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2009-2010 Financial Aid Instructions for Current/Returning Students

Please note the important change in our procedures below which requires that you send tax returns, Noncustodial Parent's Statements, and Business/Farm Supplements to the College Board's IDOC service. Do not send tax returns, Noncustodial Parent's Statement, and Business/Farm Supplement directly to Haverford College.

Please note that all information about Stafford student and parent PLUS loans including terms and the online application process is located at our webpage (www.haverford.edu/financialaid ; click on "Apply for a Loan").

Please notify us in writing by the April 20th deadline before submitting an application which is incomplete in any way (e.g. no tax forms, without proper signatures). This notification should include the reason for the delay, the date by which the **FAFSA** will be sent to the **Federal Government** and/or the **Profile** will be sent to the **College Board**, and the date we can expect to receive the rest of the application (e.g. 2008 Tax Return or *Haverford College Aid Application for Current/Returning Students*). You may have a good reason for not being able to supply all the requested information, but unless we hear from you before April 20, 2009, your application could be seriously delayed.

Assuming your application is complete, Financial Aid Decisions for returning students will be mailed to the current home address on file in the Registrar's Office on or about June 29th. Please make arrangements to have your mail forwarded during the summer if you will not be at that address. Because of the volume of business during the summer (College, Federal, and/or state auditors, final reports), incomplete or late applications may not be acted upon until August.

You should feel free to contact Judy Adham-Financial Aid Assistant, Martha McGinness-Riley - Assistant Director of Financial Aid, or David Hoy-Director of Financial Aid with questions about your aid application by calling or emailing the Haverford Financial Aid Office.

Where To Get Forms and General Instructions

Copies of the Haverford Aid Application for Returning Students, the on-line Free Application for Federal Student Aid (FAFSA), the on-line College Board Profile, and other necessary forms are available at the Financial Aid Forms page Haverford Financial Aid Office website (<http://www.haverford.edu/financialaid/forms/current.php>). Depending on the types of aid you are applying for, the FAFSA and/or the Profile along with a copy of your parents' and your 2008 Federal or Puerto Rico Income Tax Return and the Haverford College Financial Aid Application constitute an initial application for aid. Filing deadlines and more specific instructions, including information on additional forms which may be required, are:

After you have filed the Profile, you will receive instructions from the College Board on how to submit tax returns and some supplementary forms to Haverford College using the Institutional Documentation Service (IDOC). The College Board will collect the returns and forms at no cost to students and their families and make the information available on a secure server to Haverford College or any other college which contracts for this service. The instructions from the College Board will provide a cover sheet for you to use to send your information to IDOC. If you need additional

copies of the cover sheet, have questions about the IDOC service, or the processing status of your family's documents, go to the IDOC "Frequently Asked Questions" page (https://idoc.collegeboard.com/idoc/idochelp_faq.jsp) or call IDOC at (954)622-1484.

1. 2009-2010 Free Application for Federal Student Aid (**FAFSA**) to be filed with the Federal Government no later than April 20, 2009. You must use the FAFSA to apply for the following Federal Student Aid Programs: Federal Work Study, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, Federal Pell Grant, and Federal Stafford Loan. **Haverford's FAFSA Code is 003274.** *In addition, the FAFSA must be received by the Federal Government (do not mail to Haverford College) no later than April 20, 2009 for College Grant consideration. The Federal Government has sent information on filing the Renewal FAFSA via email for all those who filed the 2008-2009 FAFSA. You may follow the instructions the Federal Government will send to you or file the FAFSA at Haverford's On-Line and Downloadable Forms page (see above) to apply for 2009-2010 Federal and College aid.* If you have questions about the FAFSA, you may call the Federal Government for assistance at (800)4-FEDAID. It is very important that you use your correct Social Security Number to file the FAFSA and the same Social Security Number you use to file the Profile Application (see below).
2. **College Board 2009-2010 Profile** to be filed with the College Board no later than April 20, 2009. **Haverford's Profile Code is 2289.** *You should only file the Profile if you are seeking Haverford College Aid. You do not have to file the Profile if you are only applying for Federal Aid.* If you have questions about the Profile Service or completing any of the College Board forms, you may call them at (305)829-9793. It is very important that you use your correct Social Security Number to file the Profile and the same Social Security Number you use to file the FAFSA.
3. **2009-2010 Haverford Aid Application for Current/Returning Students** to be filed with the Financial Aid Office no later than April 20, 2009.
4. **Send to the College Board's IDOC Service** a photocopy of all pages and supplemental schedules of **your parents' and your** signed Federal or Puerto Rico Income Tax Return for 2008 to be filed with the Financial Aid Office no later than April 20, 2009. **Make sure the tax returns are complete (all pages, schedules and W-2's), signed and dated. If you will not file your own personal Return for 2008, you must indicate that fact by completing the Non-Tax Filer Statement on the 2009-2010 Haverford Aid Application for Current/Returning Students. Do not send the tax returns directly to Haverford.** *If you or your parents apply for an extension of time to file the Return, please send a signed copy of Form 4868 ("Extension Form") and copies of your/their W-2 forms or statement of income to the Financial Aid Office by April 20, 2009. If you or your parents cannot send a copy of a W-2 form with the tax return or extension form, a signed statement must be submitted certifying the amount of income earned from work, the sources of that income, and the reason the W-2 form is not available. Send signed copies of the final Returns to IDOC when they are actually filed. If you or your parents paid income tax to Puerto Rico or any other U.S. territory or paid a comparable tax to any foreign central government, these taxes should be treated as U.S. income taxes paid when filing the FAFSA. You or your parents should use the information on the tax return of the territory or foreign government as though a U.S. Federal tax return had been filed. This means that the box(es) on the FAFSA which would indicate that an IRS 1040 has been or will be filed should be checked.*
5. Any of the following forms required from you or your family to be filed with the Financial Aid Office no later than April 20, 2009:

If you are a NOT A U.S. CITIZEN BUT ARE A CITIZEN OF A FOREIGN COUNTRY residing abroad, in addition to completing the 2009-2010 Haverford Aid Application for Current/Returning Students, please also complete the College Board **2009-2010 International Student Financial Aid Application** by April 20, 2009 instead of the FAFSA or Profile.

If you are NOT A U.S. CITIZEN BUT HAVE PERMANENT RESIDENT STATUS, please send a copy of both sides of your **Alien Registration Receipt Card** to the Haverford Financial Aid Office by April 20, 2009.

If your PARENTS OWN, OPERATE OR ARE IN ANY WAY INVOLVED IN A FARM OR BUSINESS (INCLUDING but not limited to any income for which they have or will file a schedule C on their U.S. income Tax), they must send a **Business/Farm Supplement to the College Board's IDOC Service** by April 20, 2009. **Do not send the Business/Farm Supplement directly to Haverford College.**

If your PARENTS ARE DIVORCED OR SEPARATED, you and the parent with whom you reside must complete the Profile and FAFSA. Your other parent must complete the **Noncustodial Parent's Statement** and send it to the **College Board's IDOC Service** by April 20, 2009. **Do not send the Noncustodial Parent's Statement directly to Haverford College.**

If your PARENTS' ESTIMATED 2009 INCOME IS ANTICIPATED TO BE SIGNIFICANTLY LESS (i.e. by 10% or more) than actual 2008 income, you and your parents should file an Estimated Income Form with the Haverford Financial Aid Office by April 20, 2009. Please note that your parents must also show the lower 2009 income in the Parents' 2009 Expected Income and Benefits section of the Profile and explain the reason for the lower income in the Explanations/Special Circumstances section of the Profile. Please apply directly to the Financial Aid Office to receive a copy of this form.

Applications filed after April 20th will be reviewed last. The aid application is a joint venture of both you and your parents; please be sure that all parties have read and understood the instructions.

Responsibilities: Financial Aid awards are contingent upon the continued accuracy of information provided in the application forms. Students and parents are obliged to report to the Director of Financial Aid any changes in personal or family finances (such as changes in income, assets, siblings in college) and any subsequent award of aid from sources other than the College.

*****REMEMBER*****

- (1) File all required forms by April 20, 2009 and send tax returns, Business/Farm Supplements, and Noncustodial Parent's Statement to IDOC and not directly to Haverford College.
- (2) Make sure all forms, including Tax Returns are **signed and dated**.
- (3) **Legible copies of W-2 forms** should accompany all Tax Returns sent to IDOC (this includes Returns filed by students).
- (4) Make sure you use your **correct** Social Security Number and use the **same** Social Security Number on both the Profile and the FAFSA.
- (5) Keep a copy of all forms you file with various agencies and organizations, especially tax returns and W-2 forms.
- (6) Be prepared to receive mail at the address listed in the Registrar's Office as your permanent or home address. If you will not be at your permanent address during the summer, make arrangements with someone to answer or forward your mail.

Sources of State Grant Assistance

Haverford applicants are expected to apply for any state grant assistance for which they may be eligible. In practice, we expect all residents of the Alaska, Connecticut, Delaware, District of Columbia, Maine, Massachusetts, Ohio, Pennsylvania, Rhode Island, Vermont, and West Virginia to apply to their respective state grant programs. We will estimate such outside awards in most cases and will not replace the estimated award with College funds if the student fails to file an application with the appropriate agency by their required deadline. The Website "Finaid" (<http://www.finaid.org/otheraid/state.phtml>) has information on applying for state grants.