



2017/18 Springfield College School of Professional and Continuing Studies 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 your 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 campus of the School of Professional and Continuing Studies also has a staff person available for financial aid counseling.

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

APPLICATION PROCEDURE FOR UNDERGRADUATE AND GRADUATE STUDENTS

- **2017/18 FAFSA** (Free Application for Federal Student Aid)
- **Admission acceptance**
- Other documents as requested by the financial aid office. We recommend that you only submit documents requested by the financial aid office. Unsolicited documents may occasionally cause conflicting information or delays in processing. Contact your campus if you are unsure if any document is needed.

Important Dates

RETURNING STUDENTS

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

Springfield College, Financial Aid Office (FAO), 263 Alden Street, Springfield, MA 01109
 Phone: 413-748-3112 Fax: 413-748-3462
springfieldcollege.edu/PCSFInancialAid



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APPLICATION DETAILS

- **Your 2017/18 FAFSA**
 - ✓ Go to fafsa.ed.gov
 - ✓ List Springfield College (federal code 002211) on your FAFSA
 - ✓ Use the IRS data retrieval process if possible
 - ✓ Be sure to follow all instructions on the federal FAFSA and complete all questions unless you are specifically told to skip a question. Be sure that the information entered is correct or you may be told that you can skip a question that is actually required.
 - ✓ 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 FSA ID
- **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:

- 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. You will find additional information online in the *Financing Your Springfield College Education* on-line booklet.
- **Award Letter**- complete, sign, & send to FAO Submit any additional information requested on your award letter.
- **Federal Direct Entrance Counseling** – can be completed online at <https://studentloans.gov>
- **Federal Direct Master Promissory Note (MPN)** <https://studentloans.gov>
Please note you will need your federal FSA ID to complete the Master Promissory Note.

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 may need to provide documentation of income earned from work in 2015 and a copy of any w-2s from earned income.

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).

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