rights and Responsibilities. You must notify Brookdale if you are not planning on attending.	
10. Pay (if applicable) any remaining balance to the Brookdale Business Office by appropriate deadline.	

### PAPERWORK STUDENTS MAY RECEIVE

- **Student Aid Report- (SAR):** If you did not report an e-mail address on your FAFSA you will receive a SAR by regular mail. The SAR is the result of your FAFSA indicating whether or not you are eligible for a Pell Grant. It shows your Expected Family Contribution (EFC), which is used by Brookdale to determine your eligibility for Pell Grant and all other forms of financial aid.
- **Student Eligibility Notice (SEN):** This is from the NJ Higher Education Assistance Authority (HESAA) indicating your eligibility for a Tuition Aid Grant (TAG) for the school you listed as your first choice. SEN's also indicate Educational Opportunity Grant (EOF) and Garden State Scholar (GSS) eligibility.
- **Applicant Information Request (AIR):** This is a letter from HESAA requesting specific documentation.
- **Award Letter:** This letter is from the Brookdale financial aid office indicating your anticipated enrollment and any grants, work, and loans awarded.

### IMPORTANT PHONE NUMBERS

- |  |                |
|--|----------------|
| • Brookdale Office of Student Financial Aid                | 1-732-224-2361 |
| • Federal Student Aid Information number (FAFSA questions) | 1-800-433-3243 |
| • New Jersey Higher Education Student Assistance Authority | 1-800-792-8670 |
| • IRS/Obtaining Tax Return (Request 1722 Form)             | 1-800-908-9946 |
| • Direct Lending   | 1-800-848-0979 |

### GOOD STUFF ON THE INTERNET

- **Brookdale's financial aid website -** <http://financialaid.brookdalecc.edu>
- **PIN Registration Site -** (Enables you and parents to sign your FAFSA electronically) [www.pin.ed.gov](http://www.pin.ed.gov)
- **FAFSA on the Web -** (Completing the FAFSA on-line) <http://www.fafsa.gov>
- **Smart Student Guide to F.A.-** (loan calculators and free scholarship search) <http://www.finaid.org>
- **The College Board -** (PROFILE, cost of college) <http://www.collegeboard.com>
- **State Residency Requirements -** <http://www.collegeboard.org/about/association/international/residency.html>
- **New Jersey Higher Education Student Assistance Authority (HESAA) –** <http://www.hesaa.org>
- **Selective Service -** <http://www.sss.gov>
- **Direct Loan Servicing –** <http://www.dl.ed.gov>
- **Direct Loans –** <http://www.studentloans.gov>