

2011 – 2012 Verification Checklist

As required by federal regulations, you must provide the information requested below before we can process your application for federal financial aid or disburse any federal aid awarded.

Please complete the following checklist. After you have collected all required information please mail completed documents, to the BCTC Cooper Campus Student Financial Aid Office at the below address.

VERIFICATION DOCUMENTS

- Verification Worksheet** (Enclosed/Attached) complete the front/back and sign the worksheet. Verification Worksheet can also be found online at <http://legacy.bluegrass.kctcs.edu/sa/financialaid/forms/>
 - Signed copy of your 2010 Federal Tax Return (and spouse's if married)** (e.g. 1040, 1040A, 1040EZ, or 1040TELE)
 - Signed copy of your parents' 2010 Federal Tax return (if parent information was required on the FAFSA)** (e.g. 1040, 1040A, 1040EZ, or 1040TELE)
- Please note that electronic file copies of your Federal Tax Return are not acceptable if it is not an exact copy of the full original 1040, 1040A, 1040EZ, or 1040TELE form. If you do not have a copy of your 2010 Federal Tax Return you may contact the IRS at 1.800.829.0922 and request an RTFTP, which is an acceptable IRS print-out. You **must sign** the tax form before turning it in to the Financial Aid Office.
 - All documents must be legible. Illegible documents will be returned and may cause a delay in the processing of your Financial Aid file.
 - All documents must be complete. **Incomplete documents will be returned** to you and may cause a delay in the processing of your Financial Aid file.
 - All documents **must be submitted together** before the Financial Aid Office can begin processing. Processing time is can take up to 8 weeks. During peek processing periods (i.e. January – February and May – September) processing can take longer.
 - If corrections are needed as a result of verification, the BCTC Financial Aid Office will electronically update your file with the Federal Processing Center. The Federal Processing Center will mail you an updated Student Aid Report (SAR) detailing the correction to your application for your own records.
 - Once the verification process has been completed you will be emailed an Award Information letter from the BCTC Financial Aid Office explaining your Rights and Responsibilities as well as how to view, accept or decline your aid package.
 - All documents must be submitted to the BCTC Financial Aid Office 30 days **before** the last day of the semester.
 - You may contact our office by phone at 859.246.6200, or in person at 121 Oswald Building Cooper Campus, or at the One Stop Leestown Campus, or visit our web site at www.bluegrass.kctcs.edu/sa/financialaid/. You may check the status of your financial aid online at <https://students.kctcs.edu/>.

2011 - 2012 Priority Dates* (*Dates are subject to change)

Fall 2011 July 22, 2011

Spring 2012 December 2, 2011

All documents must be received by the BCTC Financial Aid Office before the above dates in order to charge books, and /or extend tuition payment deadline.

**MAIL ALL DOCUMENTS TO:
Bluegrass Community & Technical College
Financial Aid Office
121 Oswald Bldg / 470 Cooper Dr.
Lexington, KY 40506**

