

2011/12 Springfield College School of Human Services Financial Aid Application Information Sheet

A message from the Financial Aid Office.....

We know that financing a college education is a major challenge. Our goal is to assist you in making the SHS educational program affordable by helping you access all available resources. We know that financial information is extremely sensitive. All information submitted to the Financial Aid Office is held in strict confidence.

We welcome any information you feel will help us understand your financial status. The information we have provided is to assist you in understanding the financing process. Please read the information carefully. Contact us if you have questions or concerns. Each SHS campus also has a staff person available for financial aid counseling.

*We look forward to working with you!
The Financial Aid Office*

Application Procedure

GRADUATE STUDENTS

- **2011/12 FAFSA** (Free Application for Federal Student Aid)
Additional documentation may be required.

UNDERGRADUATE STUDENTS

- **2011/12 FAFSA** (Free Application for Federal Student Aid)
- * 2011/12 SHS Financial Aid Application- send to Financial Aid Office (FAO)
- * SIGNED copy of Student 2010 Federal Tax Return- send to FAO

* *If you are:*

- * *not eligible for a federal Pell grant and*
- * *not applying for the Springfield College SHS Grant and*
- * *not selected for verification on your FAFSA,*

you may submit a request to opt out of submitting the Springfield College Financial Aid Application and tax return.

Important Dates

RETURNING STUDENTS

May 1: *Priority date* for completion of application with the Financial Aid Office
July 1 & after: Decisions mailed to returning students (*if application is complete at priority date*)
July 15 & after: Decisions mailed to *late* applicants (*if application is complete after priority date*)

NEW STUDENTS

September Enrollment

July 15: Priority date for completion of application
August 1 & after: Award letters mailed to new students

January Enrollment

November 15: Priority date for completion of application
December 1, 2010 & after: Award letters mailed to new students

May Enrollment

March 15: Priority date for completion of application
April 1 & after: Award letters mailed to new students

Students who are complete by the priority date will have their award letter before registration.

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Page 2

Application Details

Your 2011/12 FAFSA

- Go to www.fafsa.ed.gov
- List Springfield College (federal code 002211) on your FAFSA
- Be sure to print a copy for your records and *keep going until you are given a confirmation number*
- Sign and mail the signature page to the federal processor, or sign it using your assigned federal PIN

Your 2011/12 SHS Financial Aid Application

- Application can be printed from the SHS financial aid webpages at www.spfldcol.edu/shs
- Fax or mail to the Financial Aid Office with required tax information
- Make sure questions #1-10 are completely filled out and that the application is signed.

- ⇒ You must take responsibility for the financial aid process. Contact your campus or FAO for assistance.
- ⇒ The student's name & social security number or student 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 information that you provide.
- ⇒ Do not wait until you have been accepted for admission to complete financial aid forms.
- ⇒ Financial aid award letters are issued only to students who have been accepted for admission.
- ⇒ Check the requirements & deadline dates for your home state scholarship/grant programs.

After you apply:

1. After your financial aid file is complete AND your admissions acceptance is on file, you will be sent an award letter. This letter will notify you of your current maximum financial aid eligibility. With this letter, you will receive the *Financing Your Springfield College Education* booklet.
2. **Award Letter**- complete, sign, & send to FAO
3. Submit any additional information requested on your award letter.
4. **Federal Direct Entrance Counseling** - complete either:
 - ⇒ Online at <https://studentloans.gov> or www.mappingyourfuture.org/oslc or
 - ⇒ With the financial aid counselor at your local campus
6. **Federal Direct Master Promissory Note (MPN)** <https://studentloans.gov>
Please note you will need your FAFSA Pin to complete the Master Promissory Note.

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- ◆ Loans have become a major component of almost all financial aid packages. Many students borrow through the federal student loan programs. You must assess both your willingness to borrow as well as your ability to manage the expected student loan debt with your existing educational and personal debt.
 - ◆ Non-filers - If you are not required by the IRS to file taxes, you must still provide documentation of all taxed & untaxed income you received in 2010.
 - ◆ Married students - If you are married **on the day you complete your FAFSA**, you must include your spouse's tax information (even if you did not file your taxes jointly).
 - ◆ Investigate other sources of financial support (employers, state agencies, private scholarship organizations).