

MIRACOSTA COLLEGE FINANCIAL AID OFFICE
2009-10 PERSONAL IDENTIFICATION CODE (P.I.C.)

In an effort to better serve financial aid applicants and recipients, we are offering you an opportunity to select a Personal Identification Code (P.I.C.) that can be used to make telephone inquiries about your file. All MiraCosta College staff are currently prohibited by the Privacy Act from giving personal information over the telephone. This law was designed to protect individuals from unauthorized release of information, particularly information of a confidential nature. In complying with this law, however, financial aid staff have often been unable to respond adequately to telephone inquiries.

Provide the Financial Aid Office with a Personal Identification Code: enter it in the spaces provided below. Sign, date, and return it to the Financial Aid Office: be sure to keep the bottom portion, as indicated, for your reference. Enter one character (letter or digit) on each line for a total of six (6) characters.

Please use dark ink.

P.I.C.: _____

Enter a brief hint that we can use in the event you forget your PIC: _____

SIGNATURE

DATE

PRINT YOUR NAME

STUDENT ID#

SCAN: FA MISC10 NOTE: PIC

0109:FAO:PIC 0910

KEEP THE BOTTOM PORTION FOR YOUR RECORDS. CUT ALONG THIS AREA, AND RETURN TOP PORTION

My P.I.C. is _____

Selecting a P.I.C. and submitting this form to our office means that you understand the conditions outlined on this page.

Your responsibility once you have a Personal Identification Code:

- You will be responsible for keeping your P.I.C. confidential.
- Once someone else has your P.I.C., they will be able to find out the types of information below.
- You are aware that our responsibility is only to ask for the P.I.C. and make sure it matches on file in our office.
- If you change your P.I.C., you will no longer be able to use the old one.

With a P.I.C. on file in our office, you will be able to find out:

- What forms are missing from your financial aid file.
- A brief explanation of why specific information has been requested.
- The date(s) of prior correspondence sent to you as reflected on our document tracking computer screen.
- When an award letter has been sent to you.
- What mailing address we have on file for you.

Information we will not be able to provide:

- Any of the above information unless we are provided your P.I.C.
- Scheduled disbursement dates. This information is or will be on your award letter. If we have been able to determine your eligibility but are unable to assign a disbursement date at the time your award letter is printed, we will send you a separate notice once disbursement dates can be established.