



2012/2013 Financial Aid Process
Freshmen and Transfer Students

A Message from the Office of Financial Aid.....

Financing a college education is a task that requires planning and often some financial sacrifice. However, many students have used this process to achieve their educational goals. Our staff is prepared to assist you in meeting this financial challenge.

We understand a Springfield College education is a lifetime investment. Our goal is to assist you in making this investment affordable. We must develop an assessment of your family's ability to finance a college education. Therefore, we ask you to complete the necessary forms. Information is the key to help our staff assist you in making the right decisions about financing your education. We welcome any information you feel will help us understand your financial status. It is important for you to be informed about the application process. Please read the information we have provided. Pay careful attention to the proper completion of forms and the required priority dates.

The financial aid decision letter will advise you of your eligibility for federal, state and college assistance. Springfield College grants are awarded based on financial need, with consideration given to your academic, co-curricular and community achievements. The Springfield College Financial Aid application is required for Springfield College need based grant consideration. The Admissions Office may recommend freshmen applicants for a President's Achievers Award. This scholarship program is not based on financial need and no financial aid applications are necessary for consideration. Students will be notified by the Admissions Office if they are selected for a President's Achievers Award.

We know that a family's financial information is extremely sensitive. Be assured that all income information submitted to the Office of Financial Aid is held in strict confidence. You should know that your financial status does not affect your admission to the college. Please feel free to contact us with your questions and concerns.

We look forward to working with you!

Springfield College Office of Financial Aid

IMPORTANT REMINDERS

- Do NOT delay completion of forms if your taxes have not been filed. *USE ESTIMATED INFORMATION IF NECESSARY.* Corrections and matching with the IRS can be made after you file your federal return.
- SC will make an *estimated* decision (federal, state and SC funded programs) in certain situations when only a completed FAFSA is on file. Awards are not final until the FAFSA and SC Financial Aid Application are received and the data is verified with IRS tax return transcripts. Revised award letters will be sent after verification if award values change. **No appeals will be reviewed until the income verification process is completed.**
- Applicants who are accepted late or who complete their financial aid files late will receive decisions on a rolling basis. You will have two weeks from the date of the financial aid decision letter to accept/decline the financial aid award and to respond to the Admissions Office.
- Students who file a FAFSA *only* will be excluded from consideration for Springfield College need based grant funds. File the SC Financial Aid Application to be considered for SC need based grants.
- Plan ahead and send information to us by mail. We do *not* encourage the FAX transmission of documents.

We expect you to take responsibility for the financial aid process. If you have questions, please contact us:

TEL: 413-748-3108

E-MAIL: finaid@spfldcol.edu

SPRINGFIELD COLLEGE
2012 - 2013 FINANCIAL AID PROCESS
Incoming Freshman & Transfer Students

PLEASE READ CAREFULLY

1. All applicants must file the Free Application for Federal Student Aid (FAFSA).

The FAFSA is the application for federal and state funded assistance. You are encouraged to file the FAFSA electronically (www.fafsa.ed.gov). You are also encouraged to obtain a federal PIN at www.pin.ed.gov. With this PIN, you will be able to sign the FAFSA on the Web electronically. If you do not wish to submit your FAFSA electronically, a pdf file of the FAFSA is available on the FAFSA website (www.fafsa.ed.gov) for completion and printing.

List Springfield College (Federal code # 002211) on the FAFSA.

2. Send the completed Springfield College Financial Aid Application to the Office of Financial Aid.

The form is available online at www.spfldcol.edu/home.nsf/admissions/financialAid. Please make sure to download the 2012-13 application.

3. Do not wait until you have been accepted for admission to complete financial aid forms.

File forms to meet the priority filing date. Financial aid decisions are issued only to students who have been accepted for admission. *Students accepted after the financial aid priority date will be awarded pending eligibility and availability of funds.*

4. Income verification is required of all applicants.

There has been a major change in the way income verification is achieved. Starting with the 2012-13 academic year, there are two ways for us to verify your income and an additional item we need from all applicants/parents.

- 1) If you file the FAFSA after 2/1/12 or if you make corrections to a previously filed FAFSA after 2/1/12, you will have the opportunity to authorize a direct matching process between your FAFSA and the IRS. If you chose to allow this, information from your and/or your parent's filed 2011 federal tax return will be automatically moved to the appropriate lines of the FAFSA.
- 2) We might request you to submit income verification directly from the IRS in the form of an **IRS Tax Return Transcript**. The process to request this transcript is as follows:
 - a) At www.irs.gov look for the TOOLS section and click "Order a Tax Return or Account Transcript"
 - b) Follow the directions to order a "**TAX RETURN TRANSCRIPT**" and make sure you ask for the 2011 year.
 - c) An IRS tax return transcript will be required for both the student and parent if they filed.
 - d) Once the IRS tax return transcript(s) are received, please mail them to the financial aid office, keeping a copy for your records.
- 3) All students and their parent(s) will be required to send us copies of all 2011 W-2's received

We prefer to have the income documentation prior to the March 15th priority date but we will issue an estimated decision if the income verification is not on file. Send the requested documentation *directly* to the SC Office of Financial Aid. Parent income verification is required of all students who are required to provide parental data on the FAFSA (*dependent students*). Do not submit income verification or IRS tax return transcripts to the FAFSA processor. These forms will not be forwarded to Springfield College by external processors. To recap, items required if requested:

2011 Parent(s) federal IRS tax return transcript. Include all W2s.

2011 Student federal IRS tax return transcript. Include all W2s.

5. The student's name and Springfield College ID number should be clearly and correctly written on all forms. Complete all parts of all forms. Do not leave questions blank. **Keep copies of all forms.**

6. Be sure to allow adequate mailing and processing time.

Priority dates refer to receipt of information by the Office of Financial Aid, not the filing date. Late applications may reduce access to grant funding. Complete the FAFSA at least two weeks prior to priority dates. ESTIMATE if you do not have exact figures. Corrections can be made at a time when more accurate data is available. Obviously, good estimates will cause fewer changes in your aid eligibility. Awards are not final until the FAFSA data is received from the federal processor and verification of application data/income is conducted.

7. If applicable, send a letter to us detailing special circumstances that may impact paying for college expenses. This is not required information but it may help us better evaluate your financial status. Be as specific as possible when reporting changes in family income and/or significant expenses not detailed on other forms. Send your signed statement directly to the Springfield College Office of Financial Aid. Advise us in writing if there are changes to family finances after the FAFSA is completed. Changes in employment status, family size, medical expenses or other major financial events may affect your financial aid eligibility. Submit any supporting documentation along with your written explanation.

8. You will receive two copies of your Financial Aid award letter. One copy of the letter must be signed and returned to the Office of Financial Aid. This will “reserve” your award.

9. Springfield College does not guarantee funding to all eligible applicants.

**SPRINGFIELD COLLEGE
2012 - 2013 FINANCIAL AID PROCESS
Incoming Freshman & Transfer Students**

Quick Checklist of REQUIRED FORMS

- 2012/13 Free Application for Federal Student Aid (FAFSA)
- 2012/13 Springfield College Financial Aid Application for SC Grant consideration.

If requested by the Springfield College Financial Aid Office

- parent 2011 federal IRS tax return transcript obtained directly from the IRS - also include all W2s
- student 2011 federal IRS tax return transcript obtained directly from the IRS - also include all W2s

IMPORTANT DATES

EARLY DECISION APPLICANTS – SEPTEMBER 2012 ENROLLMENT

January 31, 2012	Due date for receipt of processed FAFSA/SC Fin Aid App for <i>Early Decision</i> applicants
February 15, 2012	Decision letters mailed to completed <i>Early Decision</i> applicants
March 1, 2012	Due date for Financial Aid Award Reply and Admission Deposit

TRADITIONAL ROLLING ADMISSION - SEPTEMBER 2012 ENROLLMENT

March 16, 2012	<i>Freshmen priority</i> due date for receipt of completed SC FA App and FAFSA by Springfield College
March 26, 2012	Mailing of financial aid decisions <i>begins</i> for freshmen who have been accepted for admission and who have a complete financial aid application on file
May 1, 2012	<i>Transfer</i> priority due date for receipt of FAFSA & SC Fin Aid App & income verification by Springfield College <i>Freshmen</i> due date for Financial Aid Award Reply and admission deposit <i>Freshmen</i> income verification / W-2's due
May 11, 2012	Financial aid decisions mailed to <i>transfer</i> applicants who have been accepted for admission and who have a complete financial aid application on file
June 1, 2012	<i>Transfer applicant</i> due date for Financial Aid Award Reply and admission deposit

JANUARY 2013 ENROLLMENT

December 3, 2012	Priority date for FAFSA & SC Fin Aid App & income verification/W-2's by SC for freshmen & transfers. (We urge you to complete the filing of SC Fin Aid App and the FAFSA by November 1, 2012)
December 21, 2012	Decisions mailed to accepted freshman and transfer applicants

SPRINGFIELD COLLEGE
2012 - 2013 FINANCIAL AID PROCESS
Application Checklist for Incoming Freshman & Transfer Students

- 2012/13 **FAFSA** sent/submitted to federal processor on date: _____
Before filing:
 - ⇒ List Springfield College (federal code # 002211) on FAFSA.
 - ⇒ If you file electronically, make sure that the signature page is signed and mailed or that you have used your Federal PIN to sign electronically.
 - ⇒ Check for signature requirements and completeness if filing in paper format
 - ⇒ Keep a copy for your records
 - ⇒ Do NOT enclose any other information if you are mailing the FAFSA

- 2012/13 **Federal Student Aid Report (SAR)** received from federal processor on date: _____
 - ⇒ Expect the SAR to be available online approximately 1-2 weeks after filing the FAFSA
 - ⇒ Check to see if data was sent to Springfield College

- 2012/13 **Springfield College Financial Aid Application** completed and mailed on date: _____

- Parent(s) **2011 Federal IRS Tax Return Transcript** obtained from the IRS
mailed to SC on date: _____
Before mailing
 - ⇒ Include all W2s
 - ⇒ Keep a copy for your records
 - ⇒ Student name and SC ID # printed in upper right corner

- Student **2011 Federal IRS Tax Return Transcript** obtained from the IRS
mailed to SC on date: _____
Before mailing:
 - ⇒ Include all W2s
 - ⇒ Keep a copy for your records

- Other information mailed to SC: _____ date: _____

- Financial aid decision letter received from SC on date: _____

- Award Reply completed and sent to SC on date: _____

- Enrollment decision sent to SC Admissions Office on date: _____