

PHONE NUMBERS & WEBSITES

Dept of Education Request duplicate SAR, make correction, add school, sign	1-800-433-3243 www.fafsa.ed.gov
NSLDS (National Student Loan Database System)	1-800-433-3243 www.nsls.ed.gov
Chabot Debit Card Customer SRVC (Courtesy phone in Online Services)	1-866-751-7726 www.chabotdebitcard.com
Chabot College Website:	www.chabotcollege.edu
Internal Revenue Service (IRS)	1-800-829-1040 www.IRS.gov
Social Security Administration	1-800-772-1213 www.ssa.gov
Selective Service (SSS)	1-847-688-6888 www.SSS.gov
CA Student Aid Commission (CSAC) Cal Grants	1-888-224-7268 www.csac.ca.gov
Admissions & Records	510-723-6700
Assessment Center	510-723-6722
Counseling	510-723-6718
EOPS Office	510-723-6909

The California Dream Act

allows certain students who meet the requirements to apply for and receive state financial aid at California public and private colleges, and private scholarships administered by California public colleges.

California Dream Act Application information is not shared with federal databases. Student and parent information is protected by the same privacy and information security laws and safeguards as all other state financial aid applicants.

Requirements:

California high school for a minimum of three years Graduate from a California high school or pass the California High School Proficiency Exam (CHSPE) Enroll in an accredited and qualified California college or university; and, if applicable, fill out an affidavit to legalize immigration status as soon as eligible.

For more information on the California Dream Act including the application worksheet, Spanish paper version and other useful forms, visit:

www.dream.csac.ca.gov

IRS Federal Tax Information Required

To speed up verification process, please make any needed corrections to your FAFSA on www.fafsa.ed.gov to student/spouse/parent income by **pulling tax information from IRS database**. Check your student aid report for accuracy.

*The best way to verify income is by using the **IRS Data Retrieval Tool** that is part of FAFSA on the Web. If the student and/or spouse/parent(s) have not already used the tool, go to www.FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections" and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student and/or spouse/parent(s) are eligible to use the IRS Data Retrieval Tool to transfer appropriate year's IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

If the student/spouse/parent is unable or chooses not to use the IRS Data Retrieval Tool, an **IRS tax return transcript** (not a photocopy of the income tax return) must be submitted.

*To obtain an **IRS tax return transcript**, go to www.IRS.gov and click on the "Print IRS Tax Return Transcript" link, or call 1-800-908-9946. Make sure to request the "**IRS tax return transcript**" (not the "IRS tax account transcript"). Student/spouse or student/parent(s) will each need a Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If the student and/or parents are married, and separate tax returns were filed, IRS tax return transcripts must be submitted for each filer.*

Major Federal and State Regulatory Changes

As a result of legislative changes in recent years, you should be aware of a number of requirements for the federal student aid programs. Some of the changes include:

- Students are limited to a maximum of six years (600%) of full time Pell Grant (see details below)
- Students must have a High School diploma or GED. Passing ATB scores or 6 earned college semester units are NO LONGER accepted to meet this requirement for students beginning a program of study after 7/1/12.

URGENT TO READ: Pell Grant Limits

Pell Lifetime Eligibility Used (LEU) Federal regulations now limit students to a lifetime maximum Pell Grant of 12 semesters / six years or full time equivalent (600%) at any community college, vocational school or four year/bachelor program. Once you reach the 600% Pell LEU, you will be ineligible for any additional Pell Grants beginning in 2016-17 school year. Log into www.nsls.ed.gov using your FAFSA PIN and view your LEU, on the Financial Aid Review page.

What this means for you: You must plan now for your future, especially if you plan to transfer to a four year college to pursue a Bachelors degree. The six year limit is a LIFETIME limit, regardless of completion of your academic goals or Bachelors degree. This regulation is in effect even if you have had an appeal approved after failure to meet academic progress, it supersedes any prior offer of aid/award, and the Department of Education allows for no appeal or exception. If you do not wish to receive any additional Pell Grant at Chabot, complete the Lifetime Pell Eligibility Acknowledgement form, found online.

Deadlines

	Fall 16	Spr 17	F16/ Spr17	Sum17 <small>(always 7/1)</small>
Disenroll	6/14/16 7/27/16	tba	n/a	n/a
Appeal	09/30/16	03/03/17	n/a	07/01/17 (7/3/17)
Csort	09/30/16	03/03/17	n/a	n/a
Loan	11/15/16	04/14/17	04/14/17	07/01/17 (7/3/17)
Spec Circ	11/15/16	04/14/17	04/14/17	07/01/17 (7/3/17)

- ◆ **Part Time Enrollment / Disbursements:** Student aid awards are displayed assuming FT enrollment. A student may be eligible for aid if enrolled Part Time, however, disbursements are prorated for actual enrollment.
- ◆ **2nd Disbursement:** Enrollment will be frozen at the time of the 2nd major disbursement each semester, and **2nd disbursement amounts will be adjusted for changes in enrollment.** Per federal regulation, no additional disbursement will occur for units registered for after this date.
- ◆ **Late Start Classes:** Disbursement for late start classes will occur the next scheduled disbursement following the start of class. A student must be registered for those units prior to the scheduled 2nd disbursement. Units registered AFTER the second major disbursement are ineligible for funding—there will not be any disbursement of financial aid for those units.
- ◆ **Limited Funding for Repeated Classes** Federal regulation limits the number of times a student may repeat a course and receive financial aid for that course. Students may only receive federal financial aid for one repetition of a previously passed course **(unless prohibited per appeal approval.)**

2016-2017 Verification forms

Financial Aid Forms online

- ◆ Submit original FAFSA applications directly to the Department of Education (www.fafsa.ed.gov)
- ◆ Eliminate unnecessary trips by obtaining required follow up forms at our website. Simply click on "Forms" and you will be redirected to the Forms page. Print, complete, sign.
- ◆ Copies of IRS tax transcripts and other documents will not be made by our office; you must provide signed copies.
 - ◇ Do not give us original tax transcripts or other documents.
- ◆ Bring a photo ID each time you visit our office.
- ◆ Be prepared for 4-8 weeks for processing during our peak times (May-September, Dec-Jan)
- ◆ Deadline to submit verification for first Fall disbursement is **07/01** each year.
- ◆ Documents submitted after **7/01** will be processed by date received and eligible students may not receive a disbursement until later in the semester.
- ◆ If you submit your documents after **07/01**, you will need to make alternate arrangements to purchase books and complete the semester successfully.

Once you have submitted all requested documents, your file will be reviewed and awarded as appropriate in the order paperwork is received. Additional information or documentation may be requested.

Please check the status of your file using the Zone, Financial Aid tab, rather than calling the Financial Aid Office or waiting in line, to allow us to use our time most productively in file review and awarding.

Use your Chabot PIN to access the website, and print requested documents from our website at www.chabotcollege.edu/finaid/forms.asp to avoid **an unnecessary wait in line!** If you are not planning to attend Chabot College during this academic year, please contact us in writing to cancel your financial aid application and further communication from our office.



Financial Aid Office

25555 Hesperian Blvd
Hayward, CA 94545
Bldg 700, 1st Floor West Lobby

Office Hours

Please visit our website for current office hours and deadlines.

Website: www.chabotcollege.edu/finaid

Office / Voicemail 510-723-6748
Fax 510-723-7103

Chabot College Federal School Code:
001162

www.fafsa.ed.gov

Zonemail Notifications

All students will receive financial aid communication via email to ZoneMail, the college email assigned to all Chabot students.

For help using Zonemail visit:
www.chabotcollege.edu/finaid/ZoneMailhelp.asp

Track your Financial Aid via the Zone

Many of your Financial Aid questions can be answered on **The Zone** (documents needed to process your file, holds, eligibility for financial aid, academic progress status, and award types with amounts).

- ◇ www.chabotcollege.edu/finaid and click on "the Zone"
 - ◇ Use your W# and your CLASSWeb Pin to Login
 - ◇ Click on the Financial Aid Tab and begin exploring your info by aid year
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- ◇ Log onto www.nsls.ed.gov to calculate your current **(LEU) aggregate lifetime amount received.**
 - ◇ Go to www.irs.gov to print out your "IRS TAX RETURN TRANSCRIPT".