

2012-13 NEED-BASED FINANCIAL AID APPLICATION INSTRUCTIONS

AWARD NOTIFICATION: begins June 1; complete by July 1, 2012

After Spring '12 grades are reviewed, notification of 2012-2013 aid awards will begin on June 1 and will be completed by July 1 for on-time applicants. Complete the following steps to apply for federal, state, and Susquehanna aid programs.

1. **COMPLETE THE 2012-13 FAFSA.** This is your application for federal student aid and, in most states, also for a state grant. You may file as early as January 1, 2012.
 - i. Go to www.fafsa.gov. You can print a FAFSA on the web worksheet from this site. You (and your parent) can use the federal PIN numbers you used last year to e-sign your form. (If you cannot locate your PIN, you (and your parent) can obtain a new PIN at www.pin.ed.gov.)
 - ii. Students and families are encouraged to utilize the IRS Data Retrieval option to complete the tax questions on the FAFSA. This is available 2 weeks after filing taxes electronically or 6 weeks after filing by hard copy.
 - iii. **Susquehanna's school code - 003369.**
 - iv. **FILING DEADLINE: MARCH 31, 2012**

2. **Complete the 2012-2013 Susquehanna University Financial Aid Application form at http://www.susqu.edu/documents/admissions/su_aid_application.pdf (E-mail the completed document to longa@susqu.edu as instructed for your particular browser. You will receive an email confirming receipt of the application within approximately 48 hours. If you do not receive the confirmation email, please print your aid application and forward via fax or U.S. mail.) Keep a printed copy for your records.**

This form is required for any student seeking need-based grant assistance from Susquehanna.

- i. **SUBMISSION DEADLINE: MARCH 31, 2012**

3. **SUBMIT SIGNED COPIES OF PARENTS' AND STUDENT'S 2011 FEDERAL TAX RETURNS along with all supporting W-2 Forms, IRS schedules, and forms 1099 which document income received in 2011.** You may fax them to 570-372-2722. (If either you or your parent will not file a 2011 federal tax return, please complete the "non tax-filer's statement" which you can download from our website at <http://www.susqu.edu/admissions/34020.asp>).

- i. **DEADLINE FOR SUBMISSION: MAY 1, 2012**

4. **IF YOU OR YOUR PARENTS OWN A FARM OR A BUSINESS,** provide income and expense, asset and liability information by downloading, printing and submitting the on-line Business and Farm Supplement, <http://www.susqu.edu/admissions/34020.asp>

- i. **DEADLINE FOR SUBMISSION: MAY 1, 2012**

SOME FILING TIPS . . .

- Don't forget to click the "Submit" button at the end of the FAFSA-filing process.
- Print a copy of your aid application to keep for your records. This will prevent you from having to complete it twice should you not receive our email confirmation.
- Keep copies of each completed application for your file.
- Read all instructions carefully. Do not leave items blank unless instructed to do so.
- Use only whole numbers. Round all figures to the nearest dollar.
- You must report as "other untaxed income" any payments made on your behalf during 2011-12 by grandparents or anyone other than your parent(s).
- Residents of Connecticut, Vermont, Washington, D.C., and West Virginia must also complete separate state grant application forms. Contact your State Grant agency directly to obtain an application or contact our office for information.
- **Don't miss our deadlines!**

DEADLINE INFORMATION

1. Complete all aid application forms by **March 31, 2012.**
2. **Don't forget to sign** all tax returns and non-tax filer statements prior to sending to the Financial Aid Office by **May 1, 2012.**
3. Requests for deadline extensions must be received in writing by **May 1, 2012.**

LATE APPLICATIONS WILL BE REVIEWED AS FUNDING PERMITS FOR THE SUSQUEHANNA UNIVERSITY GRANT, NAMED SCHOLARSHIPS, SEOG, and PERKINS LOAN PROGRAMS.

⇒⇒⇒ Financial aid awards do not allow for the premium fee for special on-campus housing, including single rooms, Liberty Alley apartments, and 18th Street Commons.

Please call our office at (570) 372-4450 with questions.