

# Financial Aid Applications Workshop Schedule and Policies

1. File the Federal and NY state aid application on the MCC financial aid website at <http://www.monroec.edu/depts/finaid/apply.htm>

**Monroe Community College**  
STATE UNIVERSITY OF NEW YORK

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## Applying for Aid

The goal of the MCC Financial Aid Office is to provide students and parents with the information, tools, and assistance needed to navigate the application process as quickly and efficiently as possible.

To help facilitate this, the MCC Financial Aid Office has developed a 7 step financial aid application guide for full-time and part-time students.

**Full-time**

- 1 Step One: Get a PIN
- 2 Step Two: File the FAFSA
- 3 Step Three: File the TAP
- 4 Step Four: The SAR
- 5 Step Five: Additional Info
- 6 Step Six: Award Notification
- 7 Step Seven: Checklist

**Part-time**

- 1 Step One: Get a PIN
- 2 Step Two: File the FAFSA
- 3 Step Three: File the APTS
- 4 Step Four: The SAR
- 5 Step Five: Additional Info
- 6 Step Six: Award Notification
- 7 Step Seven: Checklist

2. **If you will be applying for the 2013-2014 Financial Aid year (Spring 2014)**, you may need the following documentation and/or information if applicable:

- Student's 2012 Federal and New York State Tax Return
- If you are a dependent student, Parents' 2012 Federal and New York State Tax Return if you are under 22 years of age.
- You need to know the total amount of untaxed income received in 2012. If you, your spouse, or your parents (if applicable) received any untaxed income during 2012, such as child support you need report it in the financial aid application.

3. **If you will be applying for the 2014-2015 Financial Aid year (Summer 2014, Fall 2014 and Spring 2015)**, you may need the following documentation and/or information if applicable:

- Student's 2013 Federal and New York State Tax Return
- If you are a dependent student, Parents' 2013 Federal and New York State Tax Return if you are under 22 years of age.
- You need to know the total amount of untaxed income received in 2013. If you, your spouse, or your parents (if applicable) received any untaxed income during 2013, such as child support you need report it in the financial aid application.

4. If you need assistance completing the applications, you may call **1-800-433-3243** or attend a financial aid application workshop.

Workshops Sites	
<b>Damon City Campus</b>	<b>Student Services 5<sup>th</sup> Floor</b>
February 7, 14, 21 & 28	10:00 am – 12:00 pm
<b>Brighton Campus</b>	<b>Building 3 Room 107</b>
February 3, 7, 10, 14 & 24	11:30 am - 12:30 pm
February 5, 12 & 26	3:30 pm – 4:30 pm
<b>Brighton Campus</b>	<b>Building 7 Room 101</b>
February 17, 19 & 21	11:00 am – 12:30 pm
Free Parking in Lot J during workshop hours	
<b>Applied Technology Center</b>	<b>Room 142</b>
NONE	NONE
Free Parking	
FAFSA School Code 002872	TAP School Code 2180
There will be additional workshops next month.	

5. Please arrive no later than 30 minutes prior to the end of the workshop. This will allow time for your questions to be answered.
6. **Food or children are not allowed in the workshops**